



Kimberley Aboriginal Medical Services Ltd

An Organisation of Aboriginal people, for Aboriginal people; controlled by Aboriginal people.

JOB DESCRIPTION FORM

Effective date of document

AUGUST 2015

Award

Nurses 2010

Award Type:

Title: Renal Health Centre CKD Educator

Responsible to: Renal Health Centre Manager

Relationships – Internal

- Kimberley Renal Services
- KAMS Staff

External

- Aboriginal Medical Services
- Western Australian Country Health Service (WACHS)
- Kimberley Aboriginal Medical Service Health Clinics
- Fresenius Medical Care

Key Responsibilities

1. Clinical Practice
2. Development & Maintenance of Clinical Standards
3. Recruitment and Orientation
4. Service Promotion, Liaison and Advocacy
5. Service Planning and Reporting
6. Other



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Duty Statement

Clinical Practice

1. Works closely with the multidisciplinary team of the Renal Health Centre to plan and deliver services for stage 1-3 CKD patients and their families.
2. Provide information and training for local service providers to raise awareness and understanding of the factors which lead to development of chronic kidney disease.
3. Support / assist local service providers to deliver appropriate education for individuals, clients and communities about strategies which are known to reduce the incidence of chronic kidney disease.
4. Support local primary health care services to educate individuals, families and communities about the importance of regular health checks, including screening for chronic disease and advice about addressing known risk factors
5. Provide education and support for health providers in the uptake of Kimberley Chronic Disease Therapeutic Protocols, in particular, the Proteinuria and Chronic Kidney Disease Protocols, and contribute to the annual review of these protocols
6. Work closely with health providers, particularly those with specific chronic disease roles and responsibilities, to ensure that local registers are maintained so that people identified with renal disease can be readily tracked, monitored and recalled for routine and specialist care
7. Engage with local health promotion activities to support the prevention of chronic disease in the region
8. Encourage and support local primary health care services to conduct regular audits to evaluate and improve the quality of care provided for people with CKD
9. Depending by which Renal Health Centre the KAMS clinic is serviced by provide specific one-to-one support and training for the KAMS Clinics Aboriginal Health Worker with Chronic Disease Program responsibility, in all aspects of renal health prevention/ education, screening and care.
10. Contribute to the education of Aboriginal Health Workers through the KAMSC Health School as required
11. Identify gaps in available resources to support preventive renal health education



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12. Where gaps are identified, support service providers and communities to develop locally-appropriate renal health education resources. Where required, assist services and / or communities to identify potential sources of additional funding in order to do so.
13. Externally contribute to the provision of regular CKD education programs and in-service programs for regional health staff.
14. Internally contribute to the provision of regular CKD education programs and in-service programs for Renal Health Centre staff
15. Perform health promotion of kidney disease to local schools and engages in activities with external services to deliver this service
16. Assist in the coordination of CKD clinics

Development & Maintenance of Clinical Standards

1. Promote the values, mission and goals of the KRS and constantly work towards their achievement.
2. Be responsible for having a good understanding of the Renal Health Centre service description in order to develop new resources in line with contractual requirements.
3. Assist in the development and maintenance of the KRS database.
4. Contribute to annual review of clinical policies and procedures in conjunction with the Renal Service Centre manager and /or team.
5. Support management to promote cost effective practices.

Workforce Development

1. Be responsible (when required) for assisting management with orientation of new staff at the Renal Health Centre.
2. Be available to meet annually with manager to carry out a performance appraisal
3. Monitor self-progress against workforce development plan
4. Participate in ongoing professional development programs to maintain and improve service related skills and knowledge
5. Act as a clinical resource to support, mentor and develop Aboriginal Health Worker (AHW) students and other members of the health team

Service Promotion, Liaison and Advocacy

1. Actively promote the profiles of both KAMS, KRS and the Renal Health Centre
2. Where required, work with KAMS Health Promotion Unit to develop appropriate promotional resources for the Renal Service Centres



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Service Planning and Reporting

1. Attend and participate in regular Renal Health Centre Meetings
2. Where advised participate in the development, implementation and review of the Renal Health Centre implementation plan in line with the KAMS strategic business plan.
3. Strict adherence to completion of all reports required by management.
4. Participate in other KAMS planning meetings as deemed necessary by management.

Other

1. Comply with relevant legislation, including Equal Employment Opportunity, Disability Services and Occupational Health and Safety legislation, as well as professional standards and award provisions.
2. Undertake other duties at the request of the manager.

Selection Criteria

Essential:

- Eligible for registration with the national nurses board Australia
- Experienced Registered Nurse with a minimum 3 years' experience in the renal field
- Commitment to the philosophy and practice of Aboriginal Community Control
- Effective communication and interpersonal skills including the ability to operate within a multidisciplinary team
- Self-motivated with an ability to work independently
- Highly developed organisational, decision making and problem solving skills
- Demonstrated ability to provide effective training and education across a range of settings, including both service providers and consumers



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- Proficiency in Microsoft Word and Excel, experience with database systems and report writing skills
- High level integrity in maintaining patient and organisational confidentiality
- Ability to travel around the region as required by road and/or small planes
- Current National Police Clearance
- Current C class drivers licence
- Current knowledge of Equal Opportunity and OSH legislation

Desirable:

- Postgraduate nephrology qualification
- Experience working within Aboriginal Community Controlled Health Organisations
- Cert IV in Training and Assessment or working towards
- Working with Children clearance

Certification

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

KAMS 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: ____/____/____

About KAMS

www.KAMSC.org.au



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KAMS (Kimberley Aboriginal Medical Services) is a regional Aboriginal Community Controlled Health Service (ACCHS) resource organisation providing a collective voice for a network of member ACCHS from towns and remote communities across the spectacular Kimberley region of Western Australia.

Our major role is in advocacy and support for our ACCHS members, in addition to KAMS being directly responsible for the provision of comprehensive primary health care in 5 remote Aboriginal community clinics at Balgo, Billiluna, Mulan, Beagle Bay and Bidyadanga. Our member ACCHS are based in Kununurra (OVAHS – Ord Valley Aboriginal Health Service), Halls Creek (YYMS – Yura Yungi Medical Service), Derby (DAHS – Derby Aboriginal Health Service) and BRAMS (Broome Regional Aboriginal Medical Service).

The KAMS Work force Support and Development Unit provides a model of integrated health education, incorporating accredited training for medical undergraduates and postgraduates, as well as support and non-accredited training across the Kimberley.

KAMS is also responsible for the development and management of Renal Services for the Kimberley, including satellite dialysis services and support and coordination of local primary health care services in the provision of renal education and prevention, early detection and better management of established kidney disease and coordination of care for those in advanced stages of kidney disease.

The KAMS regional collective of ACCHS is a major employer in the Kimberley, with Aboriginal people representing more than 70% of its 300+ strong workforce. KAMS's regional support includes:

- Population Health
- Social and Emotional Well Being
- Health Promotion
- Information Technology
- Pharmacy Support and Training
- Corporate and Financial Services
- Research
- Regional Renal Services
- Undergraduate and Postgraduate Medical Training

Staff may not smoke while in uniform or when they are acting in an official capacity off site. Smoking is prohibited in and around all buildings, vehicles and grounds.