

Position Title: Chronic Disease Nurse (Registered Nurse)
Classification Level: Nurses Award 2010
Date Effective: May 2022

PART A: POSITION SPECIFICATIONS

1. Operational Management Environment

Mulungu is an Aboriginal Community Controlled Health Service aimed at responding and providing Health and wellbeing services to a designated geographical area within Mareeba and surrounding districts.

Mulungu has three tiers Health Services, Family Services and Corporate Services which deliver culturally appropriate services under the one banner and work in cohesion to deliver outcomes for our communities. This position is located within the Mulungu Aboriginal Corporation Primary Health Care Service and forms part of the Health Services Team Health Services Team.

This service aims to improve outcomes for Aboriginal and Torres Strait Islander children and families by providing and improving access to culturally appropriate Primary Health Care services.

2. Purpose of the Position

The purpose of the Chronic Disease Nurse (RN) is to increase access to prevention and early intervention and chronic disease management through the delivery of high quality, culturally appropriate health services to meet the community's needs.

The purpose of the position is to:

- Facilitate chronic disease clinics within the practice environment, by providing ongoing and timely monitoring and recall process
- Provide central referral point between general practitioners, care coordinators, and health workers to improve patient journey into wrap-around care
- Collaborate with health services teams, reporting on barriers to service delivery gaining team insight on quality improvement and planning.
- Embed prevention processes such as immunisation clinics for the most disadvantaged client including regular scheduled Immunisation clinics.
- Implement triage and clinic screening



3. Scope of the Position

The position of Chronic Disease Nurse (RN) will:

- Support implementation of chronic condition management systems and processes in the practice
- Identify patients in the target group, encourage and support registration in Chronic disease clinics, Closing the Gap Programs and Indigenous Health Practice Incentive Payment (IH PIP)
- Support general practitioners in preparation or reviewing of care plans (provided on behalf of the GP)
- Be responsible for community and primary health nursing services that focuses on timely monitoring and review of patient care.
- Implement triage and referral pathways to wrap-around care aligned to patient eligibility and GP direction under care plan, TCA or review.
- Implement prevention measure through immunisations clinics and on-the-spot delivery of immunisations to engaging patients.

4. Organisational Structure and Reporting Relationships

The position of the Chronic Disease Nurse (RN) is accountable to the Health Services Manager and Medical Officers.

This position forms part of the Health Services team to deliver services which meets the Strategic objectives of the Health Services Team.

The organisational chart details where the position is located within the wider organisational structure.

5. Primary Duties and Responsibilities

- Provide day to day health service activities within the context of Primary Health Care in a professional, confidential and culturally safe manner
- Provide culturally effective first point of medical engagement including, triage assessments, taking of medical history/detail/s
- Provide routine screening services to patients including but not limited to blood pressures, blood sugar levels, temperatures and record in relevant coded data field in Clinical Information System (Medical Director).
- Advise medical officer of indications from screening requiring medical officers attention
- Perform best practice service delivery within scope of practice, observing universal precautions and follow standing orders / guidelines in the absence of a Medical Officer
- Collaborate with Care Coordinator's across Mulungu services to improve referral pathways and patient access to wrap-around care.



- Provide clear and easily understood verbal and written communication to clients and colleagues, including electronic and written communication.
- Support and contribute to monthly case conferences and care planning as required.
- Primary responsibility for monitoring and ensuring maintenance of cold chain management systems, other medical storage systems and clinical equipment.
- Implement and monitor infection control processes including compliance with cleaning procedures
- Act within the practice and nursing code of ethics and appropriate level of clinical competence at all times.
 - Maintain awareness of current evidence and research on clinical practices and inform/educate other practice staff.
 - Recommend change systems and procedures to ensure compliance with best available evidence as applicable.
- Support maintenance of Practice Accreditation.
- Delegation of tasks within the Health Services team.
 - Provide direct and indirect support to EN/s in relation to Chronic Disease
 - Assist with other practice duties when required.
 - Support staff Education sessions
- Any other duties as directed by the Health Services Manager relevant to the Scope of Practice.
- **Comply with the below Standards and Guidelines**
 - **Maintain client records and systems**
 - **RACGP standards**
 - **Mulungu Policy & Procedure**
 - **LogiQC tasks**
 - **Efficient and effective use of resources**
 - **Maintain stocks of clinical supplies, including correct storage (such as refrigeration, removal and disposal of out-of-date stock)**
- **Maintain awareness of current and new legislation to ensure business is complying with all statutory and regulatory obligations including infection control, hazardous materials and safe handling/disposal of medical waste, records management, Work Health and Safety and accreditation.**
- **Collaborate with Health Services Team Leader to implement and facilitate required changes to policy, procedure and process based on relevant updates and changes to any statutory and regulatory obligations.**
- **Review and evaluate own practice by participating in performance development processes and be willing to undertake further training or studies as per recommended actions from your Individual Work Plan.**



- Adopt and implement quality improvement processes and local strategies as identified to improve client and Mulungu outcomes.
- Comply with Human Resource Policy and Procedures, Work Health and Safety and Antidiscrimination as applied in the work environment.
- Legend = Purple reporting, Red = QI, Green = Client Servicing, Brown = Leadership

PART B: PERSON SPECIFICATIONS

1. Education, Qualifications and Experience

Essential

- Must maintain current APHRA registration.
- Maintain and provide evidence of annual Professional Indemnity cover
- Demonstrated understanding of the needs of a Aboriginal and Torres Strait Islander Community-controlled organisation in Primary Health Care service delivery.
- Required Immunisation Endorsement, or equivalent
- Knowledge of chronic disease management, asthma management, enhanced primary care items, infection control, CPR and emergency resuscitation techniques, equipment, and drugs.
- Competence in the use of relevant equipment and software – ie. Medical Director, Pracsoft & PC clinical audit tool.
- Demonstrated interpersonal and communication skills with the ability to work in a multi-disciplinary team structure.
- Knowledge of and commitment to the principles of continuous quality improvement and integrated risk management.

Desirable

- Experience in a similar role as Practice Registered Nurse or community-based nursing.
- Experience working with Aboriginal & Torres Strait Islander cultures, communicating in a sensitive and effective manner.
- Training or experience in Billing Medicare item numbers & EPC Medicare items.
- Member of APNA or RCNA or equivalent National Body.

2. Skills, Knowledge and Ability

- Demonstrate a knowledge of and compliance with all relevant legislation and common law obligations affecting nursing.



- Demonstrate knowledge of policies and procedural guidelines that have legal implications, for example, ensure documentation conforms to legal requirements.
- Practice only within the limits of their educational preparation and competence.
- Identify and respond to unsafe practice, for example, implement interventions to prevent unsafe practice and/or contravention of law.
- Demonstrated client-focused approach in service provision with genuine empathy and interest in their needs.
- Excellent interpersonal and communication skills across all ages and social groups.
- Be always well presented, friendly, courteous and obliging. Represent the practice in a confident and positive manner at all times.
- Undertake all duties in a diligent manner, with honesty and integrity.
- Maintain absolute confidentiality regarding client and practice information.
- Have a vigilant attitude to accuracy, being prepared to double check as necessary.
- Ability to work cooperatively and independently and ability to prioritise and organise, with attention to detail.
- Demonstrated commitment to ongoing professional development.

3. Standards of Practice

- Evidence of current registration.
- Maintenance and evidence of core competencies.
- Evidence of ongoing professional development.

4. Additional Factors

- Possession of a current 'C' Class Driver's Licence (Queensland) is required.
- Must possess or be able to obtain a Working with Children Blue Card.
- Must have indemnity insurance.
- Must undergo Australian Federal Police Check.
- Maintain immunization status in accordance with Mulungu policy.

Key Performance Indicators

1. 70% chronic disease patients have a current GPMP and TCA or review
2. 100% engaging chronic disease patient has registration with "Closing the Gap" and annual registration for IH PIP
3. 80% CD patients have been given/and or declined/or billed elsewhere Influenza Immunization per 12month calendar period
4. 100% patients aged 11+ have smoking status recorded <= 24 months



5. 100% patients have both full blood pressure recorded in the appropriate toolbox in Medical Director every visit
6. 90% patients aged 15+ have alcohol status recorded ≤ 24 months
7. 100% patients engaging with chronic disease nurse for screening and treatment under GPMP, TCA, or review is billed MBS Item Number 10997 for ≤ 5 visits per calendar year.
8. 100% patients have allergy recorded
9. 100% patients have allergic reaction recorded
10. 80% T2DM patients have HbA1C recorded at ≤ 6 month and/or 12-month intervals
11. 100% patients with diagnosed chronic disease have waist circumference recorded annually
12. 100% patients have weight and height recorded aligned to required time frames;
 - Aged 18+ ≤ 12 months
 - Aged Birth to 15 every visit and at least within every health check
13. 100% CD Patients 25+ have BMI calculated ≤ 24 months
14. 90% of patients aged 35-74 have risk factors recorded to provide CVD Absolute Risk Assessment:
 - Cholesterol
 - HDL
 - BP
 - Waist Circumference
 - Smoking
15. Work attendance – 90%

PART C: SELECTION CRITERIA

- SC 1** Bachelor of Nursing or a Degree in Health Science or its equivalent with Immunisation endorsement.
- SC 2** Experience working with Aboriginal and / or Torres Strait Islander communities and demonstrated knowledge of Aboriginal and Torres Strait Islander culture and their health needs.
- SC 3** Knowledge of and demonstrated experience in working within a primary health care context.
- SC 4** Demonstrated interpersonal and communication skills with the ability to work in a multi-disciplinary team structure.
- SC 5** Knowledge of and commitment to the principles of continuous quality improvement and integrated risk management.

SC 6 Knowledge of Workplace Health and Safety legislation and the Equal Employment Opportunity and Antidiscrimination Acts.

The preceding information is an accurate statement of the requirements and employment of this position, at this time.

Signature _____ Date _____
(Chief Executive Officer)

I have read and understand the duties and requirements of the position as described in this position description and agree to be employed under such conditions and the relevant Award.

Employee's Signature _____ Date _____