Baker IDI Heart and Diabetes Institute was established in 2008 following the merger of the Baker Heart Research Institute and the International Diabetes Institute. Baker IDI is the nation’s first multi-disciplinary organisation tackling the deadly trio of obesity, diabetes and cardiovascular disease through research, education and patient care.

The Baker IDI Diabetes Clinic provides the highest quality medical care and support services for the management of diabetes and its complications. We are committed to the delivering excellence in patient care offering a highly integrated team of qualified and experienced health professionals with direct links to the latest research.

SUMMARY OF POSITION:

- To provide a high quality dietetic and diabetes education service to individuals with or at risk of diabetes, their family members and support people.
- To provide high quality health professional education and support, through training programs, consultancy and resource development.

Key effectiveness areas:

Communication
- To communicate effectively with education team members.
- To communicate effectively with clinical services and all Baker IDI 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 service philosophy, policies and procedures. To work towards achievement of organisational, program and service aims and objectives.
- To ensure own practice is in accordance with professional standards and competencies.
- Willingness to undertake responsibilities delegated by the Education Services Manager.

Professional development
- To ensure own knowledge and skills in the area of nutrition and dietetics, diabetes, diabetes education and self management are of a high standard and in accordance with current clinical guidelines.
- To be involved in the evaluation of own professional role and participate in professional development activities.

Quality
- Demonstrate a commitment to the principles of quality improvement and participate in quality activities, eg. program evaluation, occupational health and safety, QICSA, audits as required.
- Actively participant in the education services risk management plan.
STRUCTURE OF DEPARTMENT AND THE ROLES REQUIRED:

Education Services encompasses client education, healthcare professional training, consultancy, project management, health promotion and research. The Multidisciplinary team of health professionals includes diabetes nurse educators, dietitians and a Social worker/counsellor.

KEY CONTACTS:

Internal: Manager Education Services and Education team members
Senior management Baker IDI, Training Coordinator, physicians, marketing and communication and commercialisation

External: Baker IDI clients and family members, Health Professionals, G.P’s and non Baker IDI medical specialists, partner organisations and other health organisations
Dietitians Association of Australia (DAA), DAA National and Victorian Diabetes Interest group

TRAVEL REQUIREMENTS:

As required: Be prepared to travel locally and/or interstate.

KEY JOB REQUIREMENTS AND RESPONSIBILITIES

Education team members have a weekly roster of activities including client education sessions, group programs, meetings and health promotion activities.

Conduct client education sessions include individual and group education in accordance with the relevant policies, procedures and lesson plans.

Assessment, planning, clear documentation, delivery and evaluation of comprehensive education programs for clients with type 1, type 2, gestational diabetes and pre-diabetes.

Maintenance of accurate and timely records and data entry for internal and external reporting, including patient records, letters, appointments, services and health promotion activities.

Complete health promotion activities as designated by the Education Manager, in accordance with the objectives and targets of the DHS Health Promotion Plan.

Provide health professional training sessions and participate in the planning, implementation and evaluation of professional education programs and seminars. (Training and mentoring will be provided)

Complete project activities as designated by the Manager Education Services, in accordance with the objectives of the project plan.

STATUTORY REQUIREMENTS OF THE INSTITUTE

Patient privacy and Health Records Act

Updated Oct 2010
REQUIREMENTS OF POSITION HOLDER

Qualifications/Education

**Essential**

- University qualification in Nutrition and Dietetics
- Accredited Practising Dietitian (APD)

**Experience**

**Desirable**

- At least 3 years post graduate experience in a healthcare setting
- Experience in diabetes nutrition education
- Competence with computer software programs and electronic databases, such as Access, Word, Outlook and Powerpoint
- Experience working as a part of a multidisciplinary team
- Experience supervising tertiary dietetic students
- Knowledge and skills in client and health care professional program planning, implementation and evaluation
- Demonstrated experience in health promotion practice and theory, including a understanding of the principles of health promotion
- Experience in research
- Experience in presenting to Health Professionals
- Experience delivering group education programs