



## GRx Patient Support Job Description

<b>TITLE OF POSITION</b>	GRx Patient Support
<b>POSITION TYPE</b>	This position is a full time position, 30 hours per week. This position operates in accordance to the Sport Taranaki Flexible Working Hours policy and requires regular evening work.
<b>OFFICE LOCATION</b>	New Plymouth
<b>REPORTS TO</b>	Marketing and Events Manager

### **ABOUT SPORT TARANAKI**

Sport Taranaki is a community focused organisation whose role is to identify and respond to the sport and physical activity needs of people of all ages in the Taranaki region through the delivery of a variety of programmes.

The organisation and its staff adopt the following vision, mission, values and principles.

**Vision:** "An active healthy Taranaki"

**Mission:** "To lead and support sport and active recreation in Taranaki"

**Values:**

- Professionalism – 'Always bring your a game'
- Passion – 'Records are to be broken'
- Teamwork – 'There is no i in team'
- Leadership – 'Lead by example'

**Principles:**

1. Sport Taranaki has an ongoing commitment to encourage participation by Maori in sport and active recreation
2. Sport Taranaki will provide an equality of service across the entire Taranaki region
3. Sport Taranaki will support all people to participate in the physical recreation and sport activities of their choice.

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**ABOUT THE ROLE**

GRx (Green Prescription) is a programme based on General Practitioners and Practice Nurses prescribing exercise to patients for health management. The GRx Patient Support role receives the prescriptions and provides support to the client via the telephone, as well as written communication and resources, over a three month period. This support includes informal education about the benefits of physical activity and referral to suitable physical activity providers. The client receives this encouragement and support every 2-4 weeks over the three month period.

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**KEY OUTCOMES OF ROLE**

- More people realising the benefits of physical activity and making sustained lifestyle changes for improved health
- More GP's / Nurses referring clients to the GRx programme for improved health

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**SPECIFIC RESPONSIBILITIES AND TASKS****Patient Support**

- Review GRx referrals received and provide support over a 3 month period.
- Phone each GRx client once every 2-4 weeks. This may vary depending on the client needs.
- Provide follow up letters summarising telephone conversations and client progress with relevant resources.

**Relationship Management**

- Engage with relevant stakeholders regularly, primarily PHO's and referrers
- Represent Sport Taranaki on any relevant advisory groups or committees
- Provide data and outcomes for stakeholder reports
- Provide email update on individual patient outcomes to referrers

**Database Maintenance**

- Maintain accurate records of patients, the support provided and conversations through an Access Database

**Newsletters**

- Provide material for quarterly GRx newsletters

**Computers**

- Can confidently use Microsoft Word, Excel, Powerpoint and Outlook

**Data Collection**

- Work collaboratively with the Information Officer for the collection of necessary data

**Professional Development**

- Participation in both internal and external training opportunities.

**General**

- Fully support the philosophy, culture and policies of Sport Taranaki and the Regional Sport and Physical Activity Strategy.
  - Complete and report on monthly goal sheets
  - Adhere within budget parameters
  - Act in accordance to the corporate values of Sport Taranaki
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<b>KEY FUNCTIONAL RELATIONSHIPS</b>	SPARC Taranaki District Health Board PHO's GP's and Practice Nurses
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<b>AUTHORITY LEVELS</b>	Programme Budget*	TBC
	Authorisation to Hire	No
	Authorised to sign Contracts	No
	No. of Staff	0

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**SKILLS REQUIRED**

**Programme Delivery**

- Can successfully implement action plans to achieve programme outcomes

**Database Maintenance**

- Can confidently utilise databases using Microsoft Access including producing reports
- Can apply strong attention to detail

**Managing Relationships**

- Can build and maintain relationships and identify collaborative opportunities
- Can develop a rapport and an environment of trust and respect

**Communication Skills**

- Can communicate confidently, clearly and articulately in both verbal and written communication
- Can modify communication style to reflect the needs of the people and situation
- Can implement motivational interviewing techniques
- Can confidently make public presentations

**Time Management Skills**

- Can juggle multiple tasks and meet competing deadlines
- Can work outside normal working hours as and when required

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<b>EXPERIENCE REQUIRED</b>	Health Industry Exercise Prescription
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<b>QUALIFICATIONS REQUIRED</b>	Qualification in Health or Sport and Recreation preferred
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