



## WHITEHORSE CITY COUNCIL POSITION DESCRIPTION

### Immunisation Nurse

<b>Classification:</b> Immunisation Nurse	<b>Effective:</b> February 2024
<b>Reports to:</b> Immunisation Nurse in Charge	<b>Tenure:</b> Casual

#### **Goal Statement**

Contribute to the development of Council's immunisation services to ensure that safe, efficient and cost effective services are delivered with a commitment to quality and continuous improvement that meets the needs of the Whitehorse community.

#### **Key Responsibilities**

##### *Position Specific Responsibilities*

- Deliver vaccinations in accordance with relevant policies, standards and guidelines relating to immunisation: -
  - Preparation and administration of vaccines at immunisation sessions
  - Clients are correctly processed with respect to assessing vaccination needs, provision of information and informed consent
  - Correct vaccines are available and administered during immunisation sessions;
  - Recording and reconciling vaccines used at sessions
  - Ensure the timely reporting of incidents.
- Provide excellence in customer service and management of clients
- Participate and contribute in reviewing immunisation practices, service delivery and quality standards, and developing and implementing continuous improvement initiatives and best practice standards
- Provide, when required, expert advice and support to external parties on relevant issues associated with the immunisation program, within the incumbent's sphere of expertise.
- Respond to clinical governance matters associated with administering vaccines at sessions and ensure compliance with the Australian Immunisation Handbook, relevant Department of Health and Human Services (DHHS) and Council policies relating to immunisation.
- Ensure adherence and compliance with relevant Occupational Health and Safety (OHS), Equal Opportunity EO and Human Rights legislation and policies;

##### *Corporate Responsibilities*

- Adherence to all Corporate Policies, Procedures and the Overarching Principles in the current Whitehorse City Council Collective Agreement.
- To understand and adhere to the Risk Management Policy (as it relates to the employees work area) and related procedures that are designed to minimise injury and/or loss to individuals, assets and equipment.
- Reporting of any matters that may impact on the safety of Council employees or citizens, assets and equipment.

#### **Authority**

*Budget:* Nil

##### *Staff Responsibility:*

- The position is accountable to the Immunisation Nurse in Charge. At each Immunisation session the Immunisation Nurse in Charge has authority to provide directions to all immunisation staff.

- The incumbent fully briefs the Immunisation Nurse in Charge on significant issues of operational importance and clinical governance and the Medical Health Officer on issues of medical importance.

#### *Decision making*

The position is clearly defined with established procedures, specific guidelines and standard instructions. The tasks and activities undertaken may involve the selection or application of a variety of techniques, methods or processes. Work activity is usually carried out with little adaptation or modification to precedent or established guidelines. There may be some limited flexibility in the determination of priorities and schedules.

The position is required to assist with the development of policy and planning options for the immunisation program, within a highly regulated environment.

The position is required to have clinical knowledge of contraindications, precautions and reactions associated with the administration of various vaccines

#### **Key Relationships**

The position reports to the Immunisation Nurse in Charge and liaises with all members of the immunisation team.

The position is required to maintain a professional relationship with other Local Government Authorities, service providers, suppliers, community groups, parents and children.

#### **Selection Criteria (Essential)**

##### *Qualifications and experience:*

- State Registered Nurse and Accredited Nurse Immuniser.
- Experience in the provision of mass immunisation programs to the general public
- Excellent knowledge of the Australian Immunisation Handbook, National Health and Medical Research Council guidelines for Immunisation Procedures and relevant Department of Health and Human Services (DHHS) policies relating to immunisation.
- Knowledge of the administration of vaccines and the ability to administer injections.

##### *Other technical skills and experience:*

- Sound analytical and investigative skills to enable the formulation of policy options within an environment of competing demands.
- Extensive experience in the provision of relevant professional advice.

##### *Interpersonal:*

- Excellent communication skills to enable effective interaction with internal staff, members of the public and various external parties and to facilitate community education and compliance.
- Strong communication and negotiation skills and the ability to successfully resolve conflict
- Support for the achievement of team objectives before individual goals.
- Ability to represent the organisations interests in an external forum.

##### *Leadership/management:*

- Ability to manage a variety of complex tasks concurrently with minimal supervision.
- Strong commitment to quality, continuous improvement and excellence in customer service

**Notes and comments: (Include items applicable to this position)**

- It is a requirement of this role that you undertake a National Police Check and hold a valid Working With Children Check.
- A current drivers licence that meets the requirements of Vic Roads is essential.
- Will be required to attend out of hours immunisation sessions and attend team meetings.
- The position includes an inherent physical requirement to be able to physically stand and administer vaccinations over a number of hours. Please refer to the Physical and Functional Requirements Checklist for more information. Short listed candidates may be required to attend a pre-employment medical examination.
- The position will be required to work from different locations within the municipality.

**Key Selection Criteria:**

- State Registered Nurse and Accredited Nurse Immuniser.
- Excellent knowledge of the Australian Immunisation Handbook, National Health and Medical Research Council guidelines for Immunisation Procedures and relevant Department of Health and Human Services (DHHS) policies relating to immunisation.
- Knowledge of the administration of vaccines and the ability to administer injections.
- Excellent communication skills to enable effective interaction with internal staff, members of the public and various external parties and to facilitate community education and compliance.
- Strong commitment to quality, continuous improvement and excellence in customer service

<b>EMPLOYEE NAME:</b>			
<b>Employee Signature:</b>		<b>Date:</b>	

**PHYSICAL REQUIREMENTS FOR POSITION**

**POSITION TITLE:**                    **Immunisation Nurse Supervisor**

**LOCATION/DEPARTMENT:**   **Environmental Health, Health and Family Services**

**TASK DESCRIPTIONS (Tick relevant frequency)**

<b>Task</b>	<b>Performed Often</b>	<b>Performed Sometimes</b>	<b>Never/Rarely Performed</b>
Keyboard duties			✓
Reading tasks		✓	
Writing tasks		✓	
Sitting (extended periods)	✓		
Walking/standing (briefly)		✓	
Walking/standing (extended)	✓		
Driving car/utility/truck		✓	
Lifting/carrying duties (light)	✓		
Lifting/carrying duties (heavy)			✓
Pushing/pulling tasks (light)			✓
Pushing/pulling tasks (heavy)			✓
Chopping/digging tasks			✓
Bending/kneeling requirements		✓	
Climbing stairs/ladders/scaffolds			✓
Handling grease/oils			✓
Exposure to dust/dirt			✓
Exposure to hazardous materials	✓		
Exposure to noise		✓	
Repetitive arm/wrist/hand movements	✓		
Other (please specify)			