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# Role **Diabetes Educator**

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**Date:** February 2024

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**Classification:** Clinical Nurse Con C

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**Employment Status:** Part time

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**Conditions:** **NURSES AND MIDWIVES (VICTORIAN PUBLIC SECTOR) (SINGLE INTEREST EMPLOYERS) ENTERPRISE AGREEMENT 2020-2024**  
(Or other applicable EBA)

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**Our Vision:** Caring for and working with our Community.

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**Our Strategic Principles:**

- **Prioritise** services and activities that help people to maintain their independence.
- **Engage** with people living in Beechworth and surrounding communities, to understand their priorities and advocate for better health outcomes for them.
- **Maintain** a focus on consumer needs and interests at all times.
- **Work in partnership** with sub-regional health service providers to ensure residents of Beechworth and surrounding communities have access to the health services they need

**Our Values:**

- respect
- Unity
- Integrity
- Innovation
- Excellence

Beechworth Health Service (BHS) is committed to a diverse and inclusive workforce and follows Equal Employment Opportunity Principles. We encourage applications from Aboriginal and Torres Strait Islander people, all members of the LGBTIQI+ community and people with disability.

BHS is committed to its child safety and wellbeing obligations as defined under the Commission for Children and Young peoples' standards (2021) and associated legislation (Child Wellbeing and Safety act 2005). BHS will affirm and uphold the Commission's Child Safe Standards, and will promote a zero tolerance for child abuse

BHS is committed to meeting its obligations under the Aged Care Quality and Safety Commission and NDIS Commission to support the workforce to provide the care and services that upholds the relevant codes of conduct.

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**Position Purpose:**

To assist the organisation to meet its strategic and operational objectives in relation to Diabetes Management. The Diabetes Educator will provide diabetes specialist assessment, implement clinical management strategies, and contribute to health enablement to improve health outcomes for clients, residents, and in-patients with diabetes.

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**Qualifications and Experience:**

- Health professional qualification and completed a post graduate certificate in diabetes education.
  - Favourable police check.
  - Working with Children's Check
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- Accreditation by the Australian Diabetes Educators Association.
  - Ability to work in a multidisciplinary team environment and liaise effectively with a variety of stakeholders.
  - Ability to plan, implement and evaluate education/management programs.
  - Ability to work unsupervised.
  - Excellent organisation and communication skills.
  - Demonstrated understanding and valuing of the skills of community members that are determined by their social, financial and physical situations.
  - Computer literacy skills.
  - Current drivers' licence.
  - Previous experience in a rural environment.
  - Understanding of the social model of health.
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## Key Relationships

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**Reports to:** • Primary Health Team Leader

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**Supervises:** • Allied Health Assistants  
• Students

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**Internal Liaisons:** • Beechworth Health staff across all functional areas  
• Staff Development Officer  
• Beechworth Health Service Executive staff  
• BHS Committees, Working Parties, Steering Groups and Project Teams as appropriate  
• New staff and volunteers  
• Patients, clients and residents

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**External Liaisons:** • Community members  
• Beechworth Surgery  
• Beechworth Pharmacy  
• Other Health Services  
• Other Primary Health Professionals  
• Community Groups  
• Consumers

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**Key Responsibilities:**

**Quality**

- Direct clinical provision of high quality and evidence-based diabetes specific assessment, intervention, education and management.
- Undertake holistic comprehensive assessments in collaboration with the client, carers and/or families
- Collaborative care planning and goal setting with clients
- Identify and access multidisciplinary team to support client as needed
- Participate in the leadership of quality and improvement at BHS
- Contribute to a culture of service quality and safety improvement by actively seeking ways to enhance the capability and performance efficiency, efficacy and safety of operational processes and decision making.
- Participate in Infection prevention and control and No Lift programs as appropriate to the role
- Promote a commitment to conduct and behaviour of Committees, Working Parties and Project Teams within which the role participates

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### **Experience**

- Ensure that people accessing Beechworth Health Service will experience a person centred approach with respect to their needs
- Acknowledge customer feedback and escalate issues of concern and safety as soon as practicable with your line manager or other appropriate BHS staff member(s)
- Encourage the engagement of the consumer in the assessment of quality and experience of services at BHS

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### **Workforce**

- Participate in BHS's framework for staff development
- Act as a role model for colleagues
- Play a role in the induction of new members of staff
- Promote and encourage innovative service delivery
- Provide student supervision as required.

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### **Relationships**

- Liaise with managers and assist problem solving to deal with issues as they arise
- Attend and participate in relevant meetings at BHS
- Present a courteous and respectful image to clients, colleagues, external organisations and other customers / visitors to BHS
- Develop and foster strategic relationships with key internal partners.

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### **Sustainability**

- Manage the use of BHS resources efficiently and effectively within the scope of the role, meeting funding streams activity targets
- Contribute to a culture that promotes the BHS Values
- Participate in the leadership of risk assessment and opportunity identification for the benefit of BHS
- Contribute to organisational wide improvement processes including compliance and improvement initiatives

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### **Risk Management:**

- To be observant with regard to identification of potential hazards and to act on those hazards appropriately which cannot be remedied immediately
  - Where possible, rectify hazards and notify manager with a view of preventing recurrence.
  - Observe risk management principles, policies and practices through the risk management BHS policy/framework
  - Employ risk management principles and practices in day-to-day duties and functions
  - Report on any matter that may have a potential risk exposure to the organisation, fellow employees, contractors or the public
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**Occupational Health & Safety:**

- To comply with provisions of the Occupational Health and Safety Act by taking all reasonable precautions to ensure the health and safety of self and others
  - Read, understand, and comply with workplace health and safety policy, safe work practices and procedures.
  - To rectify actual or potential hazardous situations, where appropriate, in accordance with established policies and procedures
  - Attend training programs designed to monitor and protect the health of staff in their workplace
  - To report to your Manager:
    - Unsafe equipment , work practices or conditions
    - Any incidents, near misses, injuries, or illnesses.
    - Potential Hazards
    - Damage or defects to Beechworth Health Service equipment or property
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**Accountability and Extent of Authority:**

- The incumbent of the position will be accountable for:
- Achievement of the agreed performance measures as defined in the Statement of Priorities for this role (appendix 1)
  - Undertaking the role in accordance with legislative and funding obligations
  - Undertaking the duties of the role in accordance with BHS policies
  - Operate in accordance with Beechworth Health Service’s delegated authority
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A performance appraisal will take place in the first 6 months of commencement of the role and annually thereafter.

An agreed set of performance indicators will be determined annually.

As the occupant of this position, I have read and understood the above position description.

**Name:** [please print] .....

**Signature:** ..... **Date:-**.....

Appendix 1: Statement of Priority accountabilities 2024

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**Statement of Priorities**

<b>Key areas of responsibility / Value Themes</b>	<b>BHS Service Plan / Strategic Plan / Statement of Priorities Accountability</b>
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Quality	Active participation in a BHS quality activity project.
Experience	Ensure all clients have their individual goals identified, documented and reflected in their care.
Workforce	Completed current best practice PD activity in relevant field. Contributed to learning of BHS colleagues or students. Completion of all BHS mandatory education.
Relationships	Actively contribute at all meetings where attendance is required i.e. 80% attendance and participation in at least one quality activity from the meeting's work plan.
Sustainability	Participate in at least one BHS quality activity in the areas of OH&S, compliance, efficient resource utilisation, facilitation of VALUES's based culture.