



Position description

Immunisation Nurse (Casual)

Position	Reporting relationships	Other key relationships
Immunisation Nurse (casual)	Team Leader Immunisation Immunisation Nurses (permanent)	<u>Internal</u> <ul style="list-style-type: none">• Director, Community and Cultural Development• Manager, Recreation & Leisure Services• Facility Manager - Recreation, Arts & Immunisation• Immunisation Team members• Other relevant staff <u>External</u> <ul style="list-style-type: none">• SA Health• Australian Immunisation Register• Local schools in Tea Tree Gully Council area• Community members• Other relevant stakeholders

Position overview

Reporting to the Team Leader Immunisation, the Immunisation Nurse (casual) is responsible for contributing to the delivery of Council's Immunisation Program to the community, and for promoting the importance of immunisation to community members.

Key outcomes

Responsibilities:

- Provide nursing support for Council's Immunisation Clinics, School Immunisation Program and any additional programs / studies.
- Ensure that all clinics are conducted in a clean and safe environment, taking into consideration Occupational Health and Safety requirements.
- Ensure that cold-chain requirements are met at all times for all vaccines.
- Assess consent forms for both clinics and schools to ascertain the requirement or otherwise, for immunisation, ensuring valid consent has been obtained.
- Educate parents/clients by providing them with accurate advice and information relating to immunisations and the treatment of reactions, and make referrals as necessary.
- Administer vaccines using designated sites and recommended techniques in accordance with the current online editions of the following:
 - Australian Immunisation Handbook
 - SA Health's Vaccine Administration Code
 - SA Health's School Based Immunisation Program Protocols
 - Any other associated documentation
- In the absence of the nurse coordinators, arrange nursing support for Council's Immunisation Program and ensure that this program is delivered according to the Service Agreements in place with Council and SA Health.
- Manage emergencies such as fainting or allergic reactions as required.
- Ensure client documentation is entered correctly and updated as required.
- Promote the importance of immunisation in the community and Council's Immunisation service.
- Respond to customer enquiries promptly, and provide information as required.
- Demonstrate our Values and behaviours.
- Work collaboratively with others to deliver services and to identify improvements to work practices and procedures.
- Comply with all relevant organisational codes, policies, procedures, guidelines and standards, and with the requirements of the Equal Opportunity Act 1984, Disability Discrimination Act 1992 (as amended) and all other associated legislation, including the Local Government Act.
- Report all risks identified in the course of undertaking the duties relevant to this position.

Contributes to and supports:

- Improved services through participating in regular audits and reviews of team activities and services, and implementing any audit/review recommendations.
- Implementation of team performance measures and reporting on those measures, and participating in any improvements based on those measures.

Key outcomes

Safe Environment (for mandated notifiers only)

- Adhere to the Safe Environments Policy and any associated procedures.
- Notify the SA Department for Child Protection if, on reasonable grounds and in the course of your work, you suspect that a child has been or is being abused or neglected.
- Seek advice and support from your team leader/manager if a notification is required (if needed).
- Advise your manager if there is a change in your criminal history status, and provide a Working with Children Check every five years, unless more regular screening is required for legislative purposes.

Work health, safety and wellbeing

- Contribute to a culture where everyone places safety first.
- Identify and report health and safety risks, accidents, incidents, injuries and property damage at the workplace.
- Take reasonable care to protect their own health and safety, and the health and safety of others.
- Use any equipment that is provided to protect their health and safety.
- Follow reasonable instructions given on health & safety and injury management.
- Comply with health and safety and injury management policies and procedures and actively participate in associated training and programs.

Special conditions

- Out of hours work may be required (including weekends and evenings).
- Work is often off-site, and travel is required.
- Must hold a current driver's licence. (E)
- Child-Safe Environment training is required every three years (Mandatory Notification training).
- Manual handling training is required every three years.
- Attendance at Immunisation conferences / workshops / information sessions / training sessions as required.

This position has tasks/exposures that have the potential to place the incumbent at greater risk of exposure to an infectious disease, or of transmitting an infectious disease to others (children and vulnerable people). The recommended vaccinations for this position are Hepatitis B, Pertussis (dTpa), Influenza, MMR, Varicella. Vaccines are provided free of charge from the City of Tea Tree Gully's Immunisation Team for those not currently immunised.

Relevant History Assessment

Applicants will be required to demonstrate that they have undergone an appropriate Department of Human Services (DHS) Working with Children Check (previously known as Department of Communities and Social Inclusion (DCSI) Child Related Employment Screening).

Qualifications (or demonstrated equivalent experience) – (E) denotes essential qualifications

- Registered as a Registered Nurse with the Australian Health Practitioner Regulation Agency (AHPRA) and holds a current practicing certificate (E)
- Meets Continuing Professional Development (CPD) requirements for current nursing registration.
- Current First Aid and / or CPR training certificate (E)
- Completion of an approved immunisation training program as listed on the SA Health website; [Approved Immunisation Training Programs](#), (accreditation) (E). Registered nurses who have not completed approved training may still be considered, however will need to complete training before commencing employment.

Skills/capabilities

- Innovative and practical approach to problem solving and negotiation.
- The ability to plan, prioritise tasks and meet competing deadlines.
- Initiative and ability to work with minimum supervision.
- Demonstrated high level of personal integrity and ethics.

Experience – (E) denotes essential experience

- At least 3 years post graduate registered nursing experience. (E)
- Demonstrated experience in working with and administering vaccinations to a range of clients from babies right through to parents / adults / grandparents.
- Experience in the use of the National Australian Immunisation Register (AIR).
- Experience in the use of SA Health's online Immunisation database (IRIS).
- Working under limited time constraints.
- Dealing with difficult and / or sensitive clients.
- Experience in the use of Microsoft Office suite software.

Knowledge – (E) denotes essential knowledge

Knowledge of the following:

- National Immunisation Program Schedule (NIP) (E)
- Australian Immunisation Handbook (E)
- SA Health's Vaccine Administration Code
- SA Health's School Based Immunisation Program Protocols
- Vaccines - the risks, the benefits, their contra-indications and side effects (E)
- Vaccine storage and handling procedures (cold chain requirements) (E)
- Emergency response procedures following vaccination (E)
- Safe disposal of sharps and medical waste

Knowledge – (E) denotes essential knowledge

- Relevant Acts, Regulations and National Nursing Competency Standards
- Mandated Notifier reporting procedures
- Relevant referral agencies
- Occupational Health and Safety procedures

Organisational core competencies

- **Digital literacy** – ability to use the essential technology, devices and systems required for the role, or ability and willingness to learn this.
- **Communication**– Verbal: expressing ideas effectively in individual and group situations (including nonverbal communication); adjusting language or terminology to the characteristics and needs of the audience.
Written: expressing ideas clearly in documents that have written organisation, structure, grammar, language and terminology adjusted to the needs and characteristics of the audience.
- **Customer service** – ability to demonstrate a high level of customer care by providing professional, helpful, high quality service, before, during and after the customer’s requirements are addressed.
- **Resilience** – the ability to bounce back when faced with challenging circumstances or when things don’t go as planned.