

## Casual Immunisation Registered Nurse Position Description

<b>Position title</b>	Casual Immunisation Registered Nurse
<b>Classification</b>	Registered Nurse employed as Immunisation Nurse classified Level 5 in accordance with the rates set out in Schedule 1 of the current Eastern Health Authority Enterprise Agreement 2024-2026, Equivalent Level 2 of the Nurses Award - SA
<b>Reports to</b>	Registered Immunisation Nurse – Coordinator
<b>Direct reports</b>	Nil
<b>Position Objective</b>	<p>To work in collaboration with and as a part of a multidisciplinary team to provide Immunisation Services to the community and apply expertise to other tasks within our organisation.</p> <p>To ensure that this service is conducted in accordance with the National Health and Medical Research Council (NHMRC) guidelines and the Australian Immunisation Handbook (current edition)</p>
<b>Key working relationships</b>	<p>Reporting to the Chief Executive Officer, working under regular direction, however operative supervision is provided by the Team Leader – Administration &amp; Immunisation.</p> <p>Registered Nurses are also expected to work closely with the Constituent Councils, as well as external organisations, including SA Health</p>
<b>Special requirements</b>	<p>May be required to perform out of hours work as necessary to relieve Immunisation Nurses for holidays, sick leave and other absence's, ie 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>

**MAJOR ACCOUNTABILITIES/RESPONSIBILITIES****Service Delivery**

To work within agreed protocols as set out in the standards of the Australian Immunisation Handbook and the Vaccine Administration Code (VAC)

To administer vaccines in accordance with the Eastern Health Authority Requirements through Public Immunisation Clinics, School Immunisation Programs and Workplace Influenza Programs

Provide Individual Assessment of clients presenting for Immunisation with the ability to provide accurate information to parents, individuals, and groups.

Responsible for packing, transporting, and providing vaccines with cold chain guidelines and complying with the National Vaccine Storage Guidelines 'Strive for 5' (current edition)

Ability to prepare vaccines for administration.

Maintain detailed documentation and records relating to the Immunisation Nurse Role (Immunisation Records) as well as be familiar with the Immunisation Records and Inventory System (IRIS) statistics for Immunisation Reporting

To administer First Aid to clients adversely affected by Immunisation and to notify any adverse events to SA Health as required.

**Customer Service**

To ensure the effective and efficient delivery of service from the Immunisation Team and assist other functional areas of EHA

Provide service to internal and external customers of a high quality. The provision of information is given with courtesy, promptness, accuracy and in a manner which reflects well on EHA.

The Immunisation Nurse is aware of and complies with staff policies and procedure developed by EHA.

Comply with School Immunisation Program Protocols.

To assist the public with accurate information related to the services and programs provided by EHA.

**Accountability**

Responsible for determining the appropriate vaccines to be administered for clients presenting for Immunisation and to plan subsequent visits to complete schedule.

For School Immunisation Program ensure valid consent is documented on School Record Cards

Administer Influenza in accordance with National Immunisation Programs regarding FEE/NIP

<b>POSITIONS SKILLS, QUALIFICATIONS, KNOWLEDGE AND EXPERIENCE</b>	
<b>Qualifications and Skills</b>	<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 through SA Health and in accordance with the Vaccine Administration Code (VAC)</p> <p>A current CPR certificate</p> <p>A current Mandatory Notification Training Certificate.</p> <p>Satisfactory Department of Human Services – "Working with Children Check"</p> <p>Current Class 1 South Australian Driver's Licence</p>
<b>Knowledge/Expertise</b>	<p>A working knowledge of the recommended National Immunisation Program and the 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>An ability to administer vaccinations using designated sites and recommended techniques.</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>
<b>Highly Developed</b>	<p>Ability to communicate with staff at all levels.</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>Decision making ability and the ability to complete tasks within established time frames.</p> <p>Actively participate in all Professional Development programs supported by EHA and contribute to the Immunisation and Administration team's overall improvement and development.</p> <p>Commitment to Customer Service and continuous improvement</p>

<b>Corporate requirements – Essential requirements for all EHA Staff</b>	
<b>Planning and achieving outcomes</b>	Contribute towards the organisation's planning processes. 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.
<b>Health and safety</b>	Take reasonable care for the health and safety of oneself and others. Adopt work practices that support our WHS management system and approach.
<b>Equity and diversity</b>	Contribute to the delivery of equity and diversity principles and procedures and other workplace regulations.
<b>Risk</b>	Implement appropriate risk management strategies within the team/section to identify and mitigate risks in accordance with corporate requirements.
<b>Organisational requirements</b>	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>
<b>Using corporate systems</b>	Manage projects and corporate documentation in accordance with the organisation's project and corporate management systems/guidelines on electronic records management.

by our corporate values. This is what it means to work for EHA.

