

## Employee Position Description

Position Details		
<b>Position Title:</b> Diabetes Nurse Educator	<b>Department:</b> Allied Health	<b>Agreement:</b> Nurses and Midwives (Victorian Public Sector) (Single Interest Employers) Enterprise Agreement 2016-2020
<b>Reports To:</b> Manager of Diabetes Nurse Education	<b>Location:</b> Predominantly based at Doncaster– with ability to work from all sites	
<b>Direct Reports:</b> Nil	<b>Employment Status:</b> Casual	<b>Classification:</b> RN GRD 4 YR 2 Community Health
Position Primary Purpose		
<p>To deliver clinical services across revenue streams relevant to clinic &amp; community based Diabetes Nurse Education including but not limited to Medicare, Community Health, DVA HACC, CHSP, NDIS, HCP and Fee Paying Clients (FFS). This position will comprise of a clinical caseload which will involve the provision of Diabetes Nurse Education services to clients of all ages seeking Diabetes Education and support with diabetes management. Services will include group and centre based interventions as required.</p> <p>This position reports to the Manager of Diabetes Nurse Education, and will receive supervisory support from peers (Diabetes Nurse Educators) or external clinical supervision as negotiated with the manager.</p> <p>The role is expected to foster an environment that reflects consumer and person-centred care focus. This includes working with clients and carers to assist them to achieve their health related goals, using a multidisciplinary team approach. The position encompasses promotion of health and wellbeing across a broad spectrum; from prevention and early intervention through to chronic disease management.</p>		
Decision Making Authority	Key Relationships	
<b>Decisions made independent of Manager</b> <ul style="list-style-type: none"> <li>• Decisions pertaining to clinical service delivery where significant risk to client or staff is not identified.</li> </ul>	<b>Internal</b> <ul style="list-style-type: none"> <li>• Manager of Diabetes Nurse Education</li> <li>• Senior Manger Allied Health</li> <li>• Reception and Intake teams</li> <li>• IDEAS Clinic Team – Allied Health, Allied Health Assistants and Endocrinologists</li> <li>• Colleagues in Allied Health, Mental Health, Medical and Community Services</li> </ul>	

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Key Accountabilities	
Focus Areas	Responsibilities
<b>Provision of clinical services</b>	<ul style="list-style-type: none"> <li>• Provide Diabetes Education services at industry benchmark level for clinic &amp; community based clients including involvement of other members of the multidisciplinary team where indicated</li> <li>• Be aware of and compliant with documentation, record keeping and administrative requirements of all funding streams, legislation and Access Health &amp; Community Policies and Procedures relevant to Diabetes Nurse Education services</li> <li>• Meet Targets and Key Performance Indicators relevant to your role and in compliance with Government and Access Health and Community standards</li> <li>• Partner with consumers to deliver care ensuring compliance with National Safety and Quality Standards, relevant Government and Funding stream requirements and Access Health &amp; Community Policies and Procedures.</li> <li>• Effectively collaborate with a multidisciplinary model of care to enhance clinical outcomes of clients</li> <li>• Take responsibility for accurate, timely work results</li> <li>• Strive to provide excellent client experience demonstrating sound clinical judgement and ability to engage and educate clients to enable setting and delivery of achievable goals</li> <li>• Contribute to continuous quality improvement by identifying strengths and weaknesses of current processes</li> <li>• Provide high value healthcare</li> <li>• Understand roles and interdependencies of other departments and divisions at AccessHC</li> <li>• Understands funding and revenue streams relevant to providing Diabetes Nurse Education services</li> <li>• Comply with Infection, Prevention and Control standards as outlined by Access Health and Community's Infection Control Policy and Podiatry Department guidelines.</li> </ul>
<b>Professional development and supervision</b>	<ul style="list-style-type: none"> <li>• Maintain continuous professional development (CPD) requirements for registration</li> <li>• Develop and maintain Scope of Practice and Competency requirements for your role.</li> <li>• Proactively identify own educational needs, seek information from a range of sources and assist with the development of appropriate, effective and evidence based service delivery</li> <li>• Engage in and support the Supervision Framework of the Diabetes Nurse Education team.</li> <li>• Contribute to the delivery, planning and coordination of practical placements and supervision of Diabetes Education students</li> <li>• Supervise and delegate appropriate clinical and administrative tasks to volunteers</li> <li>• Demonstrate commitment to continuous professional development and quality improvement</li> <li>• Participate and may take responsibility for defined areas such as student coordination, leadership of a portfolio group or special project as instructed by or negotiated with the Diabetes Nurse Education Manager.</li> </ul>
<b>Health promotion</b>	<ul style="list-style-type: none"> <li>• Contribute to the provision of health promotion and prevention strategies to individual clients, their families and the broader community.</li> </ul>
<b>Models of care</b>	<ul style="list-style-type: none"> <li>• Understand and work within an Active Service Model and a Biopsychosocial model of health.</li> </ul>
<b>AccessHC Values</b>	<ul style="list-style-type: none"> <li>• Through actions and behaviour, demonstrate AccessHC Values of; <b>Equity, Collaboration, Integrity,</b></li> </ul>

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<b>Focus Areas</b>	<b>Responsibilities</b>
	<b><i>Accountability, Innovation and Excellence.</i></b>
<b>Governance and Compliance</b>	<ul style="list-style-type: none"> <li>• Act in accordance with AccessHC's policies, procedures and code of conduct.</li> <li>• Maintain updated and valid credentials in accordance with relevant legislation and industry requirements where applicable to the position.</li> <li>• Participate in mandatory training requirements to support the delivery of a safe and effective service.</li> </ul>
<b>Workplace Health and Safety</b>	<ul style="list-style-type: none"> <li>• Act in accordance with health and safety policies and procedures at all times.</li> <li>• All staff are required to take reasonable care for their own health and safety and that of other personnel who may be affected by their conduct.</li> <li>• Works collaboratively within and outside the team</li> </ul>

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Selection Criteria					
<p><b>Standard selection criteria items</b></p> <ul style="list-style-type: none"> <li>• Police Check</li> <li>• International Police Check</li> <li>• Working With Children Check</li> <li>• Professional Registration with AHPRA</li> </ul> <p><b>Qualifications, registrations and experience</b></p> <ul style="list-style-type: none"> <li>• Bachelor of Nursing – or equivalent</li> <li>• Registered Nurse</li> <li>• Credentialed Diabetes Nurse Educator</li> <li>• Proficiency in Microsoft Office and relevant software applications</li> </ul>	<p><b>Key skills and attributes</b></p> <ul style="list-style-type: none"> <li>• Demonstrated clinical skills and experience in the delivery of Diabetes Nurse Education services.</li> <li>• Understanding of fee for service model of care, NDIS and My Aged Care</li> <li>• Demonstrated ability to function as part of a multi-disciplinary team</li> <li>• Ability to identify the principles of primary health care and their difference from other services</li> <li>• Well-developed written and verbal communication skills</li> <li>• Demonstrated ability to relate to people from a diverse range of social, cultural and ethnics backgrounds</li> <li>• Commitment to continuous quality improvement and health promotion principles</li> <li>• Effective time management and prioritisation skills</li> <li>• Demonstrated behaviours consistent with AccessHC values</li> </ul>				
<p><b><i>AccessHC is a Child Safe Organisation.</i></b></p> <p><b><i>AccessHC actively supports an inclusive culture and celebrates its diversity. We encourage applications from people with disabilities, diverse genders and sexualities, Aboriginal peoples and people from a culturally and/or linguistically diverse background.</i></b></p>					
<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th colspan="2" data-bbox="168 1031 2080 1094" style="background-color: #cccccc;">Authorisations</th> </tr> </thead> <tbody> <tr> <td data-bbox="168 1094 1108 1297" style="width: 50%; vertical-align: top;"> <p><b>Employee Name:</b></p> <p><b>Signature:</b> _____</p> <p><b>Date:</b> / /</p> </td> <td data-bbox="1108 1094 2080 1297" style="width: 50%; vertical-align: top;"> <p><b>Manager Name:</b></p> <p><b>Signature:</b> _____</p> <p><b>Date:</b> / /</p> </td> </tr> </tbody> </table>		Authorisations		<p><b>Employee Name:</b></p> <p><b>Signature:</b> _____</p> <p><b>Date:</b> / /</p>	<p><b>Manager Name:</b></p> <p><b>Signature:</b> _____</p> <p><b>Date:</b> / /</p>
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