

POSITION DESCRIPTION



Title:	Immunisation Nurse
Position Number:	HE08
Classification:	Band 6
Directorate:	Sustainable Development
Department:	Environment
Award:	Greater Shepparton City Council Enterprise Agreement / Victorian Local Authorities Award 2001
Incumbent:	

ORGANISATIONAL RELATIONSHIPS

Reports to:	Senior Immunisation Nurse
Direct Reports:	▪ Nil
Primary Internal Relationships:	▪ Immunisation Nurses ▪ Team Leader Environmental Health ▪ Environmental Health Immunisation Support Officer ▪ Environmental Health Team ▪ All Staff
Primary External Relationships:	▪ Medical Practitioner ▪ General Public ▪ Secondary Schools ▪ Department Health – Immunisation unit.

POSITION OBJECTIVES

To deliver an efficient and effective Council immunisation service by administering appropriate vaccinations to infants, secondary school students, businesses and the general public (flu vaccines) in accordance with the Australian Immunisation Handbook and Guidelines for Immunisation Practice in Local Government, the National Immunisation Schedule and Victorian Government funded immunisation program.

To assist in the administrative duties in relation to maintaining client immunisation records and providing clinical advice in relation to eligibility for vaccination, including catch-up vaccination plans.

KEY SELECTION CRITERIA

- Registered Nurse in Division 1 of the Nursing and Midwifery Board of Australia including current competence in immunisation that meets the additional nurse immuniser accreditation outlined in the Victorian Government Gazette – No. S535 – 3 October 2024.
- Demonstrated experience in providing quality clinical care to clients as part of an effective and efficient delivery of an immunisation service in accordance with the Australian Immunisation Handbook.
- Experience in maintaining cold chain management of vaccines, vaccine stock (including stocktake) and client immunisation records.
- Experience in responding to emergency situations that may arise as a result of the delivery of Council's immunisation service and reporting of adverse events.
- Experience in the provision of professional and quality customer service to members of the community from diverse backgrounds and life experiences.

KEY RESPONSIBILITY AREAS

- Maintain up to date knowledge of immunisation practices including changes to vaccine schedules, sites for vaccination, contra-indications and reactions associated with the administration of vaccines, consent, immunisation catch-up program, periodical program requirements and new developments.
- Provide quality clinical care to clients as part of an effective and efficient delivery of Council's immunisation service, in conjunction with the Environmental Health team and the Council's Medical Practitioner.
- Deliver a professional and quality customer service to members of the community from diverse backgrounds and life experiences.
- Assess client health status, ensure formal consent has been granted and provide specialist advice prior to vaccination, common reactions post vaccination, and monitoring client health for 15 minutes post vaccination.
- Administer vaccines to eligible members of the public and secondary school students in accordance with the National Immunisation Schedule and Victorian immunisation program.
- Provide the necessary clinical care during an immunisation emergency medical incident.
- Maintain cold chain during vaccine storage, transport and at the clinics.
- Monitor vaccine supplies, consumables and equipment and undertake monthly stocktakes of supplies.
- Assist Immunisation Support Officer with the processing of school consent cards, reviewing of medical notations provided by the parent and updating client's immunisation records during public immunisation clinics.
- Participate in the discussion about the delivery and improvement to Council's immunisation program that promote best practice and maximum immunisation participation rates in the community.
- Report hazards and incidents as soon as possible, to Senior Immunisation Nurse, Team Leader Environmental Health and SAEFVic.

ACCOUNTABILITY AND EXTENT OF AUTHORITY

This position is accountable for:

- Maintaining ongoing professional development.
- Adhering to the procedures outlined in the Australian Immunisation Handbook and Guidelines for Immunisation Practice in Local Government in the provision of Councils immunisation service.
- Maintaining confidentiality of personal information from internal and external sources in accordance with Council's Privacy Policy and relevant legislation.

Ensuring formal consent is obtained and review of client immunisation records prior to administering vaccination.

This position has the authority to:

- Provide specialist clinical advice to clients utilising the skills, knowledge and experience in all areas of immunisation.
- Monitor vaccine supplies and resources to ensure an efficient and effective delivery of Councils immunisation service.
- Provide necessary clinical care in the event of a medical emergency during the delivery of Council's immunisation service.
- The position allows the incumbent the authority to make decisions about the implementation of appropriate work practices to achieve the objectives and responsibilities of this position in accordance with the Australian Immunisation Handbook and relevant Council policies and procedures.

Judgement and Decision Making

- To utilise specialist knowledge and experience in assessing consent and client suitability to receive vaccination in accordance with the Australian Immunisation Handbook.
- To assess adverse situations arising during the delivery of Council's immunisation service.
- Utilise specialist clinical skills and apply risk management principles within the incumbent's area of expertise.
- To assess cold chain breaches and take appropriate action, in consultation with Senior Immunisation Nurse/Team Leader Environmental Health.
- Advising Senior Immunisation Nurse and Team Leader Environmental Health of any issues identified during the delivery of Council immunisation service.

Multiskilling and additional duties

- The incumbent of this position may be directed to carry out such duties as are within the limits of the employee's skills, competence and training, provided such duties do not result in a narrowing of the employee's skill base.

SKILLS AND KNOWLEDGE

Specialist Skills and Knowledge

- Demonstrated knowledge and understanding of the Australian Immunisation Handbook.
- Knowledge of the National Immunisation Program schedule and school vaccination program.
- Ability to review incomplete immunisation records and prepare immunisation catch-up plans in accordance with the Australian Immunisation Handbook.
- The provision of specialist advice to clients utilising skills, knowledge and experience regarding immunisation.
- General computer literacy for documenting client medical notes, organisational communications and diary management.

Management Skills

- An ability to respond to emergency situations that may arise as a result of vaccination.
- An ability to plan, prioritise and organise work, both on an individual and team basis to achieve specific and set objectives with a set timeframe.

Interpersonal Skills

- Excellent verbal communication and negotiation skills, particularly in stressful situations and with people from diverse backgrounds.
- The ability to deliver respectful and high quality customer service.
- Ability to act calmly and reassure clients who may be stressed/anxious about receiving vaccination.
- The ability to accurately maintain records and prepare reports.
- Able to participate as part of a team and demonstrate leadership in relation to immunisation clinical practice as circumstances require.

QUALIFICATIONS AND EXPERIENCE

- Current registration with Nursing and Midwifery Board as a Nurse Division 1
- Current certificate of competency as a Nurse Immuniser in accordance with Victorian Government Gazette – No. S535 – 3 October 2024.
- Victorian driver licence.
- Demonstrated knowledge of, and experience of providing immunisation services in a clinical practice.

OTHER INFORMATION

This position description is an overview of the role; reasonable adjustments to the role that do not change the overall level, scope or intent of the original position may be discussed and agreed to in consultation with the incumbent.

It is a prerequisite of this position that the incumbent holds and maintains a current:

- Current Certificates (or equivalent) in (Annual Update required):
 - Cardiopulmonary Resuscitation (or equivalent)
 - Immunisation Emergencies Medical Response (or equivalent)
- Current Working with Children's check
- Current National Police check, refreshed every 5 years

Immunisation Nurses employed by Council are employed under the provisions of the Nurses and Midwives (Victorian Public Sector) Single Interest Employer Agreement 2024-28, and proceeding, and are also covered by the Greater Shepparton City Council Enterprise Agreement. With regards to salary rates, it has been agreed between Council and the ANMF Union that the Local Government rates contained within the Enterprise Agreement apply and that the initial classification is Band 6 Level B. Annual reviews and progression within the band will be in accordance with the Local Authorities Award 2001.

LEGISLATION

As a Council officer the incumbent is required to be aware of and adhere to the following acts, regulations and codes (as replaced from time to time):

- Local Government Act 2020
- Occupational Health and Safety Act 2004
- Equal Opportunity Act 2010
- Greater Shepparton City Council Corporate Procedure – Employees Code of Conduct

This is not an exhaustive list and individual roles may have responsibilities under other forms of legislation.

ORGANISATIONAL CONTEXT

Departmental Overview

The Environmental Health team is a regulatory team that provides public health support, guidance and oversight to local businesses and community to ensure they are compliant with public health matters such as business registrations and inspections of food premises, accommodation premises and caravan parks, health premises (such as hairdressers, tattooists, beauty businesses), food safety, permits for on-site wastewater disposal in non-sewered areas, immunisation program, complaint investigations and various environmental health matters.



Our Values reflect what we feel is important. Organisations may have core values that reflect what is important in the organisation.

These values may be guiding principles of behaviour for all members in the organisation.



We are attentive, listen to others and consider all points of view in our decision making.



We take pride in honouring our promises and exceeding expectations, and are transparent with and accountable for our actions.



We lead with integrity, and stand up and stand by what is in the best interests of the Greater Shepparton Community.



We work collaboratively to create higher quality outcomes that are more efficient, thoughtful, effective and responsive. We cannot accomplish all that we need to do without working together.



We are open to new ideas and creatively seek solutions that encourage us to do our best for our community.



As ambassadors for our people and place, we proudly celebrate the strengths and achievements of Council and the Greater Shepparton Community.

SHARED ORGANISATIONAL RESPONSIBILITIES

Occupational Health and Safety

All employees are responsible for the effective implementation of the Greater Shepparton City Council Safety Management System and demonstrate a commitment to effective risk management and minimisation. This includes:

- Taking reasonable care for their own safety and that of others at work.
- Obey all instructions from their supervisors to protect their own personal health and safety and that of others.
- Actively participate in OH&S training and awareness programs.
- Follow and encourage work group adherence to safe working procedures, instructions, guidelines and practices and recommend change if considered inadequate.
- Using safety devices and PPE correctly and when required.
- Reporting any incidents, near misses or safety hazards to supervisors, management or HSR's.
- Ensuring that they do not endanger any other person through any act or omission at work.
- Ensuring they are not affected by the consumption of alcohol or other drugs, illness or fatigue or endanger their safety or that of others.
- Actively participate in work group OH&S activities such as toolbox sessions.

Customer Service

Our customers are persons or organisations that use or needs a services provided by Greater Shepparton City Council.

We believe service excellence is the ability to provide a high quality consistent and empathetic service to our customers in line with Council objectives and statutory obligations.

Greater Shepparton City Council recognises customer service as a whole of Council responsibility. We will strive to provide service excellence through:

- Informed professional guidance and advice.
- Listening to and understanding our customer needs.
- Developing skilled and motivated staff.
- Strengthening relationships between staff and the customer.
- Ongoing evaluation reporting and continuous improvement.

Recordkeeping

As an employee of the Victorian Public Service Sector, you have a statutory obligation to maintain the confidentiality, integrity and availability of public sector information. It is your responsibility to ensure you are fully aware of the recordkeeping responsibilities detailed in the Greater Shepparton City Council's Records and Information Management Policy, Framework and associated procedures. It is a requirement for all staff to create, capture and protect the full and accurate records of all work related decisions and activities into relevant approved corporate systems.

Emergency Management

Greater Shepparton City Council understands and accepts its roles and responsibilities in emergency management operations described in the Emergency Management Act (1986 & 2013) and it is a core function of Council business.

The incumbent may, at times be asked to assist in Council's emergency management operations, within reason.

Risk Management

All employees are to:

- Understand the principles and purpose of Risk Management and the associated framework activities.
- Understand all the risks associated with their activities and assist their Manager/Team Leader in the identification and management of risks.

Child Safety

Council is a child safe organisation with zero tolerance for child abuse. Council adheres to the Victorian Child Safe standards and related legislation and Council acknowledges the cultural safety, participation and empowerment of all children especially children from Aboriginal and Torres Strait Islander, or culturally and/or linguistically diverse backgrounds and those with a disability. As such, all staff must ensure that their behaviours and actions are consistent with these standards.

INHERENT PHYSICAL AND COGNITIVE REQUIREMENTS

The frequency of the physical and psychosocial demands required of the position are defined as:

Never (N)	Does not occur
Rarely (R)	May occur but does not occur daily or weekly. (1% - 5% of the time spent)
Occasionally (O)	Does occur, time is set aside to perform this activity. (6% - 33% of the time spent)
Frequently (F)	Occurs daily or takes up a large percentage of the day. (34% - 66% of the time spent)
Constantly (C)	Primary activity for this position. (67% - 100% of the time spent)

	N	R	O	F	C
Work Environment					
Indoors					X
Outdoors		X			
Slippery Surfaces		X			
Uneven ground/Sloped areas	X				
Work in isolation	X				
Work in confined spaces	X				
Work at heights	X				
Work in dusty/fumes/foul smells	X				
Exposure to loud noises requiring hearing protection	X				
Exposure to personal waste				X	
Standing				X	
Sitting			X		
Squatting/Crouching	X				
Kneeling			X		
Twisting		X			
Bending			X		
Reaching or working overhead (above shoulder)		X			
Reaching forward					X
Gripping/fine motor movement					X
Pushing/restraining			X		
Driving a vehicle			X		
Lifting floor to waist				X	
Lifting waist to overhead	X				
Lifting from a truck/trailer	X				
Lifting 0 - <5kg				X	
Lifting 5 - <10kg			X		
Lifting 10 - <15kg	X				
Lifting 15kg+	X				
Carrying awkward loads	X				
Climb steps/stairs/ladder		X			
Exposure to vibration	X				
Give direction to others			X		
Dealing with aggressive customers		X			
Dealing with upset customers			X		
Supporting dependent persons	X				

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	N	R	O	F	C
Cognitive					
Written communication			X		
Verbal communication					X
Comply with legislation					X
Problem solve			X		
Reason/make sense of things				X	
Make critical decisions			X		
Ensure accuracy/details					X
Remember names/details			X		
Show creativity			X		
Examine/observe others					X
Work quickly			X		
Concentrate amid distractions					X

ACCEPTANCE AND AUTHORISATION

Employee

I have read and understand the requirements and expectations of the Position Description. I agree that I have the physical and cognitive ability to fulfil the inherent requirements of the position and accept my role in fulfilling the key responsibilities and corporate values. I understand that the information and statements in this position description are intended to reflect a general overview of the responsibilities and are not to be interpreted as being all-inclusive.

Employee Name: _____

Signature: _____

Date: _____

Authorising Officer

By signing below the Authorising Officer indicates their agreement with and approval of the position description.

Authorising Officer Name: _____

Position: _____

Signature: _____

Date: _____