

CASUAL IMMUNISATION NURSE

POSITION DESCRIPTION

Position title	Casual Immunisation Nurse
Classification	<p>Level 5</p> <p>The rate of salaries to be paid to Registered Nurses will be in accordance with the rates set out in Schedule 1 of the current Eastern Health Authority Enterprise Agreement 2019-2022 (EA).</p>
Reports to	<p>Team Leader</p> <p>Administration and Immunisation</p>
Direct reports	Nil
Position purpose	<p>To work in collaboration with and as part of a multi-disciplinary team to provide immunisation services to the community.</p> <p>To ensure that this service is conducted in accordance with National Health and Medical Research Council (NHMRC) guidelines and The Australian Immunisation Handbook (current edition).</p>
Key working relationships	<p>Reporting to the Chief Executive Officer, working under regular direction of this officer, however operative supervision is provided by the Team Leader – Administration & Immunisation.</p> <p>Registered Nurses are also expected to work closely with the Constituent Councils, as well as external organisations, including SA Health and DCSI.</p>
Special requirements	<p>May be required to work as necessary to relieve Immunisation Nurses for holidays, sick leave and other absence. Some out of hours work may be required for unexpected leave.</p> <p>A minimum medical capacity to perform a range of functions and achieve satisfactory completion of a Medical Assessment arranged by EHA.</p> <p>There is a requirement to become a Mandatory reporter as part of the role.</p>

MAJOR ACCOUNTABILITIES/RESPONSIBILITIES	
Service delivery	<p>To work within agreed protocol as set out the standards of the Australian Immunisation Online Handbook (current edition).</p> <p>Tasks include:</p> <ul style="list-style-type: none"> • Public immunisation clinics • School immunisation programs and the provision of vaccination to adolescent students. • Worksite programs • Contract immunisation for other organisations (if required) <p>Provide individual assessment of clients presenting for immunisation.</p> <p>Have the ability to prepare vaccines for administration.</p> <p>Maintain detailed documentation and records relating to the immunisation nurse role (immunisation records etc).</p> <p>Assist in the collation and documentation of statistics for immunisation reporting purposes (where directed).</p> <p>To carry out preliminary screening of students prior to School Program Immunisations. To assist with the set up and disassemble of immunisation clinics within a school setting. Document administration of vaccine on school record cards.</p> <p>Responsible for packing, transporting and providing vaccine within cold chain guidelines and complying with 'National Vaccine Storage Guidelines – Strive for 5" (current edition).</p> <p>To comply with the policies and working guidelines of EHA including those relating to Motor Vehicles.</p> <p>To administer first aid to clients adversely affected by an immunisation and to notify any adverse events post vaccination to SA Health.</p>
Customer service	<p>To ensure the effective and efficient delivery of service from the Immunisation Team and assist other functional areas of EHA as requested.</p> <p>Demonstrated commitment to quality customer service and continuous improvement with a with a strong knowledge of customer service principles and practices.</p>

Accountability	<p>Responsible for determining the appropriate vaccines to be administered for clients presenting for immunisation and to plan for subsequent visits to complete schedule.</p> <p>For school Immunisation program ensure that valid consent is documented on the school record cards.</p>
-----------------------	---

CORPORATE REQUIREMENTS	
<i>We expect these things of all employees of the EHA</i>	
Planning and achieving outcomes	<p>Contribute towards the organisation's planning processes.</p> <p>Ensure the achievement of agreed personal, team, departmental and organisational measures and outcomes identified through strategic plans, business plans, performance development plans, budgets and external funding agreements.</p> <p>Ensure ongoing measurement and reporting of these outcomes.</p>
Work Health and Safety	<p>Take reasonable care for the health and safety of oneself and others.</p> <p>Adopt work practices that support our WHS management system and approach.</p>
Equity and diversity	<p>Contribute to the delivery of equity and diversity principles and procedures and other workplace regulations.</p>
Risk	<p>Implement appropriate risk management strategies within the team/section to identify and mitigate risks in accordance with corporate requirements.</p>
Organisational requirements	<p>Adhere to corporate policies, procedures, guidelines and standards. In particular, but not limited to, our <i>Organisational Values, Code of Conduct for Employees, E-Mail access management policy, Internet World Wide Web Access Management Policy, Management of Unsatisfactory Performance and Unacceptable Behaviour procedures.</i></p>
Using corporate systems	<p>Manage projects and corporate documentation in accordance with the organisation's project and corporate management systems/guidelines on electronic records management.</p>
As a member of our organisation	<p>Participate in corporate activities related to the position or as required.</p> <p>Conduct and participate in internal and community engagement projects as required.</p>

	Contribute to service and process reviews and risk management processes.
--	--

POSITIONS SKILLS, QUALIFICATIONS, KNOWLEDGE AND EXPERIENCE	
Essential	<p>Registered as a Nurse with the Australian Health Practitioner Regulation Agency (AHPRA), holding a current Health Practitioner certificate, with a minimum of 3 years post graduate work experience</p> <p>Completion of the online training program, "Understanding Vaccines and the National Immunisation Program", an approved training program available from SA Health and in accordance with the Vaccine Administration Code</p> <p>A current CPR (cardiopulmonary resuscitation) certificate</p> <p>A current Mandated Notification Certificate</p> <p>Satisfactory Department of Communities and Social Inclusion Clearance – Child Related and Vulnerable Persons Related Screening</p> <p>Current Class 1 South Australian Driver's License</p>
Comprehensive understanding and experience	<p>A working knowledge of the recommended National Immunisation Program and The NHMRC Australian Immunisation Handbook (current edition).</p> <p>Ability to provide accurate information about the benefits and risks of immunisation to parents, individuals and groups.</p> <p>Updated training in cardio-pulmonary resuscitation and management of anaphylaxis.</p> <p>An ability to administer vaccinations using designated sites and recommended technique.</p> <p>Competence in pre-assessment, advice, administration, documentation of vaccines and adverse events following immunisation.</p> <p>An excellent level of interpersonal skills when dealing with members of the community.</p>

<p>Highly developed</p>	<p>Ability to communicate with staff at all levels.</p> <p>Accurate observation and recording abilities.</p> <p>Flexibility, self-motivation and a willingness to work as part of a team.</p> <p>Advisory/counselling experience in dealing with parents/guardians, young children, adolescents and adults.</p> <p>Ability to handle conflict.</p> <p>Good comprehension and decision making ability.</p> <p>Ability to complete tasks within established time frames.</p>
<p>Corporate skills, knowledge and experience</p>	<p>Demonstrated commitment to customer service and continuous improvement.</p> <p>Demonstrated commitment to teamwork and the maintenance of a supportive work environment.</p>

As we work together to build a high performance culture, we are guided by our corporate values. This is what it means to work for EHA.



I have read and understood the above Position Description.

Signature and Name..... Date: