

## Position Description

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<b>Position title:</b>	Diabetes Educator
<b>Department:</b>	Maternity Services – Diabetes Education
<b>Classification:</b>	Registered Nurse Grade 4B Clinical Consultant B Year 2 – ZJ7)
<b>Agreement:</b>	Nurses and Midwives (Victorian Public Health Sector) (Single Interest Employers) Enterprise Agreement 2024 – 2028)
<b>Reporting to:</b>	Midwifery Manager Pregnancy Clinics

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### About us

Located in Melbourne on the traditional lands of the Wurundjeri people of the Kulin Nation, the Royal Women's Hospital is Australia's first and leading specialist hospital for women and newborns. We offer expertise in maternity services, neonatal care, gynaecology, assisted reproduction, women's health and cancer services. We advocate for women's health in areas that have long been overlooked or stigmatised, including abortion, endometriosis, family violence, female genital mutilation, menopause, women's mental health, sexual assault and substance use in pregnancy.

### Our vision, values and declaration

The Women's vision, values and declaration reflect our promise to our patients and consumers, and articulate our culture and commitment to our community and each other.

Our vision is **'Creating healthier futures for women and babies'**. Our values are:



Courage



Passion



Discovery



Respect

The Women's declaration reflects the principles and philosophies fundamental to our hospital, our people and our culture.

- **We are committed to the social model of health**
- **We care for women from all walks of life**
- **We recognise that sex and gender affect health and healthcare**
- **We are a voice for women's health**
- **We seek to achieve health equity**

### Our commitment to inclusion

The Women's is committed to creating and maintaining a diverse and inclusive environment which enhances staff and consumer wellbeing, and nurtures a sense of belonging. We strongly encourage anyone identifying as Aboriginal and/or Torres Strait Islander to join us. We offer a range of programs and services to support First Nations employees. We invite people with disability to work with us, and we welcome anyone who identifies as linguistically, culturally and/or gender diverse, people from the LGBTQIA+ community and people of any age.

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## About the department/unit

The Diabetes Education Team provides education and support to all women with diabetes with the aim of preventing diabetes complications in women.

The role of the Diabetes Education Team is to:

- Provide clinical care of all in-patients with diabetes in pregnancy, plus women on the Gynaecology and Oncology wards.
- Provide clinical care for women with diabetes on an outpatient basis through the outpatient clinics. This care is provided in group sessions and in one to one consultations.
- Provide teaching and training activities including- staff in-services, and professional training for diabetes educators.
- Provide Diabetes education for women with diabetes who are receiving care at the Womens
- Provide and participate in quality activities and research projects to facilitate and maintain best practice particularly in the area of Diabetes in pregnancy.

## Position purpose

Diabetes Educators are responsible for strengthening health outcomes through the provision of safe, quality, holistic and sensitive care, for women with diabetes in pregnancy. They work collaboratively in partnership with patients, consumers and other health professionals.

## Key responsibilities

### Clinical practice

- Monitor patients by assessing, planning, implementing and re-evaluating their care, leading to exceptional patient experiences
- Consult with the multidisciplinary healthcare team as required to identify patient care options and plans
- Involve the patient and their family in decisions around their care
- Prioritise workload based on need, acuity and optimal treatment time, responding effectively to unexpected or rapidly changing situations
- Identify concerns/issues impeding efficient or safe service delivery to the Nurse Unit Manager and participate in implementing strategies for resolution
- Ensure that accurate information and records are maintained, using the Women's Electronic Medical Record (EMR) to fulfil the duties of the position
- Any other duties as required that meet relevant standards and recognised practice

### Communication and teamwork

- Accept accountability for own actions and seek guidance when a situation exceeds experience or knowledge, delegating aspects of care to others as appropriate
- Communicate and collaborate effectively with others to facilitate the provision of care, and actively engage in team meetings
- Support the development of others by acting as a resource to colleagues, participating in orientating, precepting and mentoring of students and new staff, including graduate nurses and other learners

### Quality, safety and improvement

- Ensure a safe environment is maintained for patients, visitors and staff by being aware of and involved in Occupational Health & Safety management of the unit
- Participate in team development of policies, procedures, protocols and guidelines which identify evidence based best practice

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- Be respectful of the needs of patients, visitors and staff and maintain a professional approach to all interactions

### **Learning and development**

- Participate in formal and informal education and professional development opportunities to maintain registration and to maintain an up-to-date knowledge base
- Undertake self-evaluation and professional development planning with the Unit Manager
- Complete annual mandatory competencies as required

### **Key Performance Indicators (KPI's)**

KPI's are how you will be measured as meeting the responsibilities of the position. These will be set with you as part of your Performance Development Plan within the first six months of your appointment to the position.

### **Key selection criteria**

#### **Experience/qualifications/attributes**

##### **Essential:**

- Current AHPRA registration as a Registered Nurse
- Credentialed Diabetes Educator
- Current knowledge of, and the ability to apply, nursing principles and practices in the delivery of patient care, within designated practice area
- Well developed, effective communication and interpersonal skills
- Demonstrated ability to work effectively as part of a team and build strong relationships with a wide range of stakeholders
- A strong commitment to patient safety and patient-centred care
- The ability to time manage, prioritise and problem solve
- An interest in continuous improvement and professional development
- The ability to work a rotating roster
- Embodiment of the Women's values

##### **Desirable:**

- Experience working with women with diabetes
- Current experience in CGM /Pump technology

### **Organisational relationships**

#### **Internal relationships**

- Nurse Unit Managers/Associate Unit Managers
- Patients, partners, and family members using the unit
- Multidisciplinary teams
- Other department staff members

#### **External relationships**

- Relevant external organisations
- Other healthcare providers

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## Inherent requirements

Inherent requirements are the essential tasks and activities that must be carried out in order to perform this role, including with adjustments. The Women's is committed to providing workplace adjustments that support all people to work with us. We welcome you to discuss any adjustments with the manager of this role during the recruitment process or at any time during your employment, as we acknowledge and understand circumstances can change. You can also request a copy of our workplace adjustments procedure for more information.

Physical demands	Frequency
<b>Shift work</b> – rotation of shifts – day, afternoon and night	
<b>Sitting</b> – remaining in a seated position to complete tasks	
<b>Standing</b> – remaining standing without moving about to perform tasks	
<b>Walking</b> – floor type even, vinyl, carpet,	
<b>Lean forward/forward flexion from waist</b> to complete tasks	
<b>Trunk twisting</b> – turning from the waist to complete tasks	
<b>Kneeling</b> – remaining in a kneeling position to complete tasks	
<b>Squatting/crouching</b> – adopting these postures to complete tasks	
<b>Leg/foot movement</b> to operate equipment	
<b>Climbing stairs/ladders</b> – ascending and descending stairs, ladders, steps	
<b>Lifting/carrying</b> – light lifting and carrying less than 5 kilos	
– Moderate lifting and carrying 5 – 10 kilos	
– Heavy lifting and carrying – 10 – 20 kilos.	
<b>Push/pull of equipment/furniture</b> – light push/pull forces less than 10 kg	
– moderate push / pull forces 10 – 20 kg	
– heavy push / pull forces over 20 kg	
<b>Reaching</b> – arm fully extended forward or raised above shoulder	
<b>Head/neck postures</b> – holding head in a position other than neutral (facing forward)	
<b>Sequential repetitive actions in short period of time</b>	
– Repetitive flexion and extension of hands wrists and arms	
– Gripping, holding, twisting, clasping with fingers/hands	
<b>Driving</b> – operating any motor-powered vehicle with a valid Victorian driver's license.	
Sensory demands	Frequency
<b>Sight</b> – use of sight is integral to most tasks completed each shift	
<b>Hearing</b> – use of hearing is an integral part of work performance	
<b>Touch</b> – use of touch is integral to most tasks completed each shift	
Psychosocial demands	Frequency
<b>Observation skills</b> – assessing/reviewing patients in/outpatients	
<b>Problem solving</b> issues associated with clinical and non-clinical care	
<b>Working with distressed people and families</b>	
<b>Dealing with aggressive and uncooperative people</b>	
<b>Dealing with unpredictable behaviour</b>	

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<b>Job demands</b> – high workload, tight deadlines, and competing priorities	
<b>Exposure to traumatic or distressing content or situations</b> – including handling sensitive information arising from patient records, patient care activities, incident reports, adverse events, or investigations of adverse events.	
<b>Role specific considerations</b> Support is available for staff exposed to psychological risks. Any adjustments that may be required can be discussed with your manager.	
<b>Definitions used to quantify frequency of tasks/demands as above</b>	
<b>Prolonged/constant</b>	70 – 100 % of time in the position
<b>Frequent</b>	31 – 69 % of time in the position
<b>Occasional</b>	16 – 30% of time in the position
<b>Rare</b>	1 – 15% of time in the position
<b>Not applicable</b>	0% of time in the position

## Employee awareness and responsibilities

- Employees are required to be aware of, and work in accordance with, hospital policies and procedures.
- Employees are required to identify and report incidents, potential for error and near misses, to improve knowledge systems and processes and create a safe environment for staff and patients.
- Employees agree to provide evidence of a valid employment Working with Children Check and provide complete details for the Women's to undertake a Nationally Coordinated Criminal History Check (NCCHC).
- Our vision is a future free from violence and discrimination in which healthy, respectful relationships are the norm. The Women's expects all staff to contribute to a culture that promotes and supports diversity, equity, respect and inclusion.
- The Women's provides pregnancy termination services as part of its public health responsibility to provide safe health care to women.
- We are committed to the safety, wellbeing and empowerment of all children and young people. We prioritise an environment where children are protected and heard. We commit to safeguarding the social and emotional wellbeing of First Nations children, understanding that their connection to country, culture, kin and community is critical to their safety.

## Vaccination requirements

As this role has direct physical contact with patients and clinical environments, employees are required to be vaccinated against or demonstrate immunity to influenza, COVID-19, whooping cough (pertussis), hepatitis B, chicken pox, MMR (measles, mumps, rubella) and may include hepatitis A, and complete screening for tuberculosis.

Employment with the Women's is conditional upon the provision of satisfactory evidence of vaccination and/or screening, and we may withdraw an offer of employment if the required evidence is not provided at least five business days prior to the intended start date.

## Declaration

**By accepting this position description electronically I confirm I have read, understood and agreed to abide by the responsibilities and accountabilities outlined.**

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**Developed date:**

**Developed by:**

**Date of next review:** (12 months from now)

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