

POSITION DESCRIPTION

POSITION	POSITION NUMBER
Team Leader - Immunisation	
CLASSIFICATION	LOCATION
Band Level 2 Nurse Immuniser, plus 5%	Phoenix Building
DEPARTMENT	DIVISION
Families and Children's Services	Community Wellbeing
Ballarat City Council Enterprise Agreement No. 8 2019	

Position Objectives

- In collaboration with the Manager Community Child Health, strategically manage and facilitate 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 build strong partnerships with external agencies to plan and develop a client focused, integrated and responsive immunisation service in Ballarat.
- To facilitate the development of a high quality and responsive immunisation workforce through the implementation of evidence-based practice principles, quality control measures and support strategies.
- To actively contribute to and participate in sectional, divisional, organisation and broad sectorial forums and initiatives.
- To ensure professional development and training are high quality and relevant and that qualifications are current.
- To contribute to relevant quality improvement and research projects within the Family and Children's unit.

Key Responsibility Areas

- Provide clinical direction, support and training to equip staff to provide high quality outcomes for clients within Council immunisation programs.
- To develop, implement and evaluate quality improvements in immunisation based on current evidence based best practice to maximise childhood and adolescent immunisation coverage in the community.
- In conjunction with the Manager Community Child Health promote a positive team culture which supports continuous quality improvement, integration with other early childhood health, education and care services, consumer and staff feedback mechanisms. This includes annual performance planning and audits with clinical staff.
- Build collaborative partnerships across relevant Council departments and external organisations
- Participate in or, if required, develop local early years' service networks that create opportunities to strengthen collaborative partnerships amongst relevant service providers and organisations
- Responsibility for system requirements re cold chain, vaccine handling and storage, consumables, vaccine supplies, reports for adverse events and operation of sessional clinics.
- 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; mentor new staff.
- Provide leadership in reflective practice; with Manager Community Child Health, to plan strategies to strengthen skills and team work of clinical staff within the Families and Children's unit
- In collaboration with Manager, participate in research and ensure immunisation data requirements to Department of Health and Human Services (DHHS).

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- Support the Manager Community Child Health, as required, particularly in liaison with external clinical bodies such as the Nursing and Midwifery Board of Australia (AHPRA), central and regional DHHS and tertiary training institutions.
- Provide direct clinical service in Immunisation in relieving, observation or coaching capacity as approved by Manager.
- Act in Manager role during periods of leave as approved by the Executive Manager Family and Children's Services.
- Provide link between program specific database/tools (IMPS, AIR, Testo) and nursing staff, administrative staff, DHHS and the IT Department at City of Ballarat. Train and support staff in the optimal functionality of the IT systems and relevant projects as required.

REPORTS TO:

Manager Community Child Health

DIRECT REPORTS:

Nurse immunisers
Student placements

ORGANISATIONAL RELATIONSHIPS

Internal: Immunisation Nurses
Executive Manager Family & Children's Services
Maternal & Child Health nurses
Family and Children's Services staff
Family & Children's Services Administration Team
All other Council Departments, Councilors & 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.
- In conjunction with the Manager, MCH & Immunisation Services, utilise customer feedback in leading the development of quality service improvement in the business, policy and clinical domains of immunisation.
- Authorised to make decisions associated with immunisation clinical practice as a qualified accredited nurse immuniser.
- As a member of the Maternal Child Health and Immunisation leadership team, contribute to the development of policy and staff development plans to ensure the effective and appropriate development and delivery of services.
- Execute program objectives within budget, and in consultation with the Manager, MCH and Immunisation.
- Judgement and decision making
- Required to exercise appropriate judgement in making and authorising decisions involving service development and delivery.
- 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.

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- Required to problem solve, provide advice and make decisions based on clinical knowledge and experience in immunisation service.
- Utilise professional knowledge and skills to develop creative and original strategies that are responsive and empower families and the immunisation workforce.

Specialist skills and knowledge

- Sound knowledge of immunisation policy and practice direction of Local, State and Federal government and relevant authorities, including the impact on development and delivery of services.
- Extensive clinical knowledge, experience and skills in immunisation practice; knowledge of appropriate emergency response to adverse events post-vaccination, including anaphylaxis.
- Extensive knowledge and understanding of issues affecting families within the context of the immunisation service in order to lead staff in addressing these needs from a clinical perspective.
- 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'.
- Knowledge and demonstrated partnerships with other service providers in the provision of immunisation, including medical practitioners, indigenous and community health services.

Management skills

- Excellent understanding of the principles and practice of team development, empowerment and effective leadership, including managing up principles.
- Under direction from Manager, MCH & Immunisation, provide monthly reporting on service business plan including monitoring of projects, immunisation coverage, service enhancements, risk identification and management, staff management and quality improvement plans.
- Ability to implement and maintain systems that support all internal and external reporting and recording requirements.
- Ability to support and nurture the development of strong relationships across multi-disciplinary teams.
- Ability to manage time, set priorities, plan and organise work with a balance of short and long term priority projects.
- Capacity to lead and support staff through change processes with focus on clinical service delivery and evidence based practice.
- Demonstrated experience in developing and monitoring annual work plans for staff; ability to identify training and development needs for team.

Interpersonal skills

- High level interpersonal skills and the ability to communicate (written and oral) clearly and positively with people both internal and external to the organisation.
- Ability to build and sustain strong partnerships and productive relationships.
- Ability to develop and maintain a professional network with other services and agencies.
- Ability to consistently communicate and model leadership, loyalty, outcomes and excellence.
- Demonstrated experience in negotiation, persuasion and conflict resolution with a diverse range of people, organisations and community groups in the pursuit of set objectives.
- Strong awareness for issues of confidentiality, informed consent, privacy and legal liability.
- Knowledge and skill in liaison with schools, community members and work-site managers to enable immunisation program.

Qualifications and experience

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- 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 about engaging and working with parents, local community groups, 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.
- Extensive experience working as a Nurse Immuniser demonstrating leadership, teamwork, proactive service development and commitment to personal and professional growth.
- Demonstrated experience in responsive change management.
- Working With Children check and current Victorian driver's licence.

SELECTION CRITERIA

- Qualifications and experience as listed above.
- 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.
- Specialist knowledge and experience in evidence-based immunisation practice and service delivery, in particular in childhood immunisation programs.
- Demonstrated commitment in working to 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.
- Demonstrated team leadership, including procedure development, change management and people management.
- 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).
- Proven ability in providing a service which is responsive to client needs and aspirations, including an understanding of the impact of vulnerability.

HIGHLY DESIRABLE

- Additional qualification, training or experience in leadership, management or human services discipline.