CHRONIC DISEASE NURSE

Duty Statement

The role of the Chronic Disease Nurse is to provide supportive clinical care within the context of a primary healthcare setting & as part of a larger multi-disciplinary team whose focus is on improving health outcomes for the local Aboriginal community & others who use the service.

The Chronic Disease Nurse has a defined role that addresses key responsibilities in the area of patient focused clinical care, chronic disease management, preventative health & education.

The Chronic Disease Nurse will provide supportive case management & linking of clients to other care providers both at BADAC & outside services.

Position Title: Chronic Disease Nurse

Responsible to: Health & HACC Program Manager

Salary: Nurse’s Award

Hours: 15 hours per week

Status: Permanent Part-time

1. Key Duties & Responsibilities:

1.1. Managing clients that have been identified as having a chronic disease, including working closely with the Clinic Doctors around the preparation of management plans, referrals to allied health services, referrals to health programs (e.g. Smoking Cessation, LIFE program, Well Women’s Clinic, Alcohol & Other Drug Counselling), & regular review of re-call registers.

1.2. Co-ordination of clients with the multi-disciplinary team, including Allied Health services & external service providers.

1.3. Case management of complex clients, crisis support & advocacy.

1.4. Organising & referring clients for Home Medicine Reviews & supporting clients who attend the clinic for medication management.

1.5. Health promotion activities designed to promote client, staff & community wellbeing through health information, promotional brochures, community development & self-care initiatives.

1.6. Preventative health activities including health assessments, immunisation & opportunistic health education.
1.7. Triage/ acute presentation support/ general health screening.

1.8. Pathology collection & diagnostic procedures (e.g. ECG).

1.9. Assisting with minor procedures & wound care.

1.10. Infection control.

1.11. Case conferences & care planning

1.12. Home support & assessment, as required.

1.13. Provide supervision, education & support for Aboriginal Health Workers & Medical Students working within the Clinic under the direction of the Health Program Manager.

1.14. Additional duties as directed by the Health Program Manager.

2. Professional Development:
2.1. Maintains ongoing education, training & nursing competencies & attends conferences, & seminars related to relevant areas of clinical practice & that address specific Aboriginal Health needs.

2.2. Maintains skills in Cardio-Pulmonary Resuscitation & Emergencies on an annual basis.

3. Compliance:
3.1. Maintains compliance with all statutory & regulatory obligations, including Nursing Registration, working within Practice Nurses scope of practice, infection control & sterilisation requirements, hazardous materials & safe handling/ disposal of medical waste, records management, OHS, & Accreditation.

3.2. Assists with the maintenance of cold chain systems & other medicine storage systems as required by the relevant Regulatory bodies.

3.3. The Practice Nurse maintains & provides records & clinical statistics in preparation for the lodgement of the annual Service Activity Report & other data collection requirements.

4. Key Selection Criteria:
4.1. Minimum of 5 years experience as a registered nurse, preferably with a minimum of 2 years in General Practice.

4.2. Current practicing certificate & professional indemnity cover.

4.3. Excellent knowledge of chronic diseases & care pathways (e.g. respiratory disorders, coronary heart disease, diabetes, mental health, arthritis, etc.)

4.4. Excellent interpersonal & communication skills.

4.5. Ability to prioritise & organise.

4.6. Demonstrated patient focused approach in service provision.

4.7. An understanding of Aboriginal culture &/ or demonstrated ability to work with people of diverse backgrounds & complex needs.

4.8. Ability to work in a team as well as independently.
4.9. Excellent computer skills.

4.10. Demonstrated commitment to ongoing professional development.

5. **Desirable Criteria:**
5.1. Understanding of the Medicare Benefits Schedule – especially in relation to Chronic Disease & Practice Nurse item numbers.

5.2. Experience with Team Care Arrangements & knowledge of local community resources.

5.3. Qualified Nurse Immuniser.

5.4. Asthma educator & knowledge of spirometry.

6. **Other Relevant Information:**
6.1. The employee is required to be in possession of the following mandatory checks & credentials prior to commencement of employment:
   
   6.1.1. Current Victorian driver licence (except for special circumstances as discussed and agreed to with the Executive)
   
   6.1.2. National Police Check (annual)
   
   6.1.3. Current Working with Children Check card
   
   6.1.4. Driver History Report (annually in January)

6.2. It will be a requirement to actively participate in general staff meetings & any other relevant forums, including staff development sessions.

6.3. BADAC is committed to the ongoing Professional Development of all its employees & encourages them to attend educational activities that will enhance the employee’s ability to perform their tasks.

6.4. The employee will be required to sign a confidentiality agreement at commencement of employment.

I, the undersigned employee, understand & agree to perform the duties & responsibilities set out in this duty statement.

**Employee**
Signature: __________________________ Name: ________________________________

**Manager**
Signature: __________________________ Name: ________________________________

**Executive Officer**
Signature: __________________________ Name: ________________________________

Date: ____________________________