

Position Description

Position:	Chronic Disease Nurse (CDN)
Department:	Community Health Centre
Location:	Omeo, Victoria (on-site)
Reports to:	Community Health Centre Manager
Enterprise Agreement:	Nurses and Midwives (Victorian Public Health Sector) (Single Interest Employers) Enterprise Agreement 2024 – 2028
Classification:	RN/EN
Employment Type:	Fixed Term to 30 June 2027 Part-Time, Minimum 32 hours per fortnight

The Organisation

Omeo District Health (ODH) is a Small Rural Health Service that provides a broad range of health and support services to our local communities. These include urgent care, acute care, transition care, residential aged care, primary care, home-based care, and community-based/district nursing.

Consistent with our purpose, we aim to promote and enhance the health and wellbeing of the people of the East Gippsland High Country.

We do so by:

- Reaching out to our local rural community in the planning and delivering of our services.
- Building a highly engaged and skilled team of health care professionals and volunteers with a commitment to creating a culture of achievement and service excellence.
- Developing sustainable health care service models and ensuring that we comply with our legislative, ethical and statutory obligations and,
- Investing in strategic partnerships and alliances that help achieve better service outcomes.

ODH is an equal opportunity employer and has adopted a common set of values and code of conduct that drive our everyday work:

- C** Compassion
- A** Accountability
- R** Respect
- E** Excellence

Our people are at the heart of our organisation—regardless of role. Every day, they make a meaningful difference in the lives of our consumers and their families, reflecting our deep commitment to care and community.

Omeo District Health believes that diversity, equity, and inclusion (DEI) are essential to building a thriving workplace and a stronger, more connected community. We are committed to fostering a culture where everyone—regardless of background, identity, or experience—is valued, respected, and empowered to contribute their best.

Position Summary

Reporting to the Community Health Centre Manager, with Clinical supervision from the Director of Healthy Aging. This fixed-term role will work closely with the community to provide clinical direction,

care and treatment, education, advice and monitoring to improve patients' capacity to independently manage everyday activities, manage chronic conditions and attain/maintain good health, mobility and safety at home.

The position summary for the Chronic Disease Nurse role is funded by Gippsland Primary Health Network (PHN) and aligns with the region's strategic focus on early intervention and chronic disease management. Here's a review of the key responsibilities and how they integrate with Gippsland PHN's objectives:

- **Identifying clients for early intervention:** Proactively engaging with individuals at risk of chronic conditions.
- **Engaging and promoting the Early Intervention program:** Raising awareness and encouraging participation.
- **Conducting comprehensive assessments and regular reviews:** Ensuring ongoing evaluation and adjustment of care plans.
- **Providing targeted health literacy and self-management opportunities:** Empowering clients to take control and ownership of their health.
- **Delivering home visits:** Offering personalised care in clients' living environments.
- **Reporting:** Maintain detailed and accurate records and documenting outcomes to inform program effectiveness.

These responsibilities are in line with Gippsland PHN's Community Led Integrated Health Care (CLIH) Program, which emphasises community-driven, multidisciplinary care models.

Key Responsibilities

Safe Clinical Care

- **Adhere to Professional Standards:** Perform nursing functions in accordance with the Nursing and Midwifery Board of Australia (NMBA) National Competency Standards for Nurses, The Code of Ethics for Nurses in Australia, and the Code of Professional Conduct for Nurses in Australia.
- **Clinical Area Preparation:** Ensure clinical areas are prepared to minimise infection risks to clients, staff, and visitors, maintaining a safe and hygienic environment.
- **Health Monitoring:** Monitor the health status and provide personal care for clients with unstable health and/or complex needs, ensuring timely interventions.
- **Conduct Procedures and Treatments:** Perform various procedures and treatments as per role requirements, including infusions, diagnostic tests, wound care, and dressing changes.
- **Equipment Management:** Prepare, assist with, and decontaminate equipment related to minor procedures, ensuring compliance with infection control protocols.
- **Medication Administration:** Administer medications safely in accordance with legal requirements, policies, and guidelines, ensuring accurate documentation and client safety.
- **Case Coordination:** Collaborate with other healthcare professionals and community support services to ensure optimal and holistic client care. This includes coordination with internal services such as District Nurses, Home Care coordinators, Allied Health services, and Nurse Unit Managers.
- **Flexible Care Delivery:** Provide care at flexible times in various settings, including homes, community venues, or clinics, adjusting services based on individual client needs.

Consumer Engagement & Program Support

- **Client Identification:** Identify clients who would benefit from early intervention services, ensuring timely support.
- **Program Promotion:** Engage with the community to promote the Early Intervention program, raising awareness and encouraging participation.

- **Comprehensive Assessments:** Conduct thorough assessments and maintain regular reviews to monitor client progress and adjust care plans as needed.
- **Health Literacy and Self-Management:** Provide targeted health literacy education, evidence-based interventions, and opportunities for clients to develop self-management skills.
- **Home Visits:** Offer personalised care through home visits, ensuring clients receive appropriate support in their living environments.
- **Reporting:** Prepare and submit monthly, quarterly, and yearly reports to evaluate program effectiveness and inform continuous improvement.

Stakeholder & Partner Engagement

- Work closely with internal teams and sector partners.
- Maintain strong relationships with partner agencies, peak bodies, and community representatives.

Quality, Safety & Risk

- Contribute to a culture of safety, accountability, and continuous improvement across all projects and interactions.
- Identify and report risks, incidents, or opportunities for improvement using ODH's risk and incident management systems.
- Participate in quality improvement activities and project evaluations to improve safety, equity, and outcomes for consumers.
- Promote a person-centred approach and partner with consumers in service design, implementation, and review.

Key Selection Criteria

Qualifications & Experience

- Qualification in nursing. Current AHPRA registration.
- Experience delivering nursing care services in a regional community.
- Confidence engaging with consumers, community members, clinicians, and government representatives.

Employment Conditions and Compliance Requirements

This position is subject to:

- Valid Australian work rights.
- National Police Check, Working with Children Check, and NDIS Screening (as required).
- Valid Victorian driver's licence.
- Compliance with ODH's immunisation and infection prevention policies.
- Completion of mandatory training requirements.

Job Analysis: Identification and Physical and Psychosocial Hazards

Physical Hazards Analysis

Hazard Type	Examples in Role	Potential Risks	Control Measures
Manual Handling	Moving documents, reports, setting up presentations / events.	Back strain, repetitive motion injuries.	Ergonomic workspace, proper lifting techniques.
Prolonged Sitting & Screen Use	Extended computer work, virtual meetings.	Eye strain, poor posture, musculoskeletal discomfort.	Ergonomic workstation setup, screen breaks, adjustable chairs / desks.
Workplace Ergonomics	Desk, chair, lighting, screen positioning.	Neck / back pain, headaches.	Ergonomic assessments, standing desk options.

Hazard Type	Examples in Role	Potential Risks	Control Measures
Travel & Offsite Meetings	Visiting community centres, aged care facilities, conferences.	Fatigue, increased risk of accidents.	Adequate rest breaks, travel policy adherence. Screening for home visits
Slips, Trips & Falls	Walking in unfamiliar public health settings, site inspections.	Injury from falls.	Proper footwear, hazard awareness training.
Infection Exposure	Visits to aged care & healthcare facilities, community engagement events.	Illness, cross-contamination.	Vaccination policies, hygiene protocols, PPE if required.

Psychosocial Hazards Analysis

Hazard Type	Examples in Role	Potential Risks	Control Measures
Workload & Job Demands	High-level strategic planning, managing multiple projects, funding pressures.	Stress, burnout, decision fatigue.	Delegation, time management support, workload monitoring.
Job Control & Autonomy	Balancing stakeholder expectations.	Role strain, frustration.	Clear decision-making authority, management support.
Role Clarity & Expectations	Evolving aged care, disability, and healthcare regulations.	Stress, inefficiency.	Regular leadership supervision, structured and documented. Key performance indicators & allocation of priorities.
Workplace Relationships	Managing cross-functional teams, dealing with resistant stakeholders.	Conflict, emotional exhaustion.	Leadership coaching, conflict resolution training. HR Team to provide support.
Exposure to Distressing Situations	Hearing about elder abuse, aged care and health service failures, crisis management.	Emotional toll, compassion fatigue.	Employee Assistance Program (EAP), debriefing sessions.
Job Security & Organisational Change	Policy shifts, budgetary constraints, funding cycles.	Disengagement.	Transparent communication, change management strategy. Support from HR Team.
Public & Media Scrutiny	Public health campaigns, policy advocacy, political pressures.	Stress, reputational concerns.	Media training, crisis communication planning.
Fatigue management	Not scheduling breaks. On call requirements.	May result in excessive hours due to unpredictability and nature of work.	Regular leave planning. Agreed flexi-time as required between CEO and Director.

Performance Evaluation and Review

Performance will be measured against agreed KPIs, project milestones and deliverables aligned with:

- Gippsland PHN Activity and Qualitative reporting
- Community engagement outcomes

Progress will be reviewed monthly with the Community Health Centre Manager.

I,

Agree to undertake the duties as specified in the position description and accept the appointment in accordance with the responsibilities stated above. My signature acknowledges confirmation of the terms and conditions offered.

As an occupant of this position, I have noted this statement of duties and agree to perform the duties indicated and observe all requirements of the organisation's policies and procedures.

Signature: _____

Date:/...../.....