
Role Registered Nurse – Immunisers

Date: June 2021

Classification: Grade 2

Employment Status: Permanent Part Time / Casual

Conditions: **NURSES AND MIDWIVES (VICTORIAN PUBLIC SECTOR) ENTERPRISE AGREEMENT – 2016 - 2020**

Our Vision: Caring for and working with our Community.

Our Strategic Principles:

- **Prioritise** services and activities that help people to maintain their independence.
- **Engage** with people living in Beechworth and surrounding communities, to understand their priorities and advocate for better health outcomes for them.
- **Maintain** a focus on consumer needs and interests at all times.
- **Work in partnership** with sub-regional health service providers to ensure residents of Beechworth and surrounding communities have access to the health services they need

Our Values:

- Respect
- Unity
- Integrity
- Innovation
- Excellence

Beechworth Health Service (BHS) is committed to the promotion of respectful relationships, gender equality and the demonstration of a culture of zero tolerance of violence against women. Staff will complete training in preventing, recognising and responding to violence against women as relevant to their role.

Position Purpose: To assist the organisation to meet its strategic and operational objectives in relation to the risks associated with COVID-19.

The Registered Nurse (RN) / Registered Midwife (RM) will prepare and administer immunisations whilst being a member of multidisciplinary health care team of the BHS COVID-19 vaccination clinic sub-hub, which is affiliated with the Albury Wodonga Health (AWH) Public Health Unit (PHU).

Utilises the practice of nursing to deliver patient centred care in the practice setting that is in accordance with the Nurses and Midwifery Board Australia (NMBA), Registered Nurse standards for practice, Albury Wodonga Health (AWH) Nursing Scope of Practice and AWH Nursing Professional Capability Framework and successfully meet the requirements of the COVID-19 vaccination clinical workforce education / training matrix.

This role will be part of a dynamic, adaptable, flexible and professional team with a strong commitment to working within the team environment

Redeployment to other services of BHS may be required.

Qualifications and Experience:

- Current registration with Australian Health Practitioners Agency (AHPRA) as a Registered Nurse & / or Midwifery Registration.
- Competent with the Australian Nursing and Midwifery Accreditation Council (ANMAC) Standards and Codes of Practice /Ethics
- Knowledge of current back care/no lift programs and other Occupational Health & Safety (OH&S) issues common to nursing.
- Current Basic Life Support (BLS) qualifications.
- Proven ability to work effectively and cooperatively within a multidisciplinary environment whilst maintaining good relationships.
- Demonstrates and understanding of and the ability to practice within a quality & risk management framework.
- Well – developed written, verbal and electronic communication and interpersonal skills with the ability to convey information effectively to others.
- Ability and willingness to learn and operate in an environment of change with a personal approach which demonstrates values such as caring, passionate and trustworthy
- Effective organisational skills in respect to time management and delegation
- Successful completion of the RN requirements as per the BHS Mandatory Training Education Matrix including Basic Life Support, Emergency Procedures, Infection Prevention & Control.
- Successful completion of an immuniser program of study that has been recognised by the Victorian Chief Health Officers and aligns with the National Immunisation Education Framework for Health Professionals and meets the requirements of the Secretary Approval: Nurse Immuniser SARS-CoV-2 (COVID-19) vaccine administration.
- Demonstrated competency in the administration of intramuscular injections as assessed AWH – PHU site visit.
- Required to have successfully completed online Commonwealth COVID-19 vaccination program (six core modules) accessed from <https://covid19vaccinationtraining.org.au/login/index.php>
- Required to have successfully completed online Commonwealth COVID-19 vaccination modules specific to individual vaccines (Astra Zeneca and Pfizer) accessed from <https://covid19vaccinationtraining.org.au/login/index.php>
- Required to have successfully completed online Victorian COVID-19 e learning (three modules) (*RN Immunisers exempt to this requirement per AWH-PHU*)
 1. Vaccination procedures (Melbourne Vaccine Education Centre-MVEC),
 2. Shoulder injury related to vaccine administration (MVEC).
 3. Use of multi- dose vial (MVEC)accessed from <https://education-mvec.mcri.edu.au/>
- Required to have successfully completed MVEC training package (one module) accessed from <https://education-mvec.mcri.edu.au/courses/covid19az/>
- Required to have successfully completed self - directed learning The Commonwealth patient consent form for COVID-19 vaccination accessed from <https://www.health.gov.au/resources/publications/covid-19-vaccination-consent-form-for-covid-19-vaccination>
- Required to undertake the COVID-19 Vaccination Management System (CVMS) online training & understand additional resources Provider Digital Access (PRODA) & Australian Immuniser Registration (AIR)
- Successful completion of the AWH – PHU onsite training which includes, PPE donning & doffing, management of the deterioration patient, BLS, Communication (correct patient identification and consent verification), vaccine cold chain management, preparing multidose vial vaccines, administering immunisation and post administration procedures. *As per AHW- PHU vaccination Clinic Orientation & Education Matrix April 2021*

-
- Demonstrated knowledge of current issues, trends and research in clinical nursing and particularly area of COVID-19 vaccination and the prevention of transmission of COVID-19
 - National Police Record Check
-

Key Relationships

- Reports to:**
- BHS COVID – 19 Hub program Team Leader
 - Director of Clinical Services
-

- Supervises:**
- COVID – 19 vaccination clinic employees Enrolled Nurses, Personal Care Workers & Administration Support roles
-

- Internal Liaisons:**
- BHS staff across all functional areas
 - Staff Development Officer
 - BHS Infection Control Officer
 - BHS Executive staff
 - BHS Committees, Working Parties, Steering Groups and Project Teams as appropriate
 - New staff and volunteers
 - Clients
-

- External Liaisons:**
- Community members
 - Department of Health
 - Department of Health and Aging
 - Accreditation Agencies
 - Beechworth Surgery
 - Beechworth Pharmacy
 - Consumers
 - Other Health Services
-

Key Responsibilities:

Quality

- Active participation in quality initiatives & improvement activities at BHS
 - Contribute to a culture of service quality and safety improvement by actively seeking ways to enhance the capability and performance efficiency, efficacy and safety of operational processes and decision making.
 - Participate in Infection prevention and control and No Lift programs as appropriate to the role
 - Actively participate in review of policies and procedures as required.
 - Actively participates in relevant meetings and forums.
 - Maintain appropriate documentation to support client care.
-

Experience

- Ensure that people accessing BHS will experience a person-centred approach with respect to their needs
 - Acknowledge customer feedback and escalate issues of concern and safety as soon as practicable with your line manager or other appropriate BHS staff member(s)
 - Encourage the engagement of the consumer in the assessment of quality and experience of services at BHS
-

Workforce

- Participate in BHS's framework for staff development
- Act as a role model for colleagues
- Play a role in the induction of new members of staff
- Promote and encourage innovative service delivery
- Actively involved with the multidisciplinary team, external stakeholders and encouraging a culture of

Relationships

- Liaise with managers and assist problem solving to deal timely with issues as they arise
- Attend and participate in relevant meetings at BHS
- Present a courteous and respectful image to clients, colleagues, external organisations and other customers / visitors to BHS
- Develop and foster strategic relationships with key internal partners.

Sustainability

- Manage the use of BHS resources efficiently and effectively within the scope of the role
- Contribute to a culture that promotes the BHS Values
- Participate in the leadership of risk assessment and opportunity identification for the benefit of BHS
- Contribute to organisational wide improvement processes including compliance and improvement initiatives

Risk Management:

- To be observant with regard to identification of potential hazards and to act on those hazards appropriately which cannot be remedied immediately
- Where possible, rectify hazards and notify manager with a view of preventing recurrence.
- Observe risk management principles, policies and practices through the risk management BHS policy/framework
- Employ risk management principles and practices in day-to-day duties and functions
- Report on any matter that may have a potential risk exposure to the organisation, fellow employees, contractors or the public

Occupational Health & Safety:

- To comply with provisions of the Occupational Health and Safety Act by taking all reasonable precautions to ensure the health and safety of self and others
- Read, understand, and comply with workplace health and safety policy, safe work practices and procedures.
- To rectify actual or potential hazardous situations, where appropriate, in accordance with established policies and procedures
- Attend training programs designed to monitor and protect the health of staff in their workplace
- To report to your Manager:
 - Unsafe equipment, work practices or conditions
 - Any incidents, near misses, injuries, or illnesses.
 - Potential Hazards
 - Damage or defects to BHS equipment or property

Accountability and
Extent of Authority:

The incumbent of the position will be accountable for:

- Achievement of the agreed performance measures as defined in the Statement of Priorities for this role
- To provide a Person Centred focus to client care.
- Undertaking the role in accordance with legislative and funding obligations
- Undertaking the duties of the role in accordance with BHS policies
- Operate in accordance with Beechworth Health Service's delegated authority

A performance appraisal will take place in the first 6 months of commencement of the role and annually thereafter.

An agreed set of performance indicators will be determined annually.

As the occupant of this position, I have read and understood the above position description.

Name: [please print]

Signature: **Date:** -.....

Appendix 1: Statement of Priority accountabilities <2020-2021>

Statement of Priorities <2020-2021>

Key areas of responsibility / Value Themes	BHS Service Plan / Strategic Plan / Statement of Priorities Accountability
Quality	Demonstrates capacity to deal with and professionally manage challenging customer presentations in line with BHS policy
Experience	Demonstrates approach to customer enquiries that are consistent with BHS values
Workforce	Mandatory competencies completed
Relationships	Demonstrates above the line behaviours in working with colleagues and other people
Sustainability	Reports issues of concern and or infection control / OH&S / Occupational Violence & Aggression risk