



POSITION DESCRIPTION

Chronic Disease Coordinator (Practice Nurse or Aboriginal Health Practitioner)

POSITION CONTEXT

The Chronic Disease Coordinator is part of the clinical team of Riverina Medical and Dental Aboriginal Corporation. The Service objective is to provide holistic, primary health care services to the Aboriginal and Torres Strait Islander people of the Riverina.

LOCATION

Primary location of position: 271 Edward Street, Wagga Wagga.

LINE MANAGER

Clinical Manager

CONDITIONS OF EMPLOYMENT

38 hours per week Monday to Friday 8:30am to 5pm with 60 minutes (unpaid) for lunch daily.

Other conditions of employment are identified in your contract for employment.

All RivMed employees are required to comply with all policies in force at the time of commencement of employment and those implemented from time to time.

As part of the orientation program, employees are required to sign declarations and agreement pursuant to policies of the Health Service.

POSITION OBJECTIVE

The role of the Chronic Disease Coordinator is to ensure the ongoing provision of the highest standards of care to client of the service through the provision of clinical services and health education and promotion enhance the clinical services provided to clients of RivMed with the aim of improving health outcomes for Aboriginal and Torres Strait Islander people of the area.

SKILLS, EXPERIENCE AND ATTRIBUTES

- Motivation to provide service excellence
- Demonstrated ability to work independently and in a multi disciplinary team environment
- Demonstrated capacity to work in a collaborative manner with staff.
- Excellent oral and interpersonal communication skills.
- Demonstrated ability to problem solve issues on a day to day basis.
- Ability to discuss and explain complex issues to clients.
- Demonstrated high level of clinical skills and qualifications relevant to the position.
- An understanding of the standards required documentation and electronic data management in health.
- A demonstrated understanding of the issues and barriers that impact upon the health outcomes of Aboriginal people

- Commitment to ongoing participation in education, professional development, evidence based research and quality assurance

DUTIES

1. Clinical care and chronic disease program responsibilities:

- Work collaboratively with general practitioners to undertake GPMP & TCA and Health Assessments
- Work collaboratively with members of the clinical team to ensure the effective delivery of chronic disease services to clients.
- In collaboration with the multidisciplinary team conduct health checks on paediatric and adult clients.
- Provide follow-up and recall to clients.
- Participate in case conferencing and coordinate and collaborate with other service providers including the Family Health Team and external service providers.
- Identify and provide advice to the Clinical Manager and Practice Manager on areas for quality improvement in program areas such that client outcomes are consistently improved.
- Identify service providers within the area that can assist the organisation to achieve its outcomes, particularly in the area of referrals to and from the service and access to the service.
- Perform routine pathology tests, screening and other technical tasks such as ECGs, wound management and administration of medication.
- Collaborate closely with GPs and visiting specialists on care of clients.
- Manage immunisations including the register.
- Promote Medicare billing in the service consistent with laws governing Medicare and in a manner that optimises Medicare billing arrangements.

2. Education and health promotion

- Work in collaboration with other staff at RivMed and take a leadership role in implementing education and health promotion for clients and the community.
- In collaboration with other staff provide education to clients and families on care, chronic disease management and health prevention.
- Provide education and training to other staff on issues related to chronic disease.

3. Infection control

- Demonstrate leadership in maintaining infection control principles at all times.
- Adhere to all policies and procedures in regards to infection control management.
- Educate staff on the principles, policies and procedures of infection control.

4. Reporting and data management

- Ensure a clear understanding of RivMed reporting requirements as relevant to the position.
- Attend meetings and provide expert input into the various working groups and program management groups as necessary and under the supervision of the Medical Director.
- Promote cooperative and collaborative working relationships with other health service providers in the area.

5. Quality improvement activities

- Take a leadership role in continual quality improvement in the delivery of client services.
- Ensure all standards are maintained consistent with evidence based best practice standards as applicable to the role of Registered Nurse.

6. Professional responsibilities:

- Maintain the highest standards of professional conduct.
- Participate in and contribute to the fulfilment of operational needs of the organisation as they arise.
- Participate in research activities within the services as required.
- Demonstrate an understanding of and compliance with all RivMed policies and procedures.
- Participate in maintaining a safe working environment

EDUCATION

Attend and participate in the professional development program and relevant external seminars and conferences, as approved

OTHER RELEVANT INFORMATION

Performance will be appraised on an on-going basis and formally at the first 3 months and annually thereafter.

POLICE CHECK /WORKING WITH CHILDREN CHECK

All employees will be required to have a Police Check and or Working with Children Check in accordance with legislative requirements or as determined by the Board.

Consent to a Police Background Check/Working with Children Check must be provided prior to confirmation of employment. Employment is conditional pending the outcome of these checks.