

# POSITION DESCRIPTION

POSITION	POSITION NUMBER
Immunisation Nurse	
CLASSIFICATION	LOCATION
Nurse Immuniser Level 1	Phoenix Building
DEPARTMENT	DIVISION
Families and Children's	Community Wellbeing
Ballarat City Council Enterprise Agreement No. 8 2019	

## Position Objectives

- In collaboration with the Manager Community Child Health, maintain accountability for the delivery of a client focused, integrated and responsive immunisation service that engages, informs and empowers the community to maximise their health and well-being, and offers a quality childhood immunisation program according to NHMRC guidelines.
- To contribute to our immunisation team with implementation of evidence-based practice principles, quality control measures, observance to health and safety and use of best-practice clinical service.
- To manage immunisation emergencies, including first aid response, notification to Council and Saefvic and ensuring appropriate support to client/families.
- Contribute to established service partnerships and health promotion initiatives to promote immunisation services in Ballarat.
- To actively contribute and participate, as requested, in Council initiatives related to immunisation.
- To ensure professional development (CPD hours) and training are documented, relevant and that qualifications are current.
- To contribute to relevant quality improvement and research projects within the Family and Children's unit, as requested.

## Key Responsibility Areas

- Provide clinical activity, documentation and associated immunisation program tasks to provide high quality outcomes for clients within Council immunisation programs.
- To contribute to quality improvements in immunisation based on current evidence based best practice to maximise childhood and adolescent immunisation coverage in the community.
- Support Team Leader Immunisation and Manager, to contribute and promote a positive team culture which enables continuous quality improvement, integration with other early childhood health, education and care services, consumer and staff feedback mechanisms. This includes participation in annual performance planning and clinical audits.
- Contribute to local early years' service networks that create opportunities to strengthen collaborative partnerships, in particular through immunisation service provision on integrated sites.
- Responsibility for clinical system requirements re cold chain, vaccine handling and storage, consumables, vaccine supplies, reports for adverse events and operation of sessional clinics.
- Responsibility to maintain current knowledge of vaccine schedule changes and program change.
- Responsibility to contribute to data cleansing and identification of incomplete and overdue children, including catch up childhood vaccination.
- Administer preceptorship, placement and support of students;

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- Participate in reflective practice; with Manager Community Child Health, to strengthen skills and team work of clinical staff within the Families and Children's unit
- In collaboration with Manager, participate in projects and ensure responsibilities are met with immunisation data requirements to Department of Health and Human Services (DHHS).
- Maintain proficiency in specific database/tools (IMPS, AIR, Testo data log systems) and IT skills to meet requirements of the role.

## REPORTS TO:

Manager Community Child Health

## DIRECT REPORTS:

Student placements

## ORGANISATIONAL RELATIONSHIPS

Internal: Executive Manager Family & Children's Services  
 Manager Community Child Health  
 Team Leader Immunisation  
 Immunisation nurses  
 Maternal & Child Health nurses  
 Family and Children's Services staff  
 Family & Children's Services Administration Team  
 All other Council Departments  
 Councillors & Employees.

External: Families and community members  
 Co-located service providers  
 Other Local Government authorities  
 Department of Health & Human Services (DHHS)  
 Schools and Early years services  
 Community health and welfare agencies  
 Tertiary education institutions  
 Peak bodies  
 General public

## ORGANISATIONAL RELATIONSHIPS

### Accountability and extent of authority

- Responsible for the promotion and quality implementation of evidence-based immunisation services within Council and State Guidelines with adherence to accepted nursing practice standards for accredited nurse immunisers in Victoria.
- Authorised to make decisions associated with immunisation clinical practice as a qualified accredited nurse immuniser.
- Responsible for holistic pre-vaccination health screening, informed consent, vaccine administration and post vaccination care and all associated documentation.
- Required to maintain an awareness of current program boundary for children, adolescents and provision of NIP funded vaccine.
- In conjunction with Manager, participate in the development of quality service improvement in the business, policy and clinical domains of immunisation.

### Judgement and decision making

- Required to exercise appropriate judgement in clinical decision-making and authorising decisions involving individual immunisation encounters.
- The position is required to respond to issues of an immediate or urgent nature to ensure the safety and wellbeing of children, families and staff.
- Required to problem solve, provide advice to clients/parents and make decisions based on clinical knowledge and experience in immunisation service delivery.
- Utilise professional knowledge and skills to contribute to empowerment of families and create a positive impact within the immunisation team.

### Specialist skills and knowledge

- Sound knowledge of immunisation policy and practice, including clinical practice guidelines, and direction of Local, State and Federal government and relevant authorities.

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- Extensive clinical knowledge, experience and skills in immunisation practice; knowledge of appropriate emergency response to adverse events post-vaccination, including management of anaphylaxis.
- Extensive knowledge and understanding of issues affecting families within the context of the immunisation service in order to contribute to improved access to early year's programs.
- Experience, training and knowledge related to catch up planning, overseas records, and impact on families of legislation and incomplete immunisation, for example, 'No Jab No Play/Pay'.

## Management skills

- Ability to manage time, set priorities, plan and organise work with a balance of priorities.
- Ability to maintain confidentiality of health information
- Ability to implement and maintain immunization systems that support all internal and external reporting and recording requirements.
- Ability to contribute to the development of strong relationships across multi-disciplinary teams.
- Capacity to work within change processes with a focus on clinical service delivery and evidence-based practice.
- Ability to identify personal learning needs within annual performance plan, and contribute to development of training needs for team.

## Interpersonal skills

- High level interpersonal skills and the ability to communicate (written, oral and electronic) clearly and positively with people both internal and external to the organisation.
- Ability to build and sustain strong partnerships and productive relationships.
- Ability to work within a professional network with other services and agencies.
- Ability to consistently communicate and model values of leadership, loyalty, outcomes and excellence.
- Demonstrated experience in negotiation, persuasion and conflict resolution with a diverse range of clients to enable the immunisation program .
- Strong awareness for issues of confidentiality, informed consent, privacy and legal liability.

## Qualifications and experience

- Registration as a Division One Registered Nurse with Nursing & Midwifery Board of Australia (NMBA), with current qualification to meet employment in Victoria as an accredited Nurse Immuniser.
- Experience and understanding of engaging and working with parents, residents and external agencies.
- Evidence of continuing professional development (CPD) in childhood immunisation including a current CPR certificate and 'Management of Adverse Events' following immunisation.
- Experience working as a Nurse Immuniser demonstrating teamwork, proactive service development and commitment to personal and professional growth.
- Working with Children check
- Current Victorian driver's licence.
- Competency with IT literacy and skilled in use of relevant immunisation databases

## SELECTION CRITERIA

- Qualifications and experience as listed above.

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- Demonstrated ability to champion, model and promote the corporate values.
- Registered Nurse, Division One (NMBA) with qualification in immunisation approved for employment in Victoria as an Accredited Nurse Immuniser.
- Demonstrated specialist knowledge and experience working in an evidence-based childhood immunisation service delivery model.
- Demonstrated commitment to service improvement and a quality framework within the context of early years' services.
- Highly developed interpersonal skills including, demonstrated ability to engage and work with a diverse range of stakeholders, including parents, colleagues and local community members.
- Knowledge and understanding of health and safety issues relevant to work activities in immunisation service delivery
- Demonstrated ability in use of immunisation IT systems (IMPS, AIR) and cold chain management.
- Proven ability in providing a service which is responsive to client needs and aspirations, including an understanding of the impact of vulnerability.