

Position Description

Relief Immunisation Nurse



| | |
|---------------------------|---|
| Current Incumbent: | |
| Position number: | 119-1 |
| Department: | Community Wellbeing |
| Directorate: | Community |
| Classification: | Nurses Grade as per Moira Shire EA |
| Award: | <i>Victorian Local Authorities Award 2001</i> |

About working with Moira Shire Council

Moira Shire Council is an innovative and progressive local government organisation committed to serving the needs of communities across a large regional shire. We are an equal opportunity employer committed to providing a safe working environment that embraces and values child safety, diversity and inclusion.

We offer excellent conditions, flexible working arrangements, and health and wellbeing support in an encouraging, family friendly environment.

Role Purpose and Objectives

- To provide a quality immunisation service to residents and maintain and improve the immunisation status of Moira Shire residents.

Organisational Relationships

Reports to: Team Leader Maternal Child Health and Immunisation

Supervises / Manages: Nil

Internal Liaisons: Senior Officers
Community Services staff
Council staff
Councillors

External Liaisons: Families and Children
Government Departments and Agencies
Community Groups
Hospitals and health Organisations
Local Doctors and Nurses
Health Agencies and Support Groups

Key Responsibilities and Functions

Immunisations

- Administering vaccines to children and adults as per the Australian Immunisation Handbook (Current Edition) and the approval of the Department of Human Services.
- Demonstrating an understanding of and ability to implement the State and Federal Government funded immunisation schedule.
- Ensuring privacy for clients at immunisation sessions.
- Providing clients with Immunisation information so they can make an informed choice regarding immunisation.
- Monitoring cold chain of vaccines during sessions and travel.

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- Ensuring resuscitation equipment and drugs are in full working order prior to each session.
- Ensuring members of the team know their responsibility in case of an emergency.
- Using safe work practice with regard to safe disposal of equipment used.
- Practice within Secretary Approval under regulation S(3) Drugs, Poisons and Controlled Substances Regulations 2017, and the Approved Client Groups for Nurse Immunisers.

Administrative

- Where Mentor qualifications are held, supervising student placements for immunisation certificate training.
- Participate in ongoing education in the area of immunisation.
- Ensure immunisation qualifications are current.
- Read immunisation updates distributed by Department of Human Services and implement changes in service as required.
- Together with the Maternal & Child Health team and Immunisation Administration Officer provide advice to Council and Management about appropriate strategies for improving immunisation sessions and percentage of families immunised.

Although an employee may be appointed to a particular position, Council may ask for duties to be carried out in other areas that are within their range of skills, competence and training.

Position Descriptors

Accountability and Extent of Authority

- The incumbent is subject to annual review (pursuant to the relevant Award) and is accountable for:
 - Achievement of agreed, specific performance objectives for the position;
 - Effective implementation of relevant work programs;
 - Adoption and implementation of safe working practices and procedures;
 - Adherence to Moira Shire Policies and Procedures;
 - Adherence to all relevant provisions of applicable Acts and Regulations;
 - Client health status maintained or improved as measured by immunisation rates;
 - Team satisfaction as measured by coalition of comments on the teams performance review.
- The incumbent has discretion to make decisions and recommendations within the limits of the Nurse's professional code and Moira Shire guidelines.
- The incumbent is required to report regularly to the Team Leader Maternal and Child Health/Immunisations.

Judgement and Decision Making

- The incumbent is responsible for making decisions and exercising judgment about the areas for which he/she is responsible including:
 - Efficient and effective use of resources;
 - The application and implementation of safe work practices and procedures appropriate and relevant to the job;
 - Resolving issues as they arise;
 - Advising management about issues which need specialist attention;

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- Consulting regularly with other professionals;
- The ability to respond with creativity and innovation to situations which arise.
- Ongoing professional development is required to enable the delivery of new techniques to new situations.

Specialist Skills and Knowledge

- Demonstrated knowledge of immunisation issues – current schedule, catch up schedules, emergency procedures;
- Understanding of providing services within Local Government Environments;
- Ability to achieve industry best practice as appropriate to Immunisation services;
- A commitment to continuous improvement and ongoing personal and professional development;
- A commitment to the delivery of quality, customer focused services.

Management Skills

- Be committed to effective, quality customer service;
- Ability to work with minimum supervision, set priorities and organise one's own work according to time frames and priorities.
- Commitment to the ongoing review, maintenance and adherence to Council's Quality and Occupational Health and Safety systems.

Interpersonal Skills

- High level verbal and written communication skills;
- Ability to work in a flexible and responsive manner to meet customer needs;
- Demonstrated ability to counsel customers on sensitive matters;
- Ability to gain the cooperation and assistance of other professionals;
- Have a positive and professional presentation;
- Have the ability to work effectively and successfully, with a wide range of people from diverse backgrounds and groups.

Key Selection Criteria

- Division 1 Registration with the Nurses Board of Victoria;
- Current Working with Children Check;
- Current Immunisation certificate;
- CPR and First Aid Certificates;
- Demonstrated knowledge of immunisation issues – current schedule, catch up schedules, emergency procedures.

Essential qualifications and experience

- AHPRA Registration Nurses including 20 hrs continuous professional development;
- National Police Check;
- Drivers licence;
- Current Immunisation certificate;
- Yearly CPR Update.
- Working with Children Check

Desirable qualifications and experience

- Basic Life Skills

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Inherent physical requirements

- High
 - Extended period of sitting
- Medium
 - Lifting and examining clients
- Low
 - May be subject to mentally stressful situations

Core Competencies (As defined in the Moira Core Competency Framework)

| Moira Value | Competency | Role requirement |
|---|---|--|
|  Respect | <ul style="list-style-type: none"> • Community and customer focus • Plan and prioritise | <ul style="list-style-type: none"> Tier 1 Tier 1 |
|  Honesty | <ul style="list-style-type: none"> • Communicate and engage • Display resilience and adaptability | <ul style="list-style-type: none"> Tier 2 Tier 1 |
|  Accountability | <ul style="list-style-type: none"> • Demonstrate accountability • Deliver results | <ul style="list-style-type: none"> Tier 1 Tier 2 |
|  Teamwork | <ul style="list-style-type: none"> • Create, innovate and solve problems • Work together | <ul style="list-style-type: none"> Tier 1 Tier 1 |
|  Integrity | <ul style="list-style-type: none"> • Manage self • Act with integrity | <ul style="list-style-type: none"> Tier 1 Tier 2 |
|  People Leadership | <ul style="list-style-type: none"> • Manage and develop people • Lead and manage change • Think and act strategically • Inspire direction and purpose | <ul style="list-style-type: none"> Tier - Tier - Tier - Tier - |

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Shared Organisational Responsibilities

Occupational Health and Safety

- Take reasonable care for own health and safety; and
- Take reasonable care for the health and safety of persons who may be affected by the employee's acts or omissions at the workplace; and
- Cooperate with employer with respect to any action taken by the employer to comply with a requirement by or under the OHS Act or Regulations
- While at work, an employee must not intentionally or recklessly interfere or misuse anything provided at the workplace in the interests of health, safety or welfare.
- Ensure hazards, incidents, near misses and injuries are reported immediately.

Code of Conduct

- Ensure that the Moira Shire Employee Council Code of Conduct and all organisational policies and procedures are adhered to.

Customer Service

- Provide quality customer service to both internal and external customers in accordance with Council's Customer Service Charter and Standards.

Recordkeeping

- Comply with records management obligations and responsibilities.
- Make and keep accurate and complete records of business activities and decision making in accordance with Council's Records Management Policy.

Confidentiality

- Comply with the requirements regarding collection, use and disclosure of personal information under the *Privacy & Data Protection Act 2014* and the Information Privacy Principles.
- Understand that unauthorised disclosure of Council information is prohibited (this includes but is not limited to intellectual property, council records, performance information and contractual arrangements) both during and after employment at Council.

Emergency Management

- Assist in Council's emergency management operations (as required under the *Emergency Management Act 2013 (and 1986)*) where required and within reason.

Risk Management

- Comply with Council's Risk Management Policy.
- Understand the principles and purpose of Risk Management.
- Understand all the risks associated with their activities and assist in the identification and management of risks.

Child Safety

- Ensure that behaviours and actions are consistent with the Victorian Child Safe Standards, related legislation and Council's Child Safe Policy.

Diversity and Inclusion

- Ensure compliance with equal opportunity, diversity, anti-discrimination and gender equality legislation, policies and procedures.

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Agreement

I hereby agree to the terms and conditions of this Position Description.

Incumbent's name: _____
(Print)

Signature: _____ Date: _____

Managers name: _____
(Print)

Signature: _____ Date: _____

Review of this Position Description

This position description will be reviewed in accordance with the *Victorian Local Authorities Award 2001*.

