

Position description

Position title:	Diabetes Nurse Educator
Employer:	Baker Heart and Diabetes Institute
Team:	Allied Health and Education Services
Supervisor/Manager:	Head of Allied Health and Education Services
Date:	March 2024

Background

The Baker Heart and Diabetes Institute is an independent, internationally-renowned medical research facility, with a history spanning more than 97 years. The Institute's work extends from the laboratory to wide-scale community studies with a focus on diagnosis, prevention and treatment of diabetes and cardiovascular disease.

The Baker Institute is the nation's first multi-disciplinary organisation tackling the deadly trio of obesity, diabetes and cardiovascular disease through research, education and patient care.

Team

The Allied Health and Education Services team encompasses client education in clinics and group programs, health professional training, consultancy, project management, health promotion and research. We are predominately funded through the Department of Health and Human Services Victoria to deliver care to all of the community.

Nature of environment

The Baker Institute has a project-oriented environment, encompassing a local and multi-site (including interstate) organisational structure. The staff comprise mainly research, scientific and specialist clinical personnel engaged in the capacity of permanent, grant-specific and casual employment. The atmosphere is collegial, usually relaxed and informal though busy and often dynamic with frequent deadlines that must be met. The environment is often demanding and challenging with a strong team orientation but also provides the opportunity to work independently and show initiative. The nature of the work also requires a focus on accuracy and detail.

Travel requirements

Primarily based within clinical services at our Prahran site however travel may be required within Australia for health professional training and to attend conferences or provide consultations within the Melbourne Metropolitan area including our Footscray rooms when required.

Key job requirements, responsibilities and duties

Client individual and group education sessions which may be delivered face-to-face or on a remote platform including Zoom or phone.

Position description

Present at relevant health professional training programs face-to-face or by Zoom technology.

Key objectives of this position include:

Communication

- To demonstrate effective communication skills with clients and the ability to develop and maintain rapport including individual consultations and group education sessions.
- To communicate effectively with team members. To acknowledge the importance of working as a team to achieve the best outcomes.
- To communicate effectively with clinical services and all Baker Institute staff and key external contacts.
- To attend and actively participate in organisational, departmental and program meetings or activities when required.

Professional practice

- To work at all times in accordance with the missions and values of the Institute, policies and procedures.
- The maintenance of accurate and timely records and data entry for internal and external reporting, including patient records, letters, appointments, services and weekly statistics.
- To work at all times towards achievement of organisational, program services aims and objectives.
- To ensure own practices in accordance to professional standards and competencies.
- To supervise students.

Professional development

- To ensure own knowledge and skills in diabetes education are of a high standard and in accordance with current clinical guidelines.
- To provide client-centred education empowering clients to self-manage their condition.

Quality

- Demonstrate commitment to the principles of quality improvement and participate in quality activities e.g. service and program evaluation, occupational health and safety, quality accreditation, audits, review of dietary resources, education and presentations.
- Attend and participate in weekly team meetings and case reviews.

Administration

- Maintain appropriate professional registration and credentialing.

Clinical service

- Conduct individual and group clinical sessions and programs as rostered by the Head of Allied Health and Education Services in accordance with the relevant policies, procedures, and lesson plans.

Position description

This role may be directed to perform other duties as directed by the manager from time to time and it is a condition of employment that this role complies with any such reasonable requirement.

Meet statutory requirements of the company

Maintain up-to-date and accurate knowledge in:

- OHS legislation.
- EEO legislation.
- Privacy legislation.
- Confidential Information Policy.
- Baker Heart and Diabetes Institute Code of Conduct.
- Australian Code for the Responsible Conduct of Research.
- Baker Heart and Diabetes Institute Intellectual Property Agreement.

Requirements of position holder

Education level

- Credentialed diabetes nurse educator.

Preferred experience

- Experience providing clinical support and education for people with type 1 diabetes, type 2 diabetes and gestational diabetes.
- Competence with computer software programs and electronic databases, such as Access, Word, Outlook and Power Point.
- Experience working as a part of a multidisciplinary team.
- Experience or wiliness to deliver group education programs or health professional training face to face or by online technology.
- Experience or wiliness to learn diabetes technologies including insulin pumps and continuous glucose monitoring and related databases.

Required security checks

- Police check.
- Working with children check.

Communication/interpersonal skills

- A high level of interpersonal skills, which enable the appointee to liaise effectively with a wide range of people at a variety of levels internal and external to the Baker Institute.
- Excellent oral and written communication skills.
- Demonstrated ability to participate positively in a team.

Position description

Knowledge

- Excellent planning and organisational skills, including the ability to manage a range of tasks with conflicting priorities.

Abilities

- Demonstrated ability and willingness to take initiative and to improve and enhance existing systems and procedures (quality assurance).
- Demonstrated ability to maintain confidentiality and comply with privacy requirements.
- Demonstrated ability to meet deadlines without compromising close attention to detail and accuracy.
- Proven ability to work as a member of a team as well as on own initiative without close supervision.

Summary of position

This is a position for an experienced Credentialed Diabetes Nurse Educator.

As the Baker Institute evolves to meet its changing strategic and operational needs and objectives, so will the roles required of its staff members. As such, staff should be aware that this document is not intended to represent the position which the occupant will perform in perpetuity.

This position description is intended to provide an overall view of the incumbent's role as at the date of this statement. In addition to this document, the specifics of the incumbent's role will be described in Key Performance Indicators (KPIs) developed by the incumbent and relevant supervisor as part of the Baker Institute's performance appraisal and development process.

The Baker Institute is an Equal Opportunity Employer and we encourage interest from Aboriginal and Torres Strait Islanders and members of the LGBTIQ+ community for roles within the Institute. We value diversity, inclusivity, gender equity and we promote family-friendly practices. We are a proud recipient of an inaugural Athena SWAN Bronze Award from Science in Australia Gender Equity (SAGE).