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GOVERNANCE AND IMPLEMENTATION

This resource should be reviewed and endorsed in accordance with the organisation's governance and document control processes prior to implementation.

DUTY STATEMENT

POSITION TITLE:	Diabetes Educator
REMUNERATION/CONDITIONS:	Contracted through Local Health District (LHD), Rural Doctors Network (RDN), or alternate funding body.
POSITION STATUS:	Contracted or Part-time
DIRECTLY RESPONSIBLE TO:	Practice Manager
PERFORMANCE APPRAISAL:	Annual review conducted jointly with Practice Manager and funding body (if applicable), considering community demand and service feedback.
POSITION FUNCTION:	To provide diabetes education and support self-management strategies for clients living with or at risk of diabetes.
MINIMUM SKILLS REQUIRED:	AHPRA specialist registration

POSITION SUMMARY

The role complements chronic disease programs by enhancing health literacy and practical management of diabetes through one-on-one and group education.

RESPONSIBILITIES

- Deliver culturally tailored diabetes education.
- Support use of glucose monitoring and medications.
- Contribute to diabetes care plans.
- Offer group workshops and health promotion.

Meetings

- Attend team case discussions and briefings where relevant and feasible.
- Engage in reflective practice and service feedback forums annually.

KEY PERFORMANCE INDICATORS

- Deliver [**] education sessions annually.
- Document all contacts in PMS within 24 hours.
- Facilitate at least 1 health promotion event participation.

PROFESSIONAL DEVELOPMENT

- Maintain relevant continuing professional development (CPD) and seek ongoing learning in Aboriginal cultural safety and trauma-informed care.

ESSENTIAL SKILLS AND EXPERIENCE

- Demonstrated clinical excellence in diabetes management and collaborative healthcare.
- Experience working in Aboriginal community settings or commitment to Aboriginal health.
- Strong communication skills and respect for culturally appropriate practices.

MANDATORY REQUIRMENTS

- AHPRA Registration
- Evidence of cultural awareness training or willingness to complete
- Public liability and professional indemnity insurance
- Current CPR Certificate
- National Police Check
- Working With Children Check
- Compliance with all organisational policies and procedures
- Adhere to confidentiality and privacy requirements in line with the Health Records and Information Privacy Act 2002 (NSW) and other relevant legislation.

SIGNATURE & ACKNOWLEDGEMENT

I agree to abide by the standards and policies and have read and understood the job description and agree to comply with same.

Employee Signature: _____

Date: _____

Manager Signature: _____

Date: _____