

Alexandra District Health - Position Description

Position Title:	Nurse Immunisers / Vaccinators
Directorate/Team:	Clinical Services
Classification/Award:	Dependent upon relevant qualifications and experience. Nurses and Midwives (Victorian Public Sector) (Single Interest Employer) Enterprise Agreement 2016 – 2020.
Date Approved:	June 2021
Approved by:	Chief Executive Officer

ALEXANDRA DISTRICT HEALTH

Alexandra District Health (ADH) is the major health service organisation within the Shire of Murrindindi and has a long and proud history in health related service provision to the area, providing inpatient and outpatient services including specialist medical services, operating theatre services, radiology, pathology and district nursing. In addition, the hospital delivers community health services including a wide range of allied health and health promotion services.

ORGANISATIONAL RELATIONSHIPS

Reports to: ADH Director of Clinical Services, Kilmore District Health (KDH) COVID-19 Vaccination Program Manager and the KDH Sub Hub ANUM

Manages/Coordinates: No direct reports

KEY RESPONSIBILITIES AND DUTIES

The COVID-19 Vaccination Clinic Immuniser/Vaccinator will be working in the outreach COVID-19 vaccination clinic as part of a dynamic team in delivering safe and effective service for the delivery of COVID-19 vaccines. Immuniser/Vaccinator clinic nursing staff will hold the following qualifications/competencies:

- Registered Nurse or Medication endorsed enrolled nurse
- National COVID-19 Vaccination training program
- Victorian COVID-19 E-Learning competency and practical assessments

The Nurse Vaccinators / Immunisers are responsible for:

- To contribute to the daily operations of the COVID-19 Immunisation Service within KDH and ADH, ensuring adequate clinical and non-clinical resourcing, rostering and delivery of services
- Attend and participate in immunisation sessions including, setting up equipment and materials, and ensuring sessions are conducted in accordance with correct procedures and protocols
- To ensure and work within the planning, practice and delivery of Vaccination services are aligned to and consistent with relevant legislation, program standards and guidelines and organisational policies and procedures
- To ensure effective, efficient and coordinated service delivery with a commitment to safety, quality and continuous improvement
- To ensure compliance with data collection, monitoring and reporting of the Vaccination program to ensure performance/legislative targets are met
- Complete the necessary administrative reporting requirements including completion of the daily reporting template and data entry requirements for all immunisations completed
- Ensure that correct recording of immunisation data at all sessions including the electronic sending of data to the Australian Immunisation Registry (AIR) and/or through COVID-19 Vaccine Management System (CVMS)

- To work collaboratively with the ADH Director of Clinical Services, KDH COVID-19 Vaccination Program Manager and ANUM to promote the work and role of the Vaccination team and service, throughout the community
- Administer First Aid and emergency medical treatment according to established procedures as required at immunisation sessions
- Contribute to leadership and support to the vaccination team
- Have awareness of vaccination rates against targets and trends and propose and implement action to ensure targets are met
- In consultation with the ADH Director of Clinical Services, liaise with KDH COVID-19 Vaccination Program Manager and ANUM to keep them informed of key issues related to the implementation of the Vaccination service within ADH Vaccination clinics
- Attend any unit meetings and all huddles as required
- Assist with customer service enquiries and provide advice on the Vaccination program and services
- Contribute and have knowledge of localised vaccination policies, procedures and operating guidelines and ensure these are communicated and inform staff practice
- Complete and maintain 100% of required competency and skills to safely work in the COVID-19 vaccination service
- Oversight of the vaccination staff skills, competency and training within the COVID-19 vaccine clinic
- Undertake other duties as required within the skills, competence and training of the position

SPECIALIST SKILLS AND KNOWLEDGE

Essential

- Degree level qualification with a recognised educational institution in Nursing
- Registration with NMBA through AHPRA
- Completion of required COVID-19 vaccination education modules, National and State requirements
- Training in Basic Life Support and anaphylaxis management.
- Well-developed interpersonal and communication skills.
- Evidence of clinical practice skills.
- Availability for scheduled COVID-19 vaccination clinics at Alexandra District Health
- Probity and clearance required prior to commencement including current Victorian Driver's Licence and Police and Working with Children Checks

Desirable

- Experience of administering vaccines/immunisations
- Accreditation as Nurse Immuniser through a course recognised by the Chief Health Officer of Victoria
- Well-developed problem-solving skills
- Excellent organisational and time management skills
- Ability to work well under pressure

KEY SELECTION CRITERIA

- Current registration with the NMBA through AHPRA as a Registered Nurse or Medication Endorsed Enrolled Nurse and completion of required COVID-19 vaccination education modules
- Demonstrated skills to be dynamic and responsive to changes in a complex environment
- Experience working in a fast-paced environment managing multiple competing priorities
- Effectively negotiates with clients/stakeholders to achieve desired outcomes
- Anticipates potential problems and pre-empts required actions. Continually liaises to ensure full understanding of issues. Evaluates implemented courses of action and adjust as required.
- Awareness and understanding of scope of practice and ability to appropriately escalate clinical issues
- Commitment to ongoing personal and professional development

MANDATORY COMPETENCIES

The employee will meet the mandatory clinical and non-clinical competencies under the ADH mandatory competencies program.

The employee will be required to show evidence of successfully completing the ADH mandatory competencies, within the first six weeks of commencing the position.

It is expected at ADH that each employee must successfully complete mandatory competencies at least annually (where relevant).

ORGANISATIONAL MISSION, VISION AND VALUES

MISSION: Great healthcare, locally.

VISION: Partner with our community so together we create excellence in rural healthcare.

VALUES: Alexandra District Health staff work with each other according to the ADH values “**ADH CARES**”. The detail of these values is listed below and the behaviours expected against these values required when working for or representing ADH.

These values include:

Accessible:

- create a welcoming environment for all
- be responsive to community needs, inclusive of diversity
- provide information in a form that is easy to understand
- be responsive and creative to the changing needs of our community

Dedicated:

- go the extra mile for the people who attend our health service
- take pride in everything we do
- strive to do our best each and every time
- take action and find a solution to a problem

Holistic

- consider the treatment of the whole person, considering mental and social factors, rather than just symptoms of a disease
- consider all aspects of a person's health care journey
- strive to provide a complete service within our capabilities
- Work collaboratively to reach a desired goal

Compassionate

- be sympathetic and show care to patients, visitors and staff
- have empathy and make every effort to understand individual needs
- involve people in the decisions that affect them
- put ourselves in someone else's shoes

Accountable

- take responsibility for our actions
- ensure knowledge and adherence to ADH policy and procedures
- ensure we make decisions based on all relevant facts
- manage our resources to ensure an efficient health service

Respect

- value the worth of each and every person
- consider the views and ideas of others
- treat others how we expect to be treated
- maintain the privacy and confidentiality of others

Excellent:

- continuously strive to do better, learning from our mistakes

- be innovative in evidence-based healthcare
- strive to inspire and empower others
- do our best, each and every time

Safe:

- Ensure a safe health service for all patients, staff and visitors
- report issues of concern of risk and take action
- work within our scope of practice
- provide an inclusive environment for all.

OCCUPATIONAL HEALTH & SAFETY

All staff are expected:

- to comply with safety instructions in their work environment and to familiarise themselves with OH&S procedures. In addition, staff have the following responsibilities:
- to take reasonable care of their own health and safety as well as that of other people who may be affected by their conduct in the workplace.
- to seek guidance about new or modified work procedures.
- to ensure that any hazardous conditions are eliminated or minimised and that near misses and injuries are reported immediately to the supervisor.

If the role includes people management duties, these include the requirement to manage the health and safety of people under your control and support the actions contained in Alexandra District Health OH&S policies

SPECIAL REQUIREMENTS

- All staff will be required to satisfactorily complete a Police Records Check prior to commencing employment.
- All staff will be required to have a Working with Children's Check.
- All Employees are required to advise the ADH People and Culture Department and Management of any changes that may affect the current Police Records check status immediately.
- Where an employee is required to drive a motor vehicle, each employee shall hold a valid driver's licence.
- A completion of pre-existing injury or illness declaration will be required prior to appointment to a position.

- All employees of ADH are bound to work according to the policies and procedures of Alexandra District Health, the Industrial Agreements that provide their terms and conditions of employment, any Scopes of Practice and professional codes of conduct established for your profession, the Code of Conduct for Victorian public sector employees and the provisions of the Fair Work Act, as amended from time to time.
- All employees are required to familiarise themselves with these Policies and Procedures, Agreements, Scopes of Practice, Codes of Conduct and the relevant provisions of the Fair Work Act particularly those which relate to working harmoniously with other staff.
- ADH is committed to promoting a culture of trust, integrity and honesty in the services it provides to its community, and in the administration of those services. To achieve the best health and wellbeing for its community, ADH needs to be able to provide support and services without fraud or corruption and reducing the ability or resources to achieve this goal.
- All employees must comply with legislation, policies and lawful instructions in the performance of their work. All employees must report to their Manager, CEO or the People and Culture Department any workplace behaviour that violates any law, rule or regulation, or represents corrupt conduct, mismanagement of public resources, or is a danger to public health or safety, or to the environment.

I acknowledge:

- That I have read and fully understand the Position Description of the position.
- I agree that I accept my role in fulfilling the responsibilities, activities, duties and generic position requirements.
- I understand that the information provided is a general outline and may not encompass every aspect of the position.
- That ADH may alter the duties of this position description if and when the need arises. Any such changes will be made in consultation with the affected employee(s).
- I understand that this is separate to the Employment Agreement that I will sign, outlining the terms and conditions of my employment.

Accepted by: _____ (Date) _____

(Print Name)