

Position Description



Position Title: Diabetes Educator	Division: Community Health									
Reports To: Community Health Manager	Direct Reports: Nil									
Primary Objective:										
As part of the healthcare team, across multiple sites and settings, the purpose of this nursing specialist role is to assist consumers and their carers better understand and manage diabetes mellitus through education, self-management and monitoring of their condition.										
Position Dimension & Decision Making Authority:		Key Communication Contacts:								
<p>Without referral to manager –</p> <ul style="list-style-type: none"> Client care <p>After consultation with manager or others –</p> <ul style="list-style-type: none"> Delivery of non-clinical services Developing group therapy programs <p>Referred to managers or others –</p> <ul style="list-style-type: none"> Items outside of delegation Professional development 		<table border="1"> <thead> <tr> <th>Contact/Organisation</th> <th>Purpose/Frequency of Contact</th> </tr> </thead> <tbody> <tr> <td>Allied Health Team</td> <td>As needed</td> </tr> <tr> <td>Director of Clinical Services</td> <td>As needed</td> </tr> <tr> <td>Community Health Manager</td> <td>Regularly as required</td> </tr> </tbody> </table>	Contact/Organisation	Purpose/Frequency of Contact	Allied Health Team	As needed	Director of Clinical Services	As needed	Community Health Manager	Regularly as required
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Key Accountabilities		
Key Result Area	Major Activities	Performance Measures:
1. Clinical	<ul style="list-style-type: none"> • Provide timely assessment, treatment and review for all clients. • Complete Care Plans for all clients. • Actively engage with clients, General Practitioners and/or Specialists for individualised client care. • Liaise with General Practitioners, Clinics and Specialists in regards to Diabetes management. • Respond to clinical changes in client's conditions and initiate consultation with relevant medical/nursing or multidisciplinary team where required. 	<ul style="list-style-type: none"> • Initial contact to be within 7 days. • Initial assessments completed within 1 month of referral. • Care Plans developed by the second client appointment.
2. Management	<ul style="list-style-type: none"> • Knowledge of and adherence to Timboon and District Healthcare Service Division Policies and Procedures. • Assist with the formulation and implementation of the Policies and Procedures and recommend changes as necessary. • Actively participate in department and interdepartmental meetings as required or nominated. • Participate in committees to further develop clinical practice at TDHS. • Ensure all care plans, programs and treatments are evidenced based and contain health promotion and self-management. • Provide expert clinical advice pertaining to the management of Diabetes Mellitus. 	<ul style="list-style-type: none"> • Promote a supportive learning environment. • Audit files to ensure adherence is being followed by clinical notes. • Attendance documented at all relevant meetings. • Review of Policies and Procedures is to be conducted when required.
3. Information Management	<ul style="list-style-type: none"> • Utilise TDHS IT systems to ensure accurate development and maintenance of clinical and non-clinical documentation in a timely manner. 	<ul style="list-style-type: none"> • Patient related documentation is complete and accurate. • Documentation complies with legal and regulatory bodies requirements.

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	<ul style="list-style-type: none"> • All documentation will be on organisation controlled (TDHS) paperwork where applicable and include your name, designation, time and date. • Regular monitoring of clinical and non-clinical documentation to ensure compliance with applicable legal and regulatory bodies. • Maintain client files according to the policies and procedures of TDHS. 	<ul style="list-style-type: none"> • Adhere to the Victorian Privacy Laws- Information Privacy Act 2000 and the Victorian Health Record Act 2001 and comply with TDHS privacy and confidential protocols.
<p>4. Teamwork</p>	<ul style="list-style-type: none"> • Establish and maintain effective communication within the multi-disciplinary team to ensure consumers/patients receive quality ongoing care. • Collaborates with the multidisciplinary team to provide effective and coordinated care • Be an active team member that collaborates with other staff and volunteers to ensure open and transparent communication at all times. • Ensures, promotes and disperses positive attitude and information throughout TDHS. • Actively participate in the promotion of a positive and engaging team culture across community and allied health services. • Support and value our volunteer services. 	<ul style="list-style-type: none"> • Demonstrates active listening skills. • Actively participates in discussion and contributes to decision making. • Positive and proactive role model within the community & allied health team, as well as the organisation. • Provides constructive feedback. • Consults with key health professionals in delivering care to a diverse client population. • Written and verbal communication is clear, concise and accurate. • Involves patient, family, significant others in client assessment, management and discharge.
<p>5. Professional Development</p>	<ul style="list-style-type: none"> • Actively participate in a performance review after 12 weeks of service and annually thereafter. • Ongoing member of ADEA, Diabetes Victoria and Western Victoria Diabetes Health Professionals Group. • Develop, maintain and document a program of professional development in accordance with National Registration requirements. • Undertake annual competencies relevant to your position. 	<ul style="list-style-type: none"> • Documented attendance at relevant in-service education programs, workshops and seminars to maintain and update knowledge and expertise.

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	<ul style="list-style-type: none"> Conduct education for relevant TDHS staff in relation to Diabetes Mellitus education. 	
6. Occupational Health and Safety	<ul style="list-style-type: none"> Be aware of and ensure all staff conduct themselves and their practice in line with Occupational Health and Safety legislation. Ensure all risks are identified and reported promptly in Riskman. Comply with legislative, regulatory and policy and procedural requirements to protect and enhance the health, safety and wellbeing of staff, consumers and volunteers whilst at work. This includes the appropriate and safe use of machinery, devices and personal protective equipment and adherence to the principles of general and patient manual handling. Be aware and adhere to the Timboon and District Healthcare Service's policies and procedures, accessible via the PROMPT document management system. 	<ul style="list-style-type: none"> Knowledge of and adherence to the Occupational Health and Safety Act 2004. Assist with the review of service specific clinical guidelines to ensure ongoing progression and advancement of contemporary evidence based practice. Attend annual Fire Safety and Evacuation Exercises.
7. Organisational Infection Control and Quality Improvement Standards	<ul style="list-style-type: none"> Ensure all practice is conducted in accordance with infection control policies, procedures and standards. Participate in relevant organisational quality accreditation processes and quality improvement activities. Complies with all TDHS mandatory training requirements. 	<ul style="list-style-type: none"> Adhere to infection control and quality standard legislative requirements at all times. Demonstrated participation in accreditation processes. Evidence of continuous improvement. Evidence of completion of all mandated training by annual date.
8. Code of Conduct and Equal Opportunity	<ul style="list-style-type: none"> Develop and maintain sound knowledge of and commitment to TDHS policies and procedures. Ensure that you engage in behaviour that treats other staff fairly, equitably and not subject to any form of discrimination or harassment. Demonstrate and abide TDHS' Workplace Code of Conduct, including the core values: Integrity, Compassion, Accountability, Respect and Excellence. Participate in promoting a safe working environment. 	<ul style="list-style-type: none"> Aware of and promotes TDHS policies and procedures. Core values are reflected in decision making and everyday behaviour. Adherence to the TDHS Code of Conduct. Participation and compliance of all occupational health and safety policies and procedures (including emergency response).

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	<ul style="list-style-type: none"> • Ensure an appropriate level of customer service is provided, demonstrating a friendly and supportive approach to our consumers. 	<ul style="list-style-type: none"> • Consumers are made to feel welcome and supported at all times.
Key Challenges:		Key Selection Criteria (Qualifications, Experience and Personal Attributes)
<ul style="list-style-type: none"> • Ensure appropriate reporting processes and systems are in place for regular reporting to the Community Health Manager. • Ensure community clients have access to program via appropriate transport arrangements. • Attend regular meetings with the Community Health Manager and Community Health Team. • Attain a working knowledge of TDHS's organisational requirements and directives. • Management of consumers with chronic and complex needs in both the acute, rehabilitation and community settings. • Communication with multiple service providers and allied health staff to maximise consumer outcomes. 	<ul style="list-style-type: none"> • Registered Nurse – Division1 holding a current practicing certificate. • Current registration with relevant professional body – AHPRA. • Graduate Certificate in Diabetes Education. • Credentialed Diabetes Educator with Australian Diabetes Educator Association (ADEA) or demonstrating progression towards credentialing. • Knowledge of health care system and a clear understanding of the role of health promotion and education in the maintenance of health and well-being and achieving health outcomes for clients. • Strong written and oral communication skills enabling effective communication in engaging communities, providers, general practitioners and all relevant stakeholders. • Strong interpersonal, time management, analytical and problem-solving skills especially with regard to complex clinical situations. • Demonstrated initiative in developing community health education and promotional programs. • Demonstrated ability to work autonomously and independently within a complex care environment. • Demonstrated ability to work effectively within a team environment. • Demonstrated ability to think and act strategically. • Current Victorian drivers licence. 	

I have read and understand the requirements and responsibilities of my Position Description.

Signed:

Name:

Date: / /