JOB DESCRIPTION FORM

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| Effective date of document | February 2018 |
| Award | 2010 |
| Award Type: | N/A |

**POSITION IDENTIFICATION**

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| **Title: Pre Dialysis and Vascular Access Coordinator** |
| **Reports to: KRS Renal Health Centre Manager**  **Supervision of: NA** |
| **Relationships Internal:**   * All Kimberley Renal Services Staff * Kimberley Aboriginal Medical Service Staff   **Relationships External:**   * Visiting Nephrology Specialist * Visiting Access Surgery Team * Aboriginal Medical Services staff throughout the Kimberley * Other members of the multidisciplinary team * Fresenius Medical Care * Western Australian Country Health Service (WACHS) |
| **Duty Statement** |
| 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 the Kimberley Renal Support Service. 4. Develop, implement and evaluate culturally appropriate resources**.** 5. Coordinate and maintain the access surgical list for the Kimberley Renal Services in consultation with other KRS Pre Dialysis Access Coordinators and Royal Perth Hospital. |
| **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 /family meetings, home visits and nephrology clinics. * Co-ordinate the referral and care of CKD 5 patients requiring dialysis access surgery. * Co-ordinate and assist in the preparation of patients requiring dialysis Access surgery with the other KRS Pre dialysis/ Access Coordinators and the RPH Access Coordinator. * Assist and attend the renal specialist clinics across the Kimberley and participate in multidisciplinary meetings. * 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.   **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 multidisciplinary health team, including health trainees. * Support and develop multidisciplinary team approaches utilizing the palliative approach for the clinical care and support of the stage 4 & 5 patient and their family.   **3. Contribute to the ongoing development and consolidation of the Kimberley Renal Support**  **Service.**   * Contribute to the monitoring and evaluation of the Kimberley Renal Support Services program as a whole, assisting where necessary to ensure responsive and appropriate services are provided * Promote the values, mission and goals of the KRSS and KRS and constantly work towards their achievement. * Assist in the development and annual review of policies and procedures for the KRSS pre dialysis position as required. * Produce a detailed Western Australia Country Health Service report (WACHS) in regards to the number of patient’s in stages 4 -5 renal disease and also on patients who have had Vascular Access surgery performed in the Kimberley. * Ensure capture of accurate health information in KRSS 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 KRSS 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. Coordinate and maintain the access surgical list for the Kimberley Renal Services in consultation**  **with other KRS Pre Dialysis Access Coordinators and Royal Perth Hospital.**   * Work closely with the other Pre dialysis/ Access Coordinators of each RHS to manage new referrals on to the list in a timely manner. * Work closely with the Transplant Coordinator to manage failed transplants who require access creation or access revision. * Compile the access list in collaboration with the renal GP, Nephrologist and other healthcare specialists. * Work with the local vascular sonographer to ensure that pre surgery vein mapping and ultrasound has been performed on new referrals. * Work closely with the Nurse Unit Managers to maintain an up to date list of those requiring access revision. * Work closely with the RPH vascular access coordinator to ensure a streamlined process for referrals and a well-planned schedule of visiting access surgery dates. * Maintain a current accurate dialysis access data base utilizing MMEx that will capture data which is easily extracted for reporting. * Work collaboratively with the MMEx team towards developing / improving the access database. * In collaboration with hospital staff ensures dialysis access clinics and surgery is well coordinated. * Inform primary health care providers in a timely manner of approaching access clinics / surgery through email, phone and fax. * Provide pre and post access surgery education and support to the hospital staff holding the surgery, utilizing the access protocols and checklists. * Provide education to hospital staff regarding discharge planning and post-surgery follow up care of the patient’s access. * Develop and evaluate access surgery education resources for both the client and health professionals. * Provide pre access theatre list and surgery attendance list to RPH vascular access coordinator, RPH pre dialysis educator, Nurse Unit Manager, Renal Health Centre Manager and Fresenius Medical Care where appropriate. * Monitor and report any problems/concerns with access clinics and surgery to KRSS 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. * Ability to travel around the region as required by road and/or small planes. * Current National Police Clearance. * Current C class driver’s license. * Current knowledge of Equal Opportunity and OSH legislation.   **Desirable:**   * Postgraduate nephrology qualification.   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: \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_ |
| **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:   |  |  | | --- | --- | | * 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 |   **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 Crossing  Further, 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; Fresenius  Medical 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) |