



## Derby Aboriginal Health Service Council

### Job Description: Registered Nurse - Chronic Disease

#### POSITION IDENTIFICATION

**Effective** May 2019

**Award** Nurse Award

**Award Classification** Level 3 Grade 4

Division:	Population Health
Reports to:	Senior Manager Population Health and Remote
Direct Reports:	NIL

#### Internal relationships:

- Managers and staff in the Client Services Section
- Managers and staff in the Business Operations Section

#### External relationships:

- Clients
- Community members
- Partners and agencies/groups associated with DAHS operations

#### Position Purpose

Derby Aboriginal Health Service (DAHS) is an Aboriginal Community Controlled Health Service (ACCHS) providing holistic primary health care services to the Aboriginal and Torres Strait Islander people living in Derby and surrounding communities. DAHS provide a wide range of innovative public health programs in addition to direct comprehensive primary health care services. It is required to comply with a number of Service Agreements with Commonwealth and State departments and agencies, and to operate with a number of government and private medical and health delivery organizations. The operating environment for ACCHS Australia wide, has become increasingly complex and changeable in recent years and this is likely to continue.

The position is responsible for the provision of primary health care services to clients at the clinic and in the community focusing on the management of Chronic Disease and ensuring the focus of care is on the needs of Aboriginal clients within the context of their cultural identity and social circumstances.



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<b>Duty Statement</b>	
<b>Key Result Area</b>	<b>Position Responsibilities</b>
	<p>The scope of this position will include, but is not limited to:</p> <ul style="list-style-type: none"> <li>• Be accountable for the safe, efficient and effective use of resources, including assisting with forward planning for DAHS.</li> <li>• Participant in developing and implementing programs to enhance the health and wellbeing of clients with a chronic disease.</li> <li>• Perform clinical duties, as part of the chronic disease team, in all areas of the health service.</li> <li>• Perform Medicare benefits schedule items for health checks (715), GP and TCA management plans (721,723) for all clients.</li> <li>• Provide education to clients in disease prevention, management of health conditions and treatment requirements.</li> <li>• Work within your level of professional competency and seek advice and clinical guidance from senior clinical staff as required.</li> <li>• Be prepared to share your clinical knowledge and expertise with other staff members.</li> <li>• Follow DAHS clinical policies and procedures.</li> <li>• Participate in the development, presentation, evaluation and written reports of health programs and services.</li> <li>• Participate in ongoing training by DAHS and other agencies as required.</li> <li>• Work with external agencies to deliver best practice client care.</li> <li>• Assist in client follow up and liaise with other agencies when necessary.</li> <li>• Liaise with the Specialist Clerk to organise referrals to allied health clinics.</li> <li>• Maintain a clean and hygienic environment in the clinic and participate in maintaining, restocking, calibrating and replacing clinic stores and equipment.</li> <li>• Work within the parameters of DAHS OHS policies and procedures including Infection Control, Emergency Evacuation, Outreach and Remote Visits and reporting of Incidents, Accident and Near Misses (and Hazards).</li> </ul>
<b>General</b>	<ul style="list-style-type: none"> <li>• Follow the policies and procedures stored on the DAHS LogiQC and practice in accordance with guidelines standards, code of ethics/conduct and statutory and legislative requirements.</li> <li>• Commit to the philosophy and practice of an Aboriginal Community Controlled Health Service.</li> <li>• Assist fellow staff members with information about community, culture and language that is relevant to client care and for appropriate behaviours and respect of culture.</li> <li>• Actively participate in quality audits, quality improvement and accreditation activities including exercising initiative in making improvements to work processes.</li> <li>• Participate in professional appraisals activities and supervision as required.</li> <li>• Undertake multi-functional duties, relevant to the position, as directed by Senior Management.</li> <li>• Report directly to your line manager in regards to all work issues</li> </ul>



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<b>Duty Statement</b>	
<b>Key Result Area</b>	<b>Position Responsibilities</b>
	<p>including any matters which may have possible legal implications.</p> <ul style="list-style-type: none"> <li>• Work as a member of the DAHS team with staff from all areas: Medical Reception, TIS, Administration, SEWB, Clinic, Maternal and Child Health and Senior Management.</li> <li>• Provide high quality and safe clinical duties, as part of the clinical team, in all areas of the health service.</li> <li>• Identify problems to be addressed in a Care Plan including: the clients general understanding of their chronic disease, their lifestyle and biomedical tests that are due, difficulties with medication compliance, annual checks that are due and other social information required to complete the Care Plan, actively participate in training, up skilling and educational activities as directed.</li> <li>• Actively participate, as directed, in internal and external meetings.</li> </ul>
<b>Administrative</b>	<ul style="list-style-type: none"> <li>• Maintain statistics, administrative records and client documents as per DAHS policies and procedures.</li> <li>• Produce reports for DAHS as required.</li> <li>• Ensure maintenance of equipment, including IT equipment, vehicles and phones.</li> <li>• Advise line manager regarding equipment/resources requirements.</li> <li>• Perform office duties including, but not limited to, photocopying, faxing, laminating and processing paperwork.</li> </ul>
<b>Self-Management &amp; Team Contribution</b>	<ul style="list-style-type: none"> <li>• Contribute to process improvement and adhere to all DAHS Policies and Procedures.</li> <li>• Participate in Performance review process.</li> <li>• Contribute to effective team performance.</li> <li>• Follow all safety procedures and contribute to a safe work environment.</li> </ul>
<b>Develop and Maintain Linkages</b>	<ul style="list-style-type: none"> <li>• Liaise and cooperate as required with other Project and Policy staff in DAHS.</li> </ul>
<b>Culturally Appropriate Ways of Working</b>	<ul style="list-style-type: none"> <li>• Personally demonstrate through consistent behaviour, understanding of, respect for and compliance with culturally sensitive ways of working with Aboriginal and Torres Strait Islander clients, staff and communities.</li> </ul>
<b>OTHER</b>	<p>Participates in continuous quality improvement activities and applies quality improvement principles to all duties performed. Attends workshops and training as required.</p>



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### Competency Profile and Job Selection Criteria

#### Essential:

- Current registration with the Australian Health Practitioners Regulatory Authority – (AHPRA) as a Registered Nurse with at least 2 years post graduate chronic disease experience.
- Demonstrated competency in the coordination, management and promotion of principles of clinical management for people with, or at risk of developing a chronic disease including diabetes, renal disease, cardiac disease and chronic respiratory conditions. RHD & dent
- Knowledge and understanding of the issues pertaining to the health of Aboriginal people in rural and remote areas.
- Demonstrate knowledge of Aboriginal Community Controlled Health Organisations.
- Demonstrate effective interpersonal skills and computing skills.
- Demonstrate incorporation of quality and risk management within practice.
- Have the ability to function as a team member and the capacity to work without supervision.
- Able to work for short periods under harsh weather conditions when on outreach and community visits.
- National Police Clearance.
- Working with Children's Check.
- Current driver's licenses.

#### Desirable:

- Previous experience in primary health care.
- Hold a current Immunisation Certificate or working towards certification.
- Have a Pharmacotherapeutics certificate.

NOTE: This job description is not intended to be all-inclusive. Employees may perform other related duties as negotiated to meet the ongoing needs of the organisation.

### Certification



## Derby Aboriginal Health Service Council

**The details contained in this document are an accurate statement of the duties, responsibilities and other requirements of the position.**

DAHS CEO

Signature: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

**As occupant of the position I have noted the statement of duties, responsibilities and other requirements as detailed in this document.**

Name of employee: \_\_\_\_\_

Date Appointed: \_\_\_\_/\_\_\_\_/\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_