Position Title: Nurse
Employer: Baker IDI Heart and Diabetes Institute
Department: Preventative Health
Division: Population Studies and Profiling
Supervisor/Manager: Dr Melinda Carrington
Date: August 2009

BACKGROUND:
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.

DEPARTMENT:
Preventative Health conducts community-based research programs to raise awareness and educate the community about the dangers of cardiovascular disease. Preventative Health also runs clinical trials and commercially sponsored research projects relating to the cost-benefits of disease management of high risk patients with evidence of cardiovascular disease.

The role of Nurse is composed of assisting in conducting a series of community and work site health screening assessments and leading an intervention program to establish and monitor risk reduction goals to improve or maintain good heart health.

NATURE OF ENVIRONMENT:
Deadline driven, tight schedules, rigorous attention to detail.

SUPERVISORY RESPONSIBILITIES:
Work with support, guidance and/or close direction from staff at levels above.

TRAVEL REQUIREMENTS:
Local travel within the Colac region. Occasional travel to Melbourne.

KEY JOB REQUIREMENTS, RESPONSIBILITIES & DUTIES:

General Duties: Health Check Screening
- Establish a safe and confidential health screening environment at a dedicated location in the community and at various participating work sites.
- Apply a standardised health screening protocol to voluntary participants involving:
  - Supervision of self-administered health questionnaires.
  - Vital sign assessment (blood pressure).
  - Obtaining a small venous sample (finger prick) for point-of-care testing of cholesterol and glucose levels.
  - ECG and lung function testing.
  - Interpreting and delivering (via participant counselling) a standardised risk assessment report.
- Help develop targets and encourage lifestyle and risk factor modifications for high risk participants and those living with chronic disease.
- Monitor participant goals and engage in telephone and email follow up to help participants meet their goals.
- Ensure all health screening equipment and data are safely stored.
- Record clear and accurate research data and manage research data according to ethical protocol and relevant legislation.
- Liaise constructively with participants, research personnel and relevant personnel within Baker IDI.

Administration
- Attend meetings relevant to the conduct of the program.
- Be familiar with the standardised procedures relating to the program.
- Participate in administrative procedures as they relate to the resolution of incidents, complaints and errors.
Training
- Attend training activities relating to the program as required.

Ensure Occupational Health and Safety Compliance
- Work safely and comply with the Occupational Health and Safety rules, standards and best work practices. Report hazards, correcting them where possible and contribute to the achievement of Occupational Health and Safety initiatives.

MEET STATUTORY REQUIREMENTS OF THE COMPANY:
Maintain up to date and accurate knowledge in:
- OH&S legislation.
- EEO Legislation.
- Privacy Legislation.
- Confidential Information Policy.
- Baker IDI Heart & Diabetes Institute Research Code of Conduct.
- Australian Code for the Responsible Conduct of Research.
- Baker IDI Intellectual Property Agreement.

PROBLEM SOLVING COMPLEXITY:
Solve general issues with the research methodology, or be a reference for resolution for own skill area. Apply broad problem solving approaches.

REQUIREMENTS OF POSITION HOLDER

EDUCATION LEVEL:
- Registered Nurse grade 1-2

EXPERIENCE:
- Preferable experience with basic health assessments and health advice counselling.
- Experience with cardiac management or rehabilitation and health promotion will be highly regarded.
- Cardiovascular diagnostic skills, clinical assessment skills and systematic ECG analysis will be considered favourable.

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 Baker IDI.
- Excellent oral communication skills.
- Demonstrated ability to participate positively in a team.

KNOWLEDGE:
- Health-orientated assessments.
- Basic computing skills.

ABILITIES:
- Ability to travel locally according to participating work sites and occasional travel to Baker IDI head office in Melbourne.
- Licensed driver.

SUMMARY OF POSITION:
Assist in conducting health screening activities and giving guidance and advice to reduce cardiovascular and diabetes risk as part of a Healthy Hearts evaluation program.