



Mackay Division of General Practice Ltd

43 Evans Avenue, Mackay Qld 4740

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Website: www.mackaydgp.com.au

ABN 21 062 930 385

POSITION DESCRIPTION

1.0 Position Overview

- 1.1 Position Title: Diabetes Educator
- 1.2 Organisation: Mackay Division of General Practice Ltd
- 1.3 Appointment: Contract – 12 months – maximum of 38 hours per week (three month probationary period)
- 1.4 Reports to: Practice Manager/Service Co-ordinator
- 1.5 Salary: \$25 – 35 per hour, negotiable dependent upon qualifications & experience plus FBT exempt salary packaging option available after probationary period
- 1.6 Method of Work The responsibilities will be carried out in accordance with the Division's policies and procedures (as amended from time to time), in collaboration with Diabetes Australia – Queensland.
- 1.7 Location: Mackay

2.0 Position Objective

- 2.1 To provide support and education to clients with diabetes to achieve optimal health outcomes in liaison with other health professionals within a multi disciplinary diabetes team.
To assist in the development, promotion, implementation and evaluation of identified programs.

3.0 Key Responsibilities

- 3.1 To provide support services for GP referred provincial, rural and remote patients under various programs and projects including the Podiatry, Insulin and Kidney (PIK) project & Enhanced Primary Care programs.

- 3.2 To support general practitioners participation in care planning for clients with diabetes and facilitate diabetes education and other targeted lifestyle modification programs in association with other stakeholders
- 3.3 Planning, promotion, reporting and liaison between Diabetes Australia – Queensland, Mackay Division of General Practice and Queensland Health and supporting development of National Diabetes Services Scheme (NDSS) services and related services and activities.
- 3.4 As a key allied health professional actively participate in contributing to the delivery and co-ordination of diabetes service provision in the Mackay, Whitsunday and Hinterland regions of North Queensland.
- 3.5 Participate in the facilitation of professional development for General Practitioners, practice nurses, pharmacists and other key primary health care professionals.
- 3.6 Initiate and assist in quality improvement activities, ensuring that acceptable standards are met in accordance with specific guidelines and budget constraints.
- 3.7 Promote and develop a culture of continuous quality improvement within the Service with the aim of achieving high quality care and services, fulfilling organisational goals and objectives.
- 3.8 Other duties as directed

4.0 Abilities/Skill/Experience/Qualifications

- 4.1 A qualification as a Credentialed Diabetes Educator (two years experience in diabetes education is desirable)
- 4.2 Demonstrated commitment to work collaboratively with GPs and others to deliver primary health care to patients requiring holistic health care to maximise their well being and health.
- 4.3 Sound knowledge of diabetes, diabetes management and the impacts of diabetes and proven ability to deliver and evaluate educational programs and strategies to ensure their effectiveness.

- 4.4 A current driver's licence for a motor vehicle and a willingness to drive to a range of towns throughout the region (fleet vehicles provided).
- 4.5 A current blue card.

5.0 Personal Qualities

- 5.1 Possession of excellent communication and interpersonal skills.
- 5.2 Possession of initiative, tact, integrity and discretion, and a commitment to confidentiality.
- 5.3 Reliability in meeting deadlines and commitments.
- 5.4 A high standard of personal presentation.
- 5.5 Flexibility to deliver services and attend events and activities scheduled outside normal business hours.
- 5.6 Ability to be innovative and self directed with drive and commitment.

6.0 Selection Criteria

- 6.1 As per 4.0
- 6.2 Demonstrated knowledge of quality improvement processes and activities and ability to apply validated research to clinical practice.
- 6.3 Demonstrated ability to contribute towards the efficient and effective management of resources.
- 6.4 Demonstrated ability to maintain accurate documentation and records, including the collection & collation of data as required.

7.0 Your Application

Your application should address all of the Selection Criteria and be forwarded to the Division office together with a current resume and the names and telephone numbers of two referees, at least one of whom must be a previous employer. (Referees will **not** be contacted until after a candidate has been interviewed).

Candidates must complete the attached professional information table to be eligible to be considered.

Applications should be marked 'Confidential' and addressed to the Chief Executive Officer, Mackay Division of General Practice Ltd, 43 Evans Avenue, Mackay Qld 4740 or email admin@mackaydgp.com.au

Should you require further information please contact Mary Butterworth on telephone 4953 4491.

Applications close 5.00pm Monday 18th August 2008 - late applications may be accepted at the absolute discretion of the company.

Please note: Canvassing of the Company's Directors will automatically disqualify any applicant.