



**The Royal
Melbourne
Hospital**

Advancing health for everyone, everyday.

Could this be you?

**Join The Royal
Melbourne
Hospital Team**



Position Description

**Diabetes Educator, Diabetes Co-
Management Service**

Our reputation for caring for all Melburnians is as essential to who we are as any scientific breakthrough we make. We're here when it matters most, and we'll continue to be the first to speak out for our diverse community's wellbeing.

Advancing health for everyone, every day.

1. Be a great place to work and a great place to receive care
2. Grow our Home First approach
3. Realise the potential of the Melbourne Biomedical Precinct
4. Become a digital health service
5. Strive for sustainability

Hospital Admission Risk Program (HARP)

HARP Diabetes Co-Management Service (DCS)

Diabetes Educator, Diabetes Co-Management Service (DCS)

- Take reasonable care for your safety and wellbeing and that of others.
- Work in your scope of practice and seek help where required.
- Work in partnership with consumers, patients and where applicable carers and families.
- Work collaboratively with colleagues across all RMH teams.
- Continue to learn through mandatory training and other learning activities.
- Seek feedback on your work including participation in annual performance discussion.
- Speak up for safety, our values and wellbeing.
- Prioritise wellbeing and ensure safe work practices are developed and adhered to in their area.
- Respect that the RMH is a smoke-free environment.
- Develop and coordinate resources for patients and carers and GPs
- Link with existing HARP referral pathways
- Liaise with RMH HARP Liaison & HARP Team Leaders to facilitate appropriate referrals within HARP
- Be available to work across sites and in the community as required.
- Provide Diabetes education and advice to clients with diabetes who meet HARP eligibility criteria
- Develop relationships with general practitioners and other HARP services to enable improved diabetes management
- Contribute to project management and quality improvement projects.
- Contribute towards the key objectives of the HARP.
- Ensure service sustainability through meeting HARP DCS KPI activity targets.
- Ensure VINAH data requirements are completed on Melbourne Health (MH) Electronic Medical Record (EMR) aka (EPIC)
- Deliver client care according to Royal Melbourne Hospital, HARP & HARP DCS guidelines
- Demonstrate advanced clinical skills in the area of diabetes education
- Facilitate service coordination and care planning
- Participate in team case conferences, meetings and co consulting activities
- Undertake other duties in line with role as directed by Community Services Manager

Internal	External
• HARP clinicians, managers, relevant partner staff • Cohealth, Holstep Health, Bolton Clarke and other staff / clinical groups as required • Melbourne Health Staff including Medical, Nursing, Allied Health and Managers	• Clinical peak bodies and other relevant organisations • Department of Health and Human services • External service providers and community services networks

Formal Qualifications:

- Registered Nurses:

- Post Graduate Diabetes Educators Course accredited by Australian Diabetes Association (ADEA);
- ADEA Credentialed Diabetes Educator;

Essential:

- Commitment to live the Melbourne Way - putting people first, leading with kindness and achieving excellence together.
- Mandatory Working with Children's Check and Police Check and Immunisation Assessment
- Current Victorian Driver's License

Desirable:

- Proven administrative and organisational skills and ability to work autonomously and as a part of a team
- Flexible and creative mindset, with goal of optimising client outcomes
- Experience working across acute, sub-acute and community
- Understanding of Health Promotion, Public or Population Health
- Understanding of factors contributing to hospital admission in clients with complex health issues
- Confident IT skills and a knowledge of HARP and Melbourne Health computer systems (EPIC)
- Knowledge of HARP performance KPI's and operational issues.
- Knowledge of quality improvement processes.

KEY PERFORMANCE INDICATORS

Your performance will be measured through your successful:

- Demonstration of RMH values
- Achievement of portfolio specific KPI targets
- Participation in and satisfactory feedback through the annual performance review process
- Ability to maintain a safe working environment and ensure compliance with legislative requirements

- Aim to provide a working environment that is safe and without risk to the health, safety and wellbeing of all employees, patients and consumers, and visitors.
- Speak up for patient, consumer, colleague and visitor safety, escalating issues if required.
- Deliver Safe, Timely, Equitable, Person-centred Care (STEP) in line with our clinical governance framework.
- Work in accordance with relevant policies, procedures, standards and legislation including those related to clinical or competency requirements, risk management, discrimination, equal opportunity and health safety and wellbeing.

OUR COMMITMENT:

- **Equity, Inclusion, Belonging and Safety**
 - As a leader in healthcare, we recognise the need to foster a culture of equity, inclusion, and belonging — safe spaces where every individual is empowered to be their authentic self, contributing meaningfully to the collective well-being of our community.
- **First Nations Commitment**
 - We acknowledge and pay our respects to the Traditional Owners of the lands on which we work and stand in solidarity with Aboriginal and Torres Strait Islander peoples. We are committed to creating a culturally safe environment that honours First Nations voices, knowledge, and self-determination through inclusive governance, respectful policies, and a steadfast commitment to anti-racism. The Royal Melbourne aspires to lead by example in addressing the injustices of colonisation and its ongoing impacts.
- **Child Safe Standards**
 - RMH is a child safe organisation. We are dedicated to fostering an environment that respects and upholds the rights of children and young people, in line with the Child Safe Standards. We actively embed these standards in our culture, policies, and practices, ensuring that the safety and wellbeing of children and young people is a central priority.
- **Equal Opportunity and Accessibility**
 - We are proud to be an equal opportunity employer that champions diversity in all its forms. We value the strengths and perspectives that come from people of all backgrounds, identities, abilities, and lived experiences. We encourage applicants from all communities, and we will provide reasonable adjustments to support equitable participation.
- **Thriving Together**
 - Together, we are committed to fostering an environment where everyone feels respected, safe, and empowered to thrive.

ACCEPTANCE

I acknowledge and accept that this position description represents the duties, responsibilities and accountabilities that are expected of me in my employment in the position. I understand that The RMH reserves the right to modify position descriptions as required, however I will be consulted when this occurs.

Employee Signature

Employee Name (please print)

