
POSITION TITLE:	Diabetes Nurse Educator
RESPONSIBLE TO:	Director Primary & Community Services
DEPARTMENT:	Community
AWARD:	Nurses and Midwives (Victorian Public Health Sector)
CLASSIFICATION:	As per Award
REPORTS TO:	Director Primary & Community Services
CONTRACT:	As per employment contract

POSITION STATEMENT

The primary role of the Diabetes Educator is to provide clinical care to the community. The Diabetes Educator provides a range of high quality diabetes education, clinical management, information and support to clients within the community. Collaboration and partnership with other programs within the health service is vital to this role. The role requires demonstrated personal attributes that fosters interdisciplinary collaboration between all departments at ORH and relevant external services.

RESPONSIBILITIES AND KEY PERFORMANCE INDICATORS (Outcomes)

- Develops and provides an individually tailored education program to include appropriate aspects of diabetes and its complications
- Develops and provides a group education program that follows recommended best practice in group diabetes education
- Reduces or prevents need for admission to hospital by early recognition of clinical issues and arranging appropriate referral/treatment
- Responds to requests for diabetes resources from clients, relatives and others
- Provides information and skill development sessions to the community, hospital wards and other groups as requested
- Demonstrate in assessment and treatment of patients an advanced level of clinical reasoning, professional knowledge and judgment in a clinical specialty area
- Apply and have up to date knowledge of the current evidence in your clinical specialty
- Participate in relevant team and family meetings, to act as a liaison person if required and to be actively involved in discharge planning to ensure a safe and well planned discharge
- Maintain accurate and timely patient records in accordance to hospital documentation
- Liaise with other health professions to ensure a multidisciplinary approach to patient care

QUALIFICATIONS

- Current AHPRA registration or registration with other equivalent Professional Body (e.g. Dietitians Association of Australia)
- Current Australian Diabetes Educator Association Membership and Credentialed Diabetes Educator or working towards

HUMAN RESOURCES

- Employees must comply with and demonstrate the Organisational Behavioural Values
Respect, Integrity, Compassion, Excellence, Community
- All employees of Orbost Regional Health are required to participate in an annual Performance review and planning process, ensuring all documentation is provided for the personnel file.
- Participate in the annual review and planning process, completing an annual performance review which is in line with the strategic objectives of Orbost Regional Health
- During the annual performance review discussion review the annual information updates as listed in attachment 2.
- All employees will undertake an organisational orientation induction program and complete training requirements relevant to position, including mandatory training as listed in attachment 1.
- On an annual basis complete mandatory training as per attachment 1.
- ORH promotes the safety and wellbeing of all children and particularly those from culturally and/or linguistically diverse backgrounds. Working with children checks are required for staff who work with children under 16, and understanding of implementation of safe practices with children including mandatory reporting of child abuse is a requirement of ongoing employment.

ADMINISTRATION

- Be conversant with Orbost Regional Health policies and procedures and be able to demonstrate how to access relevant policies and procedures using the PROMPT system

OCCUPATIONAL HEALTH AND SAFETY

- Ensure that work practices are carried out in accordance to the Occupational Health and Safety policies, and the operational policies and procedures of the organisation.
- Ensure daily tasks are carried out in such manner that minimises risks to patients/residents, other staff members and visitors.
- Are confidently able to complete a Riskman incident report and report any safety issues immediately to the supervisor and/or Safety Representative.
- Ensure that infection control guidelines and requirements are known and incorporated into daily work activities.

QUALITY AND SAFETY

- Demonstrate a commitment to the delivery of quality services.
- Demonstrate a focus on partnering with consumers in the planning, delivery and evaluation of services and care, by actively seeking feedback and engaging consumers in their care planning as appropriate to employee role.
- Ensure all Multi Purpose Service activities are in accordance with the
 - National Safety and Quality Health Service Standards (organisation wide)
 - Community Care Common Standards (Home and Community Care)
 - Department of Human Services Standards (Disability and Homelessness Support)
 - Royal Australian College of General Practitioners Standards (Medical Clinic);
 - Diagnostic Imaging Standards (Radiology).
- Actively participate in the Orbost Regional Health quality program and accreditation processes against the above standards.
- Are confidently able to complete a RiskmanQ quality activity.
- Be able to identify risks and follow the Orbost Regional Health Risk Management Policy and procedure.
- Have processes to monitor and evaluate the performance of the services provided by the work area.
- Be aware of Orbost Regional Health's approach to quality and safety that includes: Risk management, Clinical governance, Patient centred care and Consumer rights and responsibilities, Diversity, Workplace Health, Safety & Wellbeing, Performance reporting and Monitoring, Partnering with Consumers, Quality Improvement and Open Disclosure. Refer Staff Guides located in Prompt.

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AUTHORITY AND CONDITIONS

- All employees of Orbost Regional Health must sign a Confidentiality Statement. This is to ensure that employees shall not at any time, either during the period of employment, or at its completion, divulge either directly or indirectly to any person, confidential knowledge or information acquired during the course of this employment.
- All employees of Orbost Regional Health are required to recognise consumer rights and operate within the Charter of Human Rights.
- Adhere to the level of authority under the Organisation Instrument of Delegation.
- This position carries a Level NA under the Instrument of Delegation.

I have read, understood and accepted this Position Description.

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(Employee Name)

.....
Executive Title

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Signature

.....
Signature

.....
Date

.....
Date

Orbost Regional Health reserves the right to review and amend this document at its discretion.

KEY SELECTION CRITERIA

Essential Criteria

- Current AHPRA registration or registration with other equivalent Professional Body (e.g. Dietitians Association of Australia)
- Current Australian Diabetes Educator Association Membership and Credentialed Diabetes Educator or working towards
- Excellent organisational skills
- Advanced interpersonal, written and verbal communication skills, including computer literacy and the ability to produce well written reports
- Demonstrated commitment to professional development both personally and for staff with the aim to promote and establish a Diabetes service of excellence
- Experience in planning and delivery of health promotion and community education
- Well-developed understanding of integrated approaches to diabetes care
- Well-developed problem solving and analytical skills in order to provide holistic diabetes education and care to clients and their family members
- Experienced in monitoring and stabilising blood glucose levels through periodic adjustment of insulin (in accordance with the instructions of the client's medical team)
- Understanding of current approaches to chronic illness self-management
- Demonstrated ability to work both independently and as part of a multidisciplinary team
- Current police check, WWC check

Desirable Criteria

- Current Victorian drivers licence

Orbost Regional Health Position Description - Attachment 1

Organisation wide – Mandatory Training

Focus area	Frequency	Classification	Staff	Training Type	Committee Responsible
Emergency Response	Orientation & Annual	Mandatory	All ORH Staff	Online training	Emergency Preparedness & Resilience
Manual Handling	Orientation & Annual	Mandatory	All ORH Staff	Online training	OH&S
No Lift	Orientation & Annual	Mandatory	Nursing Staff	Online training and practical assessment	OH&S
Hand Hygiene	Orientation & Annual	Mandatory	All ORH Staff	Online training	Infection Control
Basic Life Support	Orientation & Annual	Mandatory	All Nursing Staff Medical Staff	Self-directed learning package- clinical skills practical assessment	Clinical Standards
Medication Administration General Adult & IV competency	Orientation & Annual	Mandatory	All Nursing staff (including medication endorsed ENs).	Online training	Clinical standards
Falls Prevention	Orientation & Annual	Mandatory	All nursing staff	Online training	Clinical Standards
Neonatal Resuscitation	Orientation & Annual	Mandatory	All Midwives	Online training	Clinical Standards
Advanced Life Support	Orientation & Annual	Mandatory	All ALS responders – grade 5/ ANUMs	Self-directed learning package- clinical skills practical assessment	Clinical Standards
Triage	Orientation & Annual	Mandatory	Grade 5 / ANUM	Online Training	Clinical Standards
Blood Safe	Orientation & Annual	Mandatory	All Nursing Staff	Online Training	Clinical Standards
Aseptic Technique	Orientation & Annual	Mandatory	All Nursing & Medical Staff	Online Training	Infection Control
Bullying and Harassment	Orientation	Mandatory	All ORH Staff	Online Training	People and Culture
Risk Management	Orientation & Annual	Mandatory	Managers	Online Training	OH&S
Occupational Violence	Orientation	Mandatory	All ORH Staff	Online Training	OH&S
OHS	Orientation	Mandatory	All ORH Staff	Online Training	OH&S
Cybersecurity training for health services	Orientation	Mandatory	All ORH Staff	Online Training	MPS Managers
NDIS Worker Orientation Program	Orientation (post June 2020)	Mandatory	NDIS workers	Online Training	People and Culture

Orbost Regional Health Position Description – Attachment 2
Organisation wide – Orientation & Annual Information Update

Focus area	Frequency	Classification	Staff	Training Type
Occupational Health & Safety	Orientation & Annual	Info Update	All ORH Staff	Manager Discussion
People & culture	Orientation & Annual	Info Update	All ORH Staff	Workshop
Diversity	Orientation & 2 years	Info Update	All ORH staff	Manager Discussion
Clinical Governance	Orientation & annual	Info Update	All ORH staff	Manager Discussion
Resource Management	Orientation & 2 years	Info Update	All ORH staff	Manager Discussion
Risk Management	Orientation & Annual	Info Update	All ORH staff	Manager Discussion
Quality Improvement	Orientation & Annual	Info Update	All ORH staff	Manager Discussion
Partnering with Consumers	Orientation & Annual	Info Update	All ORH staff	Manager Discussion
Performance Reporting and Monitoring	Orientation & 2 years	Info Update	All ORH staff	Manager Discussion
Patient Rights & Responsibilities	Orientation & Annual	Info Update	All ORH staff	Manager Discussion
Emergency management & Business Continuity	Orientation & Annual	Info Update	All ORH staff	Manager Discussion
Review & Planning Process	Orientation & 2 years	Info Update	All ORH staff	Manager Discussion
Environmental sustainability	Orientation & 2 years	Info Update	All ORH staff	Manager Discussion