



KAMS

Kimberley Aboriginal Medical Services Ltd

JOB DESCRIPTION FORM: Pre Dialysis Coordinator

Position title: Pre Dialysis Coordinator

Reports to: KRS Renal Health Centre Manager

Supervision of: Nil

Award: Nurses

Classification: Nurses Grade 2

About Kimberley Aboriginal Medical Services:

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

KAMS was first established in 1986 as a cooperative between the Broome Regional Aboriginal Medical Service (BRAMS) and the East Kimberley Aboriginal Medical Service (EKAMS) now the Ord Valley Aboriginal Health Service (OVAHS) with membership expanding to Halls Creek health service committee and Fitzroy Crossing community representatives. These communities saw the benefit of sharing pooled resources and collective effort in the region

KAMS provides a wide range of services including: Financial and accounting; Regional population health programs; Social and Emotional Well Being Support; Health Promotion; Information Communication Technology Support; Corporate Services; Accredited health training and education and Research.

While the major role is in regional advocacy and support for member services, KAMS also provides comprehensive primary health care services in the remote communities of Beagle Bay, Bidyadanga, Balgo, Mulan and Billiluna. In 2014 KAMS established Kimberley Renal Services Pty Ltd to manage the provision of regional renal support and dialysis services in Broome, Derby, Kununurra and Fitzroy Crossing.

KAMS is a member of the Aboriginal Health Council of WA (AHCWA – www.ahcwa.org) and of the National Aboriginal Community Controlled Health Organisation (NACCHO – www.naccho.org.au).

Our vision is to:

Improve the health and wellbeing of Aboriginal people in the Kimberley.

We will achieve this vision by:

- Supporting our member services to be strong, independent and effective ACCHO's
- Ensuring we provide quality preventative and primary healthcare services to communities we service
- Providing leadership and advocacy on Kimberley Aboriginal health issues
- Ensuring we are an effective, accountable and sustainable organisation
- Building a skilled and sustainable Kimberley Aboriginal health workforce

Our mission is to ensure:

We are managed and controlled by Kimberley Aboriginal people, are locally and nationally recognised as an effective advocate for the Kimberley Aboriginal health sector and provide and support the provision of effective holistic and culturally appropriate primary health care services for Kimberley Aboriginal people.

We define Aboriginal Health as:

Not just the physical wellbeing of an individual, but the social, emotional and cultural wellbeing of the whole community in which each individual is able to achieve their full potential as a human being, thereby bringing about the total wellbeing of their community. It is a whole of life view and includes the cyclical concept of life-death-life.

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.

www.kams.org.au

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Position Summary:

1. Provide direct services in the Kimberley to ensure access for clients to timely pre dialysis coordination, education and care.
2. Provide education and support for Kimberley Health Service providers to improve awareness of kidney disease and enhance care for clients with advancing kidney disease.
3. Contribute to the ongoing development and consolidation of Kimberley Renal Services (KRS)
4. Develop, implement, and evaluate culturally appropriate resources.
5. Liaise with RPH Nephrology Department to provide a monthly report of Stage 4 and 5 CKD patients

Kimberley Aboriginal Medical Services is a smoke-free organisation and smoking is prohibited in and around all buildings, vehicles, and grounds.

Relationships:

Internal

- All Kimberley Renal Services Staff
- Kimberley Aboriginal Medical Service Staff

External

- Visiting Nephrology Specialist
 - Aboriginal Medical Services staff throughout the Kimberley
 - Other members of the multidisciplinary team
 - Royal Perth Hospital (RPH) Nephrology team.
 - Fresenius Medical Care
 - Western Australian Country Health Service (WACHS)
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Duty Statement and Key Responsibilities:

Key Responsibilities

1. **Provide direct services in the Kimberley Region to ensure access for clients to timely pre dialysis coordination, education, and care.**
 - Works closely with the multidisciplinary team and alongside local primary health care service providers to deliver pre dialysis education on treatment options for stage 4 & 5 CKD patients and their family.
 - Educate patients and family on the care pathway ahead for initiating or not initiating dialysis therapy.
 - Manage referrals and provide pre dialysis education in a systematic and timely manner, through individual and family meetings, home visits with the primary health care provider and nephrology clinics.
 - Co-ordinate the referral of CKD 5 patients requiring dialysis access surgery to the KRS Vascular Access Nurse.
 - Assist in the preparation of patients requiring dialysis access surgery with the KRS Vascular Access Nurse and the RPH Access Coordinator.
 - Work closely with the KRS Transplant Coordinator to capture those clients suitable for kidney transplant workup.
 - Identify patients suitable for home therapies and co-ordinate their referral to Fresenius Medical Care.
 - Support the primary health care provider in conducting home assessments in preparation for home therapies.
 - Assist and attend the renal specialist clinics across the Kimberley and participate in multidisciplinary meetings.



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- Work closely with the Renal Health Centre Manager, medical, local health staff, and social work staff to ensure a smooth well-coordinated transfer of the patient from the Kimberley to Perth when initiating dialysis therapy.
 - Provide support to patients who have transferred to Perth to initiate dialysis until such time as they can return to the Kimberley.
- 2. Provide education and support for Kimberley Health Service Providers to improve awareness of kidney disease and enhance care for clients with advancing kidney disease.**
- Develop new, and modify current, pre dialysis and Vascular Access educational tools that assist patients and their families to understand kidney disease, dialysis options, and the pathway ahead for initiating or not initiating dialysis therapy.
 - Contribute to the provision of regular renal education programs and in-service programs for local and regional health care providers.
 - Contribute to the education of Aboriginal Health Workers through the KAMS Health School as required.
 - Act as a clinical resource to support, mentor and develop other members of the multi-disciplinary health team, including health trainees.
 - Work alongside the Multidisciplinary Team to provide support and clinical care to stage 4 & 5 CKD patients and their families who are on the palliative management pathway.
- 3. Contribute to the ongoing development and consolidation of Kimberley Renal Services.**
- Contribute to the monitoring and evaluation of Kimberley Renal Service program as a whole, assisting where necessary to ensure responsive and appropriate services are provided
 - Promote the values, mission and goals of KRS and constantly work towards their achievement.
 - Assist in the development and annual review of policies and procedures for the KRS pre dialysis position as required.
 - Produce a detailed Western Australia Country Health Service report (WACHS) in regard to the number of patient's in stages 4 -5 renal disease.
 - Ensure capture of accurate health information in the KRS MMEX database, and contribute to extraction of data for reporting, audit and feedback, and other purposes as required.
 - Assist with the orientation of new staff.
 - Support management to promote cost effective practices.
 - Participate in ongoing professional development programs to maintain and improve service related skills and knowledge.
 - Comply with relevant legislation, including Equal Employment Opportunity, Disability Services and Occupational Health and Safety legislation, as well as professional standards and awards.
 - Be available to meet annually with manager to carry out a performance appraisal.
 - Monitor self-progress against workforce development plan.
- 4. Develop, implement and evaluate culturally appropriate resources.**
- In consultation with the KRS team develop new, and modify current, pre dialysis educational tools that assist Kimberley Aboriginal people and their families to understand kidney disease, dialysis options, and the pathway ahead for initiating or not initiating dialysis therapy.
- 5. Maintain list of current stage 4 and 5 CKD patients in the Kimberley.**
- Liaise with RPH Nephrology Department and other KRS staff to provide a monthly report for review and discussion.

Please note that the duties outlined in this position description are not exhaustive, and only an indication of the work of the role. The organisation can direct you to carry out duties which it considers are within your level of skill, competence and training and scope of practice.



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Selection Criteria:

Essential

1. Holds a certificate in Nursing and a current Australian Health Practitioner Regulation Agency registration.
2. Experienced Registered Nurse with a minimum 3 years' experience in the renal field.
3. Commitment to the philosophy and practice of Aboriginal Community Control.
4. Effective communication and interpersonal skills including the ability to operate within a multidisciplinary team.
5. Self-motivated with an ability to work independently.
6. Highly developed organisational, decision making and problem solving skills.
7. Demonstrated ability to provide effective training and education across a range of settings, including both service providers and consumers.
8. Ability to travel around the region as required by road and/or small planes.
9. Current National Police Clearance.
10. Current C class driver's license.
11. Current knowledge of Equal Opportunity and OSH legislation.

Desirable:

1. Postgraduate nephrology qualification.
2. Experience working within Aboriginal Community Controlled Health Organisations.

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: ____/____/____