

<b>POSITION</b>	Diabetes Educator
<b>REPORTS TO</b>	Director of Clinical and Community Services
<b>AWARD</b>	Nurses & Midwives (Victorian Public Sector) (Single Interest Employers) Enterprise Agreement 2016-2020
<b>CLASSIFICATION</b>	Dependent on qualifications and experience
<b>EMPLOYMENT STATUS</b>	As per contract
<b>HOURS PER FORTNIGHT</b>	As per contract

### **INGLEWOOD & DISTRICTS HEALTH SERVICE**

Inglewood & Districts Health Service (IDHS) is a holistic health service nestled in the peaceful rural hamlet of Inglewood in country Victoria. With a population of 800 people, the town features a charming historic streetscape with many notable gold rush buildings, a modern pharmacy, banks, post office, supermarket, excellent wineries, and bowls and golf clubs. Inglewood is a 45km drive away from the bustling, Central Victorian town of Bendigo which is also easily accessible by public transport. This makes Inglewood a very attractive option for those wanting a rural lifestyle while having access to all the facilities and services of a large regional centre.

IDHS is situated in the Shire of Loddon and provides services to more than 5,500 residents in the communities of Bridgewater, Inglewood, Korong Vale, Newbridge, Serpentine, Tarnagulla, Wedderburn and surrounding townships.

All IDHS facilities are conveniently located on one site – Urgent Care Centre, community health and hospital and residential aged care (hostel and nursing home). IDHS also offers a diverse range of services including diabetes education, community and district nursing, counselling and cardiac rehabilitation, planned activity groups, volunteer and strength training programs.

IDHS has strategic alliances with a range of hospitals, health services, health alliances and government bodies.

### **OUR VISION**

Excellence in Health Care now and the future

### **OUR MISSION**

Providing Quality Health Services, supporting and enhancing community wellbeing

### **OUR VALUES**

- Care
- Respect
- Choice
- Equality

### **OUR COMMITMENTS**

- We encourage and assist our clients to achieve life-long health and wellbeing.
- We respect each individual's rights, needs and choices including the right to refuse treatment.
- We provide equality of access to services.

- We support the broad definition of health which includes meeting social, emotional, physical, cultural and spiritual needs through a multi-disciplinary approach.
- We seek to achieve quality health outcomes.
- We provide a safe and supportive environment for staff and others.
- We encourage the personal and professional development of staff.
- We encourage participation by all members of the community in planning, implementing and evaluating service delivery.
- We facilitate partnerships with other service providers.
- We support and encourage a culture of Continuous Improvement across the organisation.

**THE POSITION**

The position of Diabetes Educator is funded under the Early Intervention in Chronic Disease Program (EiCD) and is designed to provide a centre-based, rural outreach Diabetes Education service. The main responsibility of the Diabetes Educator is to provide education, advice and support to children, young people and adults – and their families – living with diabetes.

The Diabetes Educator is responsible for expertise in diabetes management and will ensure people with diabetes and their families are well supported within the hospital and in their local community.

<p><b><u>KEY RESPONSIBILITIES AND DUTIES</u></b></p>	<p><b>Specific Responsibilities</b></p> <ul style="list-style-type: none"> <li>• Work across Community Services to provide coordinated Diabetes Education to the targeted communities in the IDHS catchment area</li> <li>• Provide Diabetes Education on a group and/or individual basis</li> <li>• Work in partnership with General Practitioners and General Practice staff to support clients to adhere to management plans</li> <li>• Work collaboratively with other Community Services staff to ensure optimal client health outcomes and goal attainment</li> <li>• According to case allocation processes, act as the key worker for clients to provide continuity and coordination of multi-disciplinary care plans</li> <li>• Provide services from a range of community-based settings including Health Service sites, General Practice sites, homes and outreach centres</li> <li>• Utilise a client-centred approach to support client/carer self-management</li> <li>• Work as part of a multi-disciplinary team to achieve optimal outcomes for clients and the community</li> <li>• Participate in, and implement, relevant Health Promotion activities</li> </ul> <p><b>Organisational Responsibilities</b></p> <ul style="list-style-type: none"> <li>• Participate in team/departmental meetings and other organisational meetings as required</li> <li>• Participate in staff development and training as required</li> <li>• Maintain accurate records, statistics and reports as needed</li> <li>• Participate in service development as required</li> </ul>
<p><b><u>GENERIC RESPONSIBILITIES AND REQUIREMENTS</u></b></p>	<p><b>Workplace Health &amp; Safety</b></p> <p>IDHS is committed to the provision and maintenance of a healthy and safe workplace with the notion of “safety always” underpinning all its activities. Staff are encouraged to actively promote the behaviours, values and attitudes that are supportive of a culture of safety, with each staff member being required to take reasonable care for their own health, safety and wellbeing and the health, safety and wellbeing of others who may be affected by their actions. All staff are required to adhere to organisational</p>

workplace health and safety policies and procedures and participate in safety related education and evaluation activities.

IDHS recognises the integral role of each individual in the promotion, development and maintenance of its culture of safety.

#### **Compliance with Policies and Procedures**

All IDHS's policies and procedures are set out in its clinical and managerial policy manuals located on PROMPT and in hard copy. All staff must ensure they comply with policies, procedures and standard ways of work practices when carrying out their work. Any breach in compliance may result in disciplinary action.

#### **Person Centred Care**

Person Centred Care (PCC) is a philosophical approach to how we provide care to patients, clients, residents and interact with other customers, including staff of IDHS. PCC is based on the principles of respect, value of the individual and the need to deliver service in an environment that supports peoples' physical, emotional, social and psychological needs. PCC is underpinned by a culture of collaboration and partnership and all staff of IDHS are required to adhere to these principles.

#### **Risk Management**

IDHS supports an organisational philosophy that ensures risk management is an integral part of corporate objectives, plans and management systems. Staff are accountable for risk management through organisational, team and individual performance objectives that are within their span of control.

#### **Performance Appraisal**

A performance development and review process will be carried out six (6) months after commencement of employment and thereafter on a regular informal basis and on a formal basis annually. This is to ensure staff satisfactorily progress towards their Key Performance Indicators (KPIs). The Performance Appraisal will be based on successful outcomes of the KPIs, this Position Description and the policies and procedures of the IDHS. The performance appraisal must be discussed with and signed by the staff member.

#### **Quality Improvement**

Each staff member has a responsibility to participate and commit to ongoing quality improvement activities using the 10 National Standards model, Aged Care Accreditation and/or HACC Community Care Common Standards as relevant to their areas of practice.

#### **Employment Principles**

IDHS is committed to the employment principles that reinforce the public sector values. These principles ensure:

- Employment decisions are based on merit
- Employees are treated fairly and reasonably
- Equal employment opportunity is provided
- Human Rights are upheld in accordance with the Charter of Human Rights & Responsibilities Act 2006
- Employees have a reasonable avenue of redress against unfair or unreasonable treatment

#### **Code of Conduct**

	<p>The Victorian Government’s Code of Conduct is binding on all IDHS staff. Contravention of a provision in the code may constitute misconduct and/or regarded as a breach of the staff member’s employment agreement and will be dealt with under IDHS’s Disciplinary Policy/Procedure.</p> <p><b>Infection Control</b></p> <p>Each staff member has a responsibility to minimise exposure to incidents of infection/cross infection of patients, clients, residents, staff, visitors and the general public. This can be achieved by all staff adhering to the policies and procedures as set out in the Infection Control Manuals.</p> <p><b>Confidentiality</b></p> <p>Each staff member must comply with the rules of confidentiality relating to hospital patients, nursing home or hostel residents, or clients of any community health service. A breach of confidentiality will result in disciplinary action and/or dismissal from the health service.</p> <p><b>Privacy Principles</b></p> <p>Each staff member must understand and comply with the Privacy Principles of the Health Records Act and Information Privacy Act.</p>
<p><b><u>QUALIFICATIONS</u></b></p>	<p><b>Essential</b></p> <ul style="list-style-type: none"> <li>• Bachelor of Nursing or equivalent</li> <li>• Registration with the Australian Health Practitioner Regulation Agency (AHPRA) as a Registered Nurse in the State of Victoria and holding a current practicing certificate</li> <li>• Post graduate qualifications in Diabetes Education</li> </ul>
<p><b><u>KEY SELECTION CRITERIA</u></b></p>	<p><b>Essential</b></p> <ul style="list-style-type: none"> <li>• Ability to work as part of a multi-disciplinary team as well as independently</li> <li>• Demonstrated high level of inter-personal skills with the ability to effectively liaise with patients, clients, the community, service providers and other agencies</li> <li>• Understanding and/or experience of the community health needs of people in a regional setting</li> <li>• Understanding and/or experience with evidence-based chronic disease management</li> <li>• Demonstrated effective written and verbal communication skills including report writing skills</li> <li>• A satisfactory police check</li> <li>• A current Victorian Driver’s License</li> </ul>
<p><b><u>ADDITIONAL INFORMATION</u></b></p>	<ul style="list-style-type: none"> <li>• All IDHS staff are required to carry out lawful directions as outlined above or delegated to them. The work to be performed is set out in this position description and, where relevant, any professional standards and codes of conduct and ethics issued by the relevant professional association.</li> <li>• This position description is intended to describe the general nature and level of work that is to be performed by the person appointed to the role. It is not intended to be an exhaustive list of all responsibilities, duties and skills required. Any elements of this document may be changed at IDHS’s discretion and activities may be added, removed or amended at any time.</li> <li>• To ensure a healthy and safe work environment for employees and our clients, smoking is not permitted on hospital grounds, in buildings and offices or in any vehicle.</li> <li>• The successful applicant will be required to provide a current Police Records Check</li> </ul>

	prior to commencement. A Working With Children Check may also be required for particular positions.
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**ACCEPTANCE OF THE POSITION**

I understand, agree to and accept the role as outlined in accordance with this position description.

Staff Member's Name (please print) \_\_\_\_\_

Staff Member's Signature \_\_\_\_\_ Date \_\_\_\_\_

Manager's Name (please print) \_\_\_\_\_

Manager's Signature \_\_\_\_\_ Date \_\_\_\_\_

CEO Name (please print) \_\_\_\_\_

CEO Signature \_\_\_\_\_ Date \_\_\_\_\_