



**MATAWA HEALTH  
CO-OP**

# Certified Diabetes Educator Registered Nurse Job Description

## **PURPOSE OF THE POSITION**

Matawa First Nations has established the Matawa Health Co-operative (MHC). This provincially incorporated Co-op consists of the nine Matawa member communities – Webequie, Neskantaga, Nibinamik, Eabametoong, Marten Falls, Aroland, Ginoogaming, Long Lake # 58 and Constance Lake First Nations.

With the support and guidance from the Executive Director of the Matawa Health Co-operative or their designate, the employee will provide services and care with emphasis on a holistic approach to support clients, communities, and families of the Matawa communities.

## **RESPONSIBILITIES AND DUTIES**

The Certified Diabetes Nurse Educator will follow Diabetes Canada current Clinical Practice Guidelines, the Certified Diabetes Educator is responsible for:

1. Provide education related to diabetes and the disease process; medication, diet and nutritional monitoring; foot care, prevention and care of complications; blood glucose monitoring and the techniques of self-monitoring blood glucose levels.
  - a. Develop and implement educational programs for clients, families and support systems that support interaction, collaboration by both CDE and clients.
  - b. Partner with clients to assist with decisions regarding their diabetes management and support and educate clients on healthy lifestyle choices. The CDE will focus on prevention of complications and management of diabetes with clients.
  - c. Provide ongoing assessment and recommendations to the treatment team and patient/family/support systems for adjustments in the plan of care as required
  - d. Assist patients in monitoring blood glucose for the purpose of medication control and adjustment for both insulin and noninsulin dependent diabetics
  - e. Document assessments, interventions and plans including recommendations and goals, progress notes and discharge summaries
  - f. Assess, monitor, implement and evaluate treatment plans for patients at various stages of the disease.
  - g. Collaborate with clients and groups on setting goals and objectives with their diabetes care.
  - h. Provide clinical resource and consultation to staff and physicians in all Matawa communities.
2. Coordinate screening clinics and educational sessions in each of the Matawa Communities;
3. Meeting with or communicating via telephone/OTN and sharing information with (signed consents of our clients) with physicians, nurse practitioners, members of our interdisciplinary health care team or other agencies involved in the care of the First Nations' community members on a regular basis and as required;

4. Assist in identifying and initiating plans to address service gaps between diabetic health services practices and optimal standards of care;

### **Other Responsibilities**

Under the direction of the Clinical Supervisor, the Diabetes Educator is responsible for:

- Reporting to the Community Health Nurse Supervisor on all matters pertaining to the Diabetes Education Program;
- Completing and submitting monthly, quarterly reports and statistics, correspondence and reports; ensuring all data is submitted to Community Health Nurse Supervisor;
- Assist with preparation with MOHLTC service reports;
- Other activities may be assigned with the collaboration with the inter-professional team;
- Completing and submitting an annual community prioritized workplan according to approved format; participating in the annual review and update;
- Maintaining complete, accurate, legible, and timely client files (chronic and/or high-risk clients) using the approved format electronic medical records;
- Ensuring safekeeping of over the counter medications and supplies;
- Participating in community-based health committees and programing
- Participating in professional meetings, conferences, seminars, and reviewing professional literature for community development;
- Meeting and planning with the community health team at Matawa Health Co-operative.
- Ensure proper collaboration of services with exterior services within the First Nation communities;
- Participating in the development and evaluation of policies and procedures when required;
- Participate in quality activities and continuous improvement initiatives in keeping with the company's Quality Management System.

### **Organizational Responsibilities**

As a representative of the Matawa Health Co-op, the employee is responsible for:

- Reflecting and interpreting the organization vision, mission and core values in his/her own work with enthusiasm and commitment;
- Acting in accordance with relevant legislation and organization policies and procedures;
- Proposing changes within our Diabetes Education Program at Matawa Health Co-operative that would improve the quality of service to our First Nations' children, families, and communities;
- Developing and maintaining respectful, cooperative working relationships to contribute to the delivery of services to First Nations' children, families and communities;

- Understanding their role and responsibility in maintaining a safe workplace and reducing workplace injuries;
- Ensuring accuracy, confidentiality, and safekeeping of agency records;
- Participating constructively in the supervision process with the Clinical Supervisor;

### **Accountability**

The Diabetes Educator is accountable for:

- Following the Medical Directives set out by Matawa Health Co-operative and Indigenous Services Canada (ISC);
- Following all policies and procedures set out by MHC, ISC and Ministry;
- Maintaining relevant knowledge, skills and leadership competence through continuing education;
- To the professional governing bodies (College of Nurses of Ontario and Registered Nursing Association of Ontario);

## **Education and Specific Job Requirements**

### **Education**

- Bachelor's Degree in Nursing; or minimum three-year nursing diploma will be accepted;
- Diabetes Educator Certification is required or willingness to work towards
- Diabetes/Advanced foot care certification is an asset

### **Work Experience**

- Minimum of 3 years of related nursing work experience;
- Minimum of 2 years experience in working with First Nation communities and/or equivalent organization

### **Skills and Abilities**

- Advanced and Diabetic Foot Care certificate is required  
Prior experience in foot care is an asset  
Current skills and knowledge in diabetes, including anatomy and pathophysiology of diabetes and its associated complications
- Ability to design/implement/evaluate health programs policies and procedures
- Expertise in developing and maintaining excellent working relationships with all members of the health care team and partner organizations
- Ability to work in a collaborative practice model
- Strong health assessment/clinical skills

- Capacity to adapt quickly to a dynamic work environment
- High degree of accuracy and attention to detail
- Electronic documentation of health records
- Knowledge of various computer systems and applications (i.e. Microsoft Office, etc.)
- Ability to speak Oji-Cree or Ojibway an asset.
- Broad knowledge of the services provided Matawa First Nations and member First Nations. They must be familiar with the politics and health related trends in the area and able to translate that familiarity into social action to benefit the local health programs

### **Other Requirements**

- Must be able to perform work duties with minimal supervision
- Must be willing to travel as required
- Must provide a current Criminal Record Check and Vulnerable Sector Check
- Must have a valid CPR and Standard First Aid Certificate
- Ability to satisfactorily pass a Tuberculin (TB) Skin Test
- Must provide evidence of registration with the appropriate regulatory bodies (CNO & RNAO)
- Must possess a valid drivers' license and access to a reliable personal vehicle
- Must be “fully vaccinated” against COVID-19. (In Ontario, a “fully vaccinated individual” is defined as one who has received the required number of doses as outlined by Health Canada and they have received their final dose of the COVID-19 vaccine at least 14 days ago.) Must provide Health Canada’s proof of vaccination (vaccine receipt or enhanced vaccine certificate);

## **WORKING CONDITIONS**

### **Physical Demands**

The CHN will have to travel to our First Nations communities. They may have to lift, carry and manage equipment and supplies. They may have to work odd or long hours at a time to complete special requests or projects. The CHN may have to spend long hours sitting and using office equipment, computers and attending meetings.

### **Environmental Conditions**

The Matawa Building may be a busy facility. The CHN may have to manage a number of projects at one time, and may be interrupted frequently. The CHN may find the environment to be busy, noisy and will need excellent organizational and time and stress management skills to complete the required tasks.

**Sensory Demands**

Sensory demands can include reading and use of the computer, which may cause eyestrain and occasional headaches.

**Mental Demands**

The Diabetes Educator will have to manage a number of requests and projects at one time. They must be aware of Tribal Council business in the communities and any and all relevant legislation, policies and procedures. They may have to complete a number of tasks and responsibilities at one time and must be prepared to deal with emergencies and stressful situations at any time.

<hr/> Employee Signature	<hr/> Supervisor's Title
<hr/> Printed Name                      Date	<hr/> Supervisor's Signature              Date
I certify that I have read and understand the responsibilities assigned to this position.	I certify that this job description is an accurate description of the responsibilities assigned to the position.
<hr/> Chief Executive Officer's Signature              Date	
I approve the delegation of responsibilities outlined herein within the context of the attached organizational structure.	

The above statements are intended to describe the general nature and level of work being performed by the incumbent(s) of this job. They are not intended to be an exhaustive list of all responsibilities and activities required of the position.