



Sunraysia Community Health Services

POSITION DESCRIPTION

Title of Position:
Community Health Nurse, Diabetes Educator

Classification Code:
Clinical Nurse Consultant A

Salary and Award:
Victorian Public Health Sector Multiple Business Agreement 2007 - 2011

Department:
Chronic Disease

Region:
Loddon Mallee

Position Created:
February, 2000

POSITION DETAILS

Primary Objectives:

As part of the Primary Health team, this position is responsible for the organisation and provision of high quality Diabetes Education and Management to residents of the Mildura local government area (LGA). Key elements of this role include providing client centred self management Diabetes services, collaboration with the multi-disciplinary diabetes health care team and community education.

Key Working Relationships:

Responsible and accountable to the Manager Primary Health, through the Team Co-ordinator, Chronic Disease, the Diabetes Educator is an integral part of the multi-disciplinary team and works with all staff within the organisation. This role is required to develop and maintain effective working relationships with clients, community groups and the general public across Sunraysia. At times, this role may be responsible for the orientation and mentoring of community health nurses, but only as directed by the Coordinator Chronic Disease.

Conditions of Employment:

- The details of the position may be adapted to changing organisational requirements as determined by service wide planning processes and or directives stipulated by funding source.
- Must pass a pre-employment and maintain a suitable police check. Employment may be terminated as a result of details disclosed in a police check report.
- All appointments likely to be engaged in child-related work, are subject to a satisfactory Working with Children Check, the cost of which will be met by the incumbent. Employment may be terminated as a result of details disclosed in a Working with Children Check report.
- All positions are subject to a probationary period of **three** months. Ongoing employment will be subject to successful performance during this time.
- Maintain professional registration, licenses, provider numbers and insurance certificate of currency if relevant. Incumbent must provide SCHS with evidence of currency on an annual basis and as required.
- Adhere to Sunraysia Community Health Services Policies & Procedures and utilise resources provided (e.g. SCHS motor vehicles.)
- Ensure client and staff confidentiality is maintained at all times.
- Possess a valid drivers license as you may be required to travel between and/or work from any SCHS site.
- Some out of hours work may be required from time to time but will be managed in a manner that ensures work/life balance.
- Maintain a smoke free working environment.

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4. SPECIFIC ACCOUNTABILITIES:

- 4.1 *Contribute to the development of primary health care services (consistent with the principles of the Ottawa Charter) in relation to diabetes education and health promotion which enhance the health status of the community including:*
- Planning, initiating and evaluating innovative responses and flexible service options to meet identified needs of individuals within the scope of the diabetes field, which may include:
 - Treatment programs for individuals and groups,
 - A range of health education, health prevention and early detection programs,
 - Community development initiatives;
 - Liaising, consulting, coordinating and collaborating with other staff and agencies in the development, provision and evaluation of holistic health services, through participating in, and contributing to relevant inter-agency service development including needs assessment, goal and strategy development and implementation;
 - Acting as an advocate where necessary to protect the rights of the clients;
 - Liaising closely with appropriate diabetes related health professional, welfare agencies and people with diabetes to identify and address service gaps.
- 4.2 *Ensure the provision of a high standard of services through:*
- Undertaking a comprehensive, evidence based, multifaceted Diabetes assessment of a client's health and well being.
 - Developing and implementing an evidence based, person centred Diabetes care plan.
 - Provision of Diabetes education and support which considers culture, language, literacy and age.
 - Monitoring and reviewing clients progress in conjunction with the client and their diabetes health care team.
 - Recognising that consumers are active partners in the management of their diabetes and associated chronic conditions.
 - Working within the scope of practice of a Diabetes Educator as mandated by the Australian Diabetes Educator Association and primary professional discipline (eg AHPRA).
 - Contribute to achieving the Department of Health service agreement requirements
- 4.3 *Contribute to the development of best practice in performance and service delivery by:*
- Participating in the development, implementation and evaluation of policies and procedures pertaining to Diabetes services to maintain an optimum level of service provision.
 - Provision of education and training to other health care workers and community members;
 - Provision of supervision to nursing and diabetes education students upon request;
 - Ensuring documentation in client files is prompt, relevant and accurate and reflects a respectful approach to work practice;
 - Disseminating acquired knowledge by publication and/or presentation of research results where ever possible within the scope of the position;
 - Active involvement in local Regional Diabetes Working Group, Northern Mallee Primary Care Partnership and other diabetes related initiatives.

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4.4 *Maintain general health service requirements by:*

- Working cooperatively, constantly respecting and supporting fellow staff and developing positive channels of communication and sharing duties as required.
- Participating in team initiatives, including regular staff meetings, in order to assist in the facilitation of effective communication.
- Contributing to the achievement of the goals as outlined in the Strategic Plan and the overall objectives of the organisation.
- Participating in staff appraisal/professional development review process at least annually.
- Participating in the Quality and Safety Management System by assisting with monitoring and evaluating of activities and mechanisms, identifying opportunities for improvement and correcting problems to improve customer care services.
- Maintaining a high level of personal hygiene and practices demonstrating an awareness of infection control standards special precautions as applicable to the role.
- Assisting in promoting the organisation as a health service, integrating health promotion into all activities of the service, and creating alliances with other settings, consumers and the community with the aim of achieving healthy gains for the community.
- Adhering to Sunraysia Community Health Services' "Code of Conduct" for Employees.
- Completing online QUIT Brief Intervention training and integrating smoking cessation into service provision.

4.5 *Contribute to a safe and healthy work environment by:*

- Complying with OH&S, WorkCover and EEO requirements by supporting the overall Quality and Safety Management System to provide a safe and healthy work environment, free from sexual harassment and discrimination.
- Ensuring reasonable care is taken to perform work by implementing safe work practices and procedures so as to prevent/minimise injuries and illness to self and others, and by utilising appropriate personal protective equipment.
- Actively supporting and encouraging a safe work environment by identifying and reporting any health and safety hazards, accidents, incidents, property damage and mishaps in the workplace.
- Co-operating in reasonable workplace changes designated to assist in the rehabilitation of self or fellow workers.
- Attending annual mandatory Risk Management Services training – Fire, Emergency and Manual Handling.

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KEY SELECTION CRITERIA

ESSENTIAL MINIMAL REQUIREMENTS

Educational/General Qualifications

- Registered Nurse Division 1 with a current AHPRA certificate.
- Graduate Certificate in Diabetes Education, or equivalent post graduate qualifications.
- Australian Diabetes Educators Association member.

Experience

- Demonstrated experience in the delivery of diabetes education services with a diverse caseload.
- Experience delivering a wide range of primary health care services.

Knowledge

- A sound knowledge of contemporary nursing practice particularly in relation to Diabetes, associated conditions and self management support.
- Highly developed knowledge of Primary Health Care theory and practice, and strategies of the Ottawa Charter.

Personal Abilities/Aptitudes/Skills

- Demonstrated skills in assessment and treatment of Diabetes Mellitus.
- Ability to work both autonomously and within a multi-disciplinary team.
- Ability to communicate effectively with people from diverse backgrounds cultures and those with special needs.
- Highly developed negotiation and assertiveness skills.
- Time management skills and the ability to prioritise workload.
- Word Processing skills and a familiarity with Microsoft Word, Outlook and Internet explorer.

DESIRABLE CHARACTERISTICS (to distinguish between applicants who have met all essential requirements)

- Credentialed Diabetes Educator through Australian Diabetes Educators Association.
- Experience with using motivational interviewing, health coaching and self management support techniques.
- Previous supervisory or consultancy experience.
- Knowledge of local, regional, state and national services, resources, networks and supports.
- Appreciation of the particular needs of the population serviced by Mildura LGA.
- A commitment to professional development.
- High degree of innovation, creativity and leadership in community health.

POSITION DESCRIPTION APPROVAL

The details contained in this Position Description are an accurate statement of the responsibilities, competencies and other requirements of the above named position.


20 / 1 / 2012
 _____ Date

As the incumbent, I have read and understand the statement of the responsibilities, competencies and other requirements as detailed in this document.

 Incumbent / /
Date

Formulated: Feb 2000

Last reviewed/amended: 07/01 10/02 11/05 05/06 02/08 01/09 10/09 06/10 01/12

Authorisation: CEO	Version: 2	Date of Issue: Feb 2010	Last Review/Update: June 2010
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