

## POSITION DESCRIPTION

<b>Position:</b>	Diabetes Educator
<b>Division:</b>	
<b>Unit:</b>	
<b>Enterprise Agreement</b>	
<b>Reports to:</b>	Community Services Manager

### MILDURA BASE PUBLIC HOSPITAL

Mildura Base Public Hospital (MBPH) was established as a new entity in September 2020. MBPH is a leading healthcare provider in the north west of Victoria, known for its high level of professionalism, quality care and community engagement.

MBPH provides a range of acute services in emergency, maternity, intensive care, rehabilitation, community services, psychiatric in and out patient care, palliative care, renal dialysis and chemotherapy service to the people of North West Victoria. The hospital also provides medical imaging and pathology services.

MBPH is proud to be affiliated with Monash and La Trobe Universities for the provision of undergraduate and postgraduate Medical, Nursing and Allied Health education. Affiliations also exist with other universities for clinical placement and training.




### VISION





Your Hospital – We care.

### MISSION

Improving the health and wellbeing of our community by providing quality health services, with care, compassion and skill.

### VALUES

 Responsiveness	<b>Responsiveness:</b> Providing frank, timely advice to the Government; high quality services to the Victorian community; and by identifying and promoting best practice.
 Integrity	<b>Integrity:</b> Being honest, open and transparent; acting responsibly; reporting improper conduct; and striving to earn and sustain public trust of a high level.
 Impartiality	<b>Impartiality:</b> Making decisions and providing advice on merit and without bias, favouritism or self- interest; objectively considering all relevant facts and fair criteria.

 Accountability	<b>Accountability:</b> Working to clear objectives in a transparent manner and accepting responsibility for decisions and actions.
 Respect	<b>Respect:</b> Treating others fairly and objectively; ensuring freedom from discrimination, harassment and bullying.
 Leadership	<b>Leadership:</b> Actively implementing, promoting and supporting these values. Leadership is about positive influence, inspiring and empowering others.
 Human Rights	<b>Human Rights:</b> Making decisions and providing advice consistent with human rights; and actively implementing, promoting and supporting human rights.

## POSITION SUMMARY

To provide a primary health care focused diabetes education service to identified population groups. Duties will include; assessment, planning, early detection, referral, monitoring and maintenance and direct care to individuals, families, groups and communities.

## KEY RESPONSIBILITIES AND DUTIES

- Facilitates timely and accurate information in response to queries by patients, visitors and other customers
- Provide excellent customer service at all times in line with facility service standards / customer service principles
- Provide an effective Diabetes Education Service to patients of the Hospital within the boundaries of legislations affecting diabetes practice, education, experience and clinical competence.
- Provide diabetes service within all ward areas of the Hospital, including all inpatient and day services
- Provide Diabetes services to outpatients and group education programs as required

## GENERAL RESPONSIBILITIES

Employees are required to comply with the **Victorian Government's Code of Conduct**. All staff must ensure they comply with **policies, procedures** and standard ways of work practices when carrying out their work.

Employees are responsible to take reasonable care of their own **health and safety** and the safety of others, to cooperate with the group's OH&S policies and to participate in appropriate safety education and evaluation activities. All staff are expected to participate in reporting any health, safety and wellbeing issues. All staff must adhere to the policies and procedures as set out in the hospital's **infection control** manuals.

All information concerning Mildura Base Public Hospital, its patients, clients, residents and staff should remain strictly **confidential**. Any unauthorised disclosure of such information may result in disciplinary action. As a Mildura Base Public Hospital employee, you have a responsibility to participate in and commit to

ongoing **quality improvement** activities using the framework of the NSQHSS (National Safety and Quality Health Service Standards).

Any breach in compliance to any of the above general responsibilities may result in disciplinary action.

### **KEY SELECTION CRITERIA**

- Post graduate qualification in Diabetes Education and credentialed with Australian Diabetes Educators Association (ADEA) or working towards this requirement
- Current registration as an RN with AHPRA
- Demonstrated high level clinical experience in the acute health setting with advanced patient assessment skills and chronic disease management
- Demonstrated organisational, time management and decision-making skills
- Demonstrated high levels of interpersonal and communications skills
- Demonstrate the ability to practice and problem solve in a constructive, cooperative, supportive and motivating manner
- Demonstrated awareness of current issues and trends in relation to clinical practice, chronic disease management, education and research
- Proven ability to work effectively in a team environment and independently as required

Desirable:

- Previous experience in Diabetes Management

### **MANDATORY REQUIREMENTS**

#### **National Police Record**

A current and satisfactory National Police Record Check must be presented to the Division of People and Culture by all new staff prior to commencement at Mildura Base Public Hospital.

#### **Working with Children**

Mildura Base Public Hospital has a responsibility to provide a child safe environment. This position is a defined "child-related role" at Mildura Base Public Hospital. As such you must maintain a valid working with children check. In addition, you will be required to assist Mildura Base Public Hospital in providing a child safe environment by participating in any training or reporting required to ensure the protection of children in our care.

#### **Registration with Professional Association**

- Annual RN registration with AHPRA

#### **Immunisation Requirements**

As part of your employment conditions, you will be asked to provide documented evidence of healthcare worker immunisation or immunity to communicable vaccine-preventable diseases prior to commencing employment with MBPH. If you do not provide satisfactory evidence that you have the required immunisation and you have commenced employment, consideration will be given to your ongoing employment and termination may result.

#### **Drivers Licence**

A current Victorian driver's licence is required for this position

*All Mildura Base Public Hospital sites, workplaces and vehicles are smoke free.*

*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 Mildura Base Public Hospital's discretion and activities may be added, removed or amended at any time.*