JOB DESCRIPTION FORM

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| Effective date of document  |  Sept 2017 |
| Award  | 2010 |
| Award Type: | N/A |

**POSITION IDENTIFICATION**

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| **Title:** Renal Health Centre CKD Educator |
| **Reports to:** Renal Health Centre Manager**Supervision of:** N/A |
| **Relationships Internal:*** All 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**  |
| 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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| **Key Responsibilities** |
| **1. Clinical Practice*** 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.
* Provide information and training for local service providers to raise awareness and understanding of the factors which lead to development of chronic kidney disease.
* 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.
* 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
* 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
* 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
* Engage with local health promotion activities to support the prevention of chronic disease in the region
* 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
* 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.
* Contribute to the education of Aboriginal Health Workers through the KAMS Health School as required
* Identify gaps in available resources to support preventive renal health education
* 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.
* Externally contribute to the provision of regular CKD education programs and in-service programs for regional health staff.
* Internally contribute to the provision of regular CKD education programs and in-service programs for Renal Health Centre staff.
* Perform health promotion of kidney disease to local schools and engages in activities with external services to deliver this service.
* Assist in the coordination of CKD clinics

**2. Development & Maintenance of Clinical Standards** * Promote the values, mission and goals of the KRS and constantly work towards their achievement.
* 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.
* Assist in the development and maintenance of the KRS database.
* Contribute to annual review of clinical policies and procedures in conjunction with the Renal Service Centre manager and /or team.
* Support management to promote cost effective practices.

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

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

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

 **6. Other*** Comply with relevant legislation, including Equal Employment Opportunity, Disability Services and Occupational Health and Safety legislation, as well as professional standards and award provisions.
* Undertake other duties at the request of the manager.
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| **Selection Criteria** |
|  **Essential:*** Eligible for registration as a General Nurse with the Nursing and Midwifery Board of Australia (AHPRA)
* 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
* Understanding of the principles of health promotion
* 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:** * Post graduate qualification in Renal Nursing or working towards.
* Experience in working with the Aboriginal population.
* Experience in working in an Aboriginal Community Controlled Health Service.
* Experience in health promotion activities
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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) |