

Position Description

Grade 5 Clinical Nurse Consultant – Diabetes Educator

Classification:	ZA7/ZA8
Business unit/department:	Diabetes Education Service
Work location:	Austin Hospital ☒ Heidelberg Repatriation Hospital ☒ Royal Talbot Rehabilitation Centre ☒ Other ☐ (please specify)
Agreement:	Nurses and Midwives (Victorian Public Sector) (Single Interest Employers) Enterprise Agreement 2024-2028
	Choose an item.
	Choose an item.
Employment type:	Parental Leave Cover
Hours per week:	16
Reports to:	Diabetes Education Manager
Direct reports:	
Financial management:	Budget: Internal
Date:	10/11/2025

Position purpose

To ensure that patients with diabetes and their families receive optimal support and diabetes education and management both as inpatients and as outpatients across the Heidelberg Repatriation Hospital and Austin Hospital sites of Austin Health.

This includes:

- Prompt and efficient review of diabetes patients as soon as possible after referral received
- Identifying knowledge gaps for patients and Austin Health staff and using this knowledge to develop educational programs accordingly

Ongoing self-education and professional development in all aspects of diabetes education and management

About the Directorate/Division/Department

This position is located within the Division of Medical & Cancer Services. Austin Health's Medical & Cancer Services Division encompasses clinical services that operate across all three Austin Health campuses including the Olivia Newton John Cancer & Wellness Centre and at Ballarat

Health Services (BHS) within the Ballarat Regional Integrated Cancer Centre (BRICC). Services within the Division comprise a complex range of national, state-wide and specialty services with multiple satellite units. Many clinical services within the division have associated research units. The Diabetes Education Service sits within the Specialty and Statewide Services division.

The Diabetes Clinical Nurse Consultant employed in this position will cover our adult inpatients and outpatients across both the Austin Hospital, Heidelberg Repatriation Hospital and the Royal Talbot Rehabilitation Centre sites.

Position responsibilities

Role specific:

Direct Comprehensive Care

- In a consulting capacity, provides clinical nursing expertise and direction in line with clinical standards policies and procedures to both inpatients and outpatients and their families/support persons, including providing high level nursing assessment, care planning and interventions/procedures.
- Provide support for discharge planning and referral to outpatients or community services as applicable.
- Work in conjunction with Diabetes Education Services Administrative Assistants to ensure that all paperwork, bookings, and filing are completed in an efficient and timely fashion.
- Provide high quality and age-appropriate diabetes education services to paediatric and Young Adults with Diabetes Service (YADS) patients and their families with a demonstrated understanding of the complexities of these age groups.
- Uses clinical information systems to inform decision making and evaluate outcomes.
- Ensures documentation meets legal, professional, and organisational standards.

Education

- Develop formal and informal education programs to assist nursing staff, registrars, consultants, and emergency staff in delivering quality diabetes patient care.
- Attend off-site school and pre-school diabetes education sessions as required.
- Develop and produce new patient education material according to Austin Health policy.
- Assume responsibility for own continuing education requirements and attendance at workshops, seminars, and conferences.
- Provides leadership and clinical nursing expertise to nurses and members of the multidisciplinary team through knowledge of research, new developments in evidence-based practice pertaining to diabetes management and education.
- Responsible for own continued professional development.
- Provide sick day management and insulin dose adjustment and support in line with Austin Health clinical guidelines (Must be credentialed through the ADEA).



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Professional Leadership

- Maintains a professional demeanour, demonstrates Austin values, and serves as a role model for other staff.
- Knowledge and experience with use of latest diabetes technology systems and software programs for the management of diabetes i.e., insulin pumps, continuous glucose monitoring (CGM) & flash glucose monitoring (FGM) systems.
- Attend and contribute to endocrine ward rounds and meetings.
- Contribute to the development of evidence-based practice and updating clinical guidelines, policies, and procedures relevant to the management of diabetes
- Promote effective communication within the multidisciplinary team.

Research

- Provide follow up phone support for patients in collaboration with the wider diabetes team.
- Attend and contribute to regular Diabetes Education team meetings
- In conjunction with the Manager Diabetes Education, identifies, initiates, and actively contributes to quality improvement and research projects within the service.
- Collect data regarding patients seen and activities undertaken to be used for audits and research purposes.
- Is actively involved in matters relating to Occupational Health and Safety and ensures safety standards in the workplace are met.

Support of Systems

- Is responsible for a timely response to referrals and manages and provides assists others in prioritisation and completion of tasks.
- Completes all necessary statistical data, including data entry to support financial recuperation as appropriate.
- Evaluate the quality-of-service provision through regular audits and engaging through community integration and collaboration
- Identify areas of clinical practice and service provision that needs improvement and implement strategies including improvement programs
- Participate in professional activities to enhance knowledge and experience to improve health care delivery and patient outcomes.
- Ensures that incident management is appropriate and timely and that a systematic response to local issues and performance improvement occurs.

All Employees:

- Comply with Austin Health policies & procedures, as amended from time to time, which can be located on the intranet (The Hub): <http://eppic/>
- Report incidents or near misses that have or could have impact on safety - participate in identification and prevention of risks
- Comply with the Code of Conduct



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People Management Roles:

- Ensure clear accountability for quality and safety within the department
- Ensure incident management systems are applied and a response to local issues and performance improvement occurs; ensure the risk management system is functional
- Be aware of and comply with the core education, training and development policy.

Selection criteria

Essential skills and experience:

- A commitment to Austin Health values: Integrity, Accountability, Respect and Excellence.
- Division 1 Registered Nurse with current APHRA registration
- Post graduate qualification in Diabetes Education
- ADEA credentialed (or working towards)
- Full ADEA membership
- Demonstrated diabetes knowledge and skills
- Demonstrated ability to work as sole practitioner
- High level of communication skills – written, verbal and interpersonal
- Ability to prepare and deliver education to individuals and groups of varying sizes
- Experience in delivering diabetes education in an acute setting
- Understanding and experience in managing the latest diabetes technology systems; including insulin pumps and continuous and flash glucose monitoring systems.
- A sound understanding of information technology including clinical systems, applications relevant to risk management reporting or as required for the role and/or department.
- Current Victorian driver's license

Desirable but not essential:

- Research, publication, and public presentation experience
- Paediatric diabetes education experience

Professional qualifications and registration requirements

- Bachelor of Nursing - Registered Nurse Division 1
- Post graduate certificate in Diabetes Education

Quality, safety and risk – all roles



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All Austin Health employees are required to:

- Maintain a safe working environment for yourself, colleagues and members of the public by following organisational safety, quality and risk policies and guidelines.
- Escalate concerns regarding safety, quality and risk to the appropriate staff member, if unable to rectify yourself.
- Promote and participate in the evaluation and continuous improvement processes.
- Comply with the principles of person-centered care.
- Comply with requirements of National Safety and Quality Health Service Standards and other relevant regulatory requirements.

Other conditions – all roles

All Austin Health employees are required to:

- Adhere to Austin Health's core values: *our actions show we care, we bring our best, together we achieve, and we shape the future.*
- Comply with the Austin Health's Code of Conduct policy, as well as all other policies and procedures (as amended from time to time).
- Comply with all Austin Health mandatory training and continuing professional development requirements.
- Provide proof of immunity to nominated vaccine preventable diseases in accordance with Austin Health's immunisation screening policy.
- Work across multiple sites as per work requirements and/or directed by management.

General information

Cultural safety

Austin Health is committed to cultural safety and health equity for Aboriginal and/or Torres Strait Islander People. We recognise cultural safety as the positive recognition and celebration of cultures. It is more than just the absence of racism or discrimination, and more than cultural awareness and cultural sensitivity. It empowers people and enables them to contribute and feel safe to be themselves.

Equal Opportunity Employer

We celebrate, value, and include people of all backgrounds, genders, identities, cultures, bodies, and abilities. We welcome and support applications from talented people identifying as Aboriginal and/or Torres Strait Islander, people with disability, neurodiverse people, LGBTQIA+ and people of all ages and cultures.

Austin Health is a child safe environment

We are committed to the safety and wellbeing of children and young people. We want children to be safe, happy and empowered. Austin Health has zero tolerance for any form of child abuse and commits to protect children. We take allegations of abuse and neglect seriously and will make every effort to mitigate and respond to risk in line with hospital policy and procedures.



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