JOB DESCRIPTION FORM

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| Effective date of document  |  June 2017 |
| Award  | ACCHS  |
| Award Type: | 2010 |

**POSITION IDENTIFICATION**

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| **Title:** Aboriginal Health Worker - Dialysis |
| **Reports to:** Clinical Nurse Specialist**Supervision of:** Nil |
| **Relationships Internal:*** Renal Health Centre staff
* Other Kimberley Renal Services Staff
* Kimberley Aboriginal Medical Service Staff

**Relationships External:*** Aboriginal Medical Services staff throughout the Kimberley
* Other members of the multidisciplinary team
* Western Australian Country Health Service (WACHS)
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| **Duty Statement**  |
| This position has three key responsibilities;1. Manage a client case load and delivers patient care within scope of practice and in accordance with the Renal Health Centre Dialysis Unit protocols and best practice guidelines.
2. Actively participate in ongoing professional education to maintain up to date dialysis skills and knowledge.
3. Contributes to the development and implementation of continuous quality improvement framework for the Kimberley Renal service
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| **Key Responsibilities** |
| 1. **Manages a client case load and delivers patient care within scope of practice and in accordance with the Renal Health Centre Dialysis Unit protocols and best practice guidelines**
* Manages a client caseload providing haemodialysis in accordance with KRS policies and procedures, and within skill level.
* Co-ordinates the staff and clients as shift co-ordinator with supervision from Level 2 RN to ensure safe care and manageable workloads
* Completes a pre dialysis assessment on clients, documenting observations, fluid assessment, and reports abnormal variations to Level 2 RN.
* Administers medications to clients on dialysis according to KRS policies and procedures and level of Medication Certification attained.
* Seeks clarification from a RN in relation to any concerns regarding prescribed medications, administration and storage.
* Participates in a multi-disciplinary problem solving approach to client case management.
* Manages work load, prioritising care while working as a team member seeking help from, or providing help to colleagues as needed.
* Manages primary client caseload, discussing concerns with the level 2 RN or Medical Officer, and making referrals to the social worker as required.
* Adheres to machine maintenance regimes and monitoring processes to promote the safe functioning of the dialysis machine seeking technical assistance when necessary.
* Acts as a cultural advisor to other staff as required
* Participates in the management of unit portfolios as necessary
* Ensure all documentation is timely and accurate and entered into the patient's record.
* Maintains client confidentiality at all times.
* Participate in entering patient data onto MMEx as per unit reporting requirements.
* Participates in preparation and taking of blood pathology from clients and takes appropriate actions for their storage/ transport to the laboratory.
* Encourage and educate patients to be as self-caring and as independent as possible.
* Educate client and family in a culturally sensitive manner on disease and treatment options by providing verbal, visual and written information.
* Actively and effectively encourage client / family to engage in practices conducive to optimising health.
* Works in accordance with occupational safety & health and infection control policies & procedures to maintain a safe and clean working environment for staff, clients and visitors.
1. **Actively participates in ongoing professional education to maintain up to date dialysis skills and knowledge.**
* Attend Renal Health Centre in service education sessions and conferences where possible.
* Completion of the renal care skills set to include both the theoretical & clinical components
* Maintains annual mandatory competencies in manual handling, fire procedure, infection control and OSH.
1. **Contributes to the development and implementation of continuous quality improvement framework for the Kimberley Renal service**
* Participates in quality improvement projects as required.
* Is proactive in evaluating clinical practice and unit protocols and procedures to ensure best practice guidelines are met.
* Attends and contributes to regular staff meetings.
* Actively participates and cooperates in the quality improvement change process.
	+ Provides interpretation and translation services when required.
	+ Assists with the education of staff regarding cultural awareness.
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| **Selection Criteria** |
| **Essential:*** Diploma or Advanced Diploma in Aboriginal Primary Health care
* Certificate IV Medication 2 or equivalent
* Effective communication and numeracy skills (written and verbal)
* Demonstrated interpersonal and problem solving skills
* Ability and commitment to working as a member of the multi- disciplinary team
* Understanding of aspects of Aboriginal Culture and willingness to create a culturally safe environment
* Ability to effectively and efficiently organise own workload.
* Ability to adapt to a changing work environment.
* High level of integrity in maintaining confidentiality.
* Ability to work with minimal supervision
* Maintain a high standard of professionalism and work ethic.
* Demonstrated commitment to professional development of self and others.
* Accepts responsibility for own actions and is accountable for own practice.
* National Police clearance

**Desirable:** * Minimum of 2 years post qualification in the clinical environment.
* Experience in working in an Aboriginal Community Controlled Health Service
* Experience in working in Renal health and/or completion of the renal care skill set
* Eligible for national registration with the Australian Health Practitioner Regulation Agency
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| **Certification** |
| **The details contained in this document are an accurate statement of the duties, responsibilities and other requirements of the position.**KAMS CEOSignature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 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 and KRS** |
| **Kimberley Aboriginal Medical Services** 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 Centre for Aboriginal Primary Health Care Training Education and Research provides a model of integrated health education, incorporating accredited training for medical undergraduates and postgraduates, pharmacy trainees and Aboriginal Health Worker trainees through to Advanced Diploma level. 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.  KAMSC's regional support includes:

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| * Population Health
* Social and Emotional Well Being
* Health Promotion
* Information Technology
* Pharmacy Support and Training
* Corporate and Financial Services
 | * Accredited Aboriginal Primary Health Care Training and Education
* Research
* Regional Renal Services
* Undergraduate and Postgraduate Medical Training
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**Kimberley Renal Services**KRS (Kimberley Renal Services) provides specialised renal services in the Kimberley. It is a wholly owned subsidiary of the Kimberley Aboriginal Medical Service Ltd. KRS has seen rapid expansion of its services in recent years with funding from both Commonwealth and State Governments for new dialysis facilities in Derby, Kununurra and Fitzroy CrossingFurther, funding to KAMS from the WA State Government has allowed implementation of a comprehensive Kimberley Renal Support Service (KRSS) to enhance regional efforts in prevention, early detection and better management of chronic kidney disease; provide timely pre-dialysis education and preparation; enhance training and support for patients on home dialysis options; and create a skilled, robust and culturally safe regional renal workforce to ensure that Kimberley people with kidney disease have access to the best of care, as close to home as possible. These comprehensive renal services are provided in partnership with the visiting nephrologist from RPH; FreseniusMedical Care (FMC) who provide state-wide home therapies services; WA Country Health Services (WACHS); and local health service providers. The model developed in the Kimberley is an innovative one which brings together primary, secondary and tertiary services in a culturally safe framework which aims to provide patients, families and communities with the best possible services, whilst building regional workforce capacity and providing diverse career paths for local Aboriginal people. **Website:** [**www.kamsc.org.au**](http://www.kamsc.org.au) |