



## POSITION DESCRIPTION

<b>Position Title:</b>	Clinical Nurse Consultant –Endocrine Nurse / Diabetes Educaor
<b>Award Classification:</b>	Registered Nurse/Midwife, Grade 4
<b>Award / Agreement Name:</b>	Nurses & Midwives (Victorian Public Health Sector) (Single Interest Employers) Enterprise Agreement 2012-2016 Victorian Public Mental Health Services Enterprise Agreement 2020-2024 Agreement
<b>Position Reports to:</b>	Diabetes Nurse Flow Coordinator
<b>Current Effective Date:</b>	April 2025
<b>Next Review Date:</b>	April 2027

### EASTERN HEALTH – HEALTHIER TOGETHER

Eastern Health is one of Melbourne’s largest metropolitan public health services. We provide a comprehensive range of high quality acute, sub-acute, palliative care, mental health, drug and alcohol, residential care, community health and statewide services to people and communities that are diverse in culture, age and socio- economic status, population and healthcare needs

Our promise

## Healthier together



## **1. POSITION PURPOSE**

The Clinical Nurse Consultant –Endocrine / Diabetes Educator is accountable for the effective clinical nursing management of people with Endocrine disorders and practices within the Eastern Health policies and procedures and demonstrates superior consolidated clinical skills. The CNC will may also need to provide diabetes self-management education to inpatients and outpatients This position will contribute to, drive clinical nursing service delivery and direction, clinical quality and risk, service performance, and care standards within the area of responsibility.

The position is required to support other Eastern Health Clinical Nurse /Midwife Consultants within their specific area of expertise and patient/client groups and takes referrals across other EH sites.

## **2. MAJOR DUTIES AND/OR RESPONSIBILITIES**

Possesses specialist current clinical nursing / midwifery knowledge and skills and applies this to lead and develop individuals and teams in clinical practice.

- Provide diabetes education and clinical care within a consulting role to both internal and external customers
- Coordinate care to patients who require endocrine testing
- Demonstrates clinical nursing / midwifery expertise through knowledge of research, new developments and evidence-based practice in discipline specific and related areas.
- Initiates and promotes innovative clinical nursing/midwifery practice.
- Understands Eastern Health policies and legislative requirements which impact on wider clinical issues and practices.
- Acts as a role model and mentor for staff in promoting professional values and ethics in clinical practice.
- Provides leadership and innovation in organisational and time management skills
- Is responsible for a timely response to referrals and manages and provides assistance to others in prioritisation and completion of tasks such as completion of necessary statistical data, including entry to support financial recuperation i.e. VACS, as appropriate
- Have the ability to organise staffing, programs and/or special projects, as required and/or delegated.
- Demonstrates ability to understand and apply human resources policies in management of staff as required.
- Leads implementation of best practice standards in area of clinical practice

### **3. SAFE PRACTICE AND ENVIRONMENT**

#### **Occupational Health and Safety**

Eastern Health is committed to provide and maintain a working environment for all staff that is safe and without risk to health. All staff are to take care of their own health and safety and the health and safety of any other person who may be affected by your acts or omissions at the workplace. Understand responsibilities and accountabilities to yourself and others in accordance with OH&S legislation and Eastern Health policies and promote a working environment that is congruent with these guidelines. This includes staff reporting of all clinical and OHS incidents and near misses, in particular those related to Occupational Violence, Manual Handling and Slips, trips and falls.

Staff are required to comply with all state legislative requirements in respect to the Occupational Health and Safety Act 2004 and the Workplace Injury Rehabilitation and Compensation (WIRC) Act 2013.

### **4. TRAINING AND DEVELOPMENT**

Relevant, practical and timely education should direct, facilitate, enhance and support the professional growth and practice of employees in a health environment characterised by change. All programs should endeavour to promote evidence-based practice, a problem solving approach and to be competency based.

You are expected to participate in the personal development process on an annual basis.

### **5. QUALITY**

As a staff member of Eastern Health staff are required to comply with Eastern Health performance standards and participate in continuous monitoring and improvement as part of your role. You are also required to comply with legislation, professional standards and accreditation standards.

As a staff member employed by Eastern Health services you must have and maintain the appropriate skills and knowledge required to fulfil your role and responsibilities within the organisation. In addition, you must ensure that you practice within the specifications of this position description, and where applicable within the agreed scope of practice.

You are responsible for ensuring safe high quality care in your work. This will include complying with best practice standards, identifying and reporting any variance to expected standards and minimising the risk of adverse outcomes and patient harm. In addition, you will ensure that service and care is consistent with the EH approach to patient and family centred care.

### **6. CONFIDENTIALITY**

Any information obtained in the course of employment is confidential and should not be used for any purpose other than the performance of the duties for which the person was employed. Staff are bound by the Information Privacy Act 2000 and the Health Records Act 2001.

## 7. EQUAL EMPLOYMENT OPPORTUNITY

You agree to adhere to the Equal Employment Opportunity policies and practices of the Health Service. Discriminatory practices, including sexual harassment, are unlawful. The Health Service will not tolerate discriminatory behaviour and any such conduct may lead to the invoking of the Disciplinary Policy and Procedure, which may result in termination of employment.

## 8. PERFORMANCE DEVELOPMENT

A Performance Review, that includes agreed targets, will occur three (3) months from commencement and then annually on the basis of the duties and responsibilities outlined in this position description. This is an opportunity to review personal and the allocated work unit's service performance, facilitated by the setting of objectives/goals and ongoing evaluation of performance and achievement. Objectives will be developed annually, documented, discussed and agreed with the immediate line manager, who will act as the assessor. The incumbent is expected to demonstrate and show evidence annually of on-going self and allocated work unit's service development.

## 9. ATTACHMENTS

- Attachment 1 Key Selection Criteria

## 10. NOTE

*Statements included in this position description are intended to reflect in general the duties and responsibilities of this position and are not to be interpreted as being all-inclusive.*

*Prior to accepting any offer of employment, prospective employees will be required to read and commit to the Eastern Health Code of Conduct, including (but not limited to) issues of Occupational Health and Safety, Equal Opportunity and Confidentiality.*

*Vaccination against infectious disease is a mandatory requirement of this role. An offer of employment is conditional on you providing evidence that you are currently vaccinated against COVID-19, prior to commencing employment.*

Signed: \_\_\_\_\_

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

Manager: Director of Gastroenterology

### INCUMBENT STATEMENT

I \_\_\_\_\_ (Incumbent Name) have read, understood and accepted the above Position Description and associated Attachments.

Signed: \_\_\_\_\_

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

## ATTACHMENT 1

### KEY SELECTION CRITERIA

<b>Position Title:</b>	Clinical Nurse Consultant – Endocrine Nurse / Diabetes Educator
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### Essential

- Registered Nurse/Midwife registered with the Nursing and Midwifery Board of Australia
- Post-graduate qualification in Diabetes Education
- Member of the Australian Diabetes Educators Association (ADEA)
- Demonstrated diabetes and endocrine disorder knowledge and management skills
- Member of the Endocrine Nurses Society of Australia (ENSA)
- Demonstrated ability to work in acute clinical setting independently with minimal supervision
- Demonstrated proficiency in cannulation and phlebotomy.
- Demonstrated negotiation, problem solving and analytical skills.
- Excellent communication skills: written, verbal and interpersonal.
- Demonstrated ability to work with a diverse and complex professional workforce.
- Demonstrated ability to consult and collaborate with others and work as an effective member of a team to deliver organisational outcomes.
- Willingness to work collaboratively with other Clinical Nurse/Midwife Consultants at other Eastern Health sites as required.
- Proficient in hospital IT applications as required

**Desirable Criteria:**

- Registered Nurse/Midwife registered with the Nursing and Midwifery Board of Australia
- Post-graduate qualification in Diabetes Education
- Member of the Australian Diabetes Educators Association (ADEA)
- Demonstrated diabetes and endocrine disorder knowledge and management skills
- Member of the Endocrine Nurses Society of Australia (ENSA)
- Demonstrated ability to work in acute clinical setting independently with minimal supervision
- Demonstrated proficiency in cannulation and phlebotomy.
- Demonstrated negotiation, problem solving and analytical skills.
- Excellent communication skills: written, verbal and interpersonal.
- Demonstrated ability to work with a diverse and complex professional workforce.
- Demonstrated ability to consult and collaborate with others and work as an effective member of a team to deliver organisational outcomes.
- Willingness to work collaboratively with other Clinical Nurse/Midwife Consultants at other Eastern Health sites as required.
- Proficient in hospital IT applications as required