

Job Description Form	Immunisation Educator
Work Group:	Public Health and Continuous Quality Improvement
Work Unit:	Public Health and Continuous Quality Improvement
Reports To:	Executive Manager – Public Health and Continuous Quality Improvement
Direct Reports:	Nil
Award / Agreement:	<i>Educational Services (Post-Secondary Education) Award 2020</i> (Cth)
Award Classification:	Teachers & Tutors/Instructors - Category D
Approved by CEO	1 st December 2021 (Des Martin)

VISION STATEMENT

Aboriginal people in Western Australia enjoy the same level of health and wellbeing as all Western Australians.

MISSION STATEMENT

As the leading authority for Aboriginal health in Western Australia, we strive to strengthen and promote the Aboriginal Community Controlled Health Services' Model of Care, empowering Aboriginal people to achieve health equality in their communities.

ORGANISATIONAL VALUES

The organisation operates on the foundational pillars of Aboriginal leadership, self-determination and cultural diversity that underpin and shape the way the organisation conducts its business.

These values are designed to guide and promote a strong, high performing organisational culture that is responsive to the state-wide needs of our Members and assist us in delivering our vision.

Culture | Resilience | Accountability | Collaboration | Passion | Integrity

POSITION PURPOSE

The Immunisation Educator directly reports to and is accountable to the Executive Manager - Public Health and Continuous Quality Improvement (PHCQI) and is responsible for planning, preparing, promoting and delivering the nationally accredited immunisation course (10681NAT) as part of the National Immunisation Program. The program is intended to

increase the confidence and competency of Aboriginal Health Workers and Practitioners to safely and effectively deliver immunisation services to Aboriginal people. The position is also required to provide ongoing support for Aboriginal Health Workers and Practitioners delivering immunisation services.

The occupant of this position will be expected to comply with and demonstrate a positive commitment to the highest level of achievement in Equal Employment Opportunity, Work Health and Safety, Code of Conduct, Quality Improvement, Performance Management, Client Focus and Confidentiality throughout the course of their duties.

KEY CLIENT AND STAKEHOLDER RELATIONSHIPS

EXTERNAL

- Given the range of tasks, this position has contact with most Aboriginal Community Controlled Health Services.
- Liaises with a variety of government agencies, stakeholder representative groups, and community groups.

INTERNAL

- Maintains close working relationships with other officers, team members and employees of the Aboriginal Health Council of Western Australia.

RESPONSIBILITIES OF THIS POSITION

KEY RESULT AREA	POSITION RESPONSIBILITIES
PLANNING AND DELIVERY (IMMUNISATION SUPPORT)	<ul style="list-style-type: none"> – Plan, prepare, promote and deliver the nationally accredited immunisation course (10681NAT) as part of the National Immunisation Program to meet the needs of Aboriginal Health Workers / Practitioners who will be providing immunisation services in Western Australia. – Provide additional support to Aboriginal Health Workers / Practitioners during and after their participation in the training course. – Annually review the immunisation training course, making relevant updates in accordance with national and state changes, in collaboration with the Communicable Disease Control Directorate (CDCD). – Actively promote and provide support to Aboriginal Health Workers / Practitioners who have successfully completed the Immunisation course to undertake the WA Health Annual online immunisation update.

	<ul style="list-style-type: none"> – Support Aboriginal Health Workers / Practitioners to develop promotional material encouraging and educating target communities to access available immunisations. – In consultation with the Senior Quality and Compliance Officer, monitor and maintain course compliance in accordance with ASQA Standards for RTOs 2015 and accreditation. – Assist with AHCWA's responses to any accreditation audits and inquiries. – Source clinical placement opportunities to empower students to increase their immunisation knowledge and practice. – Provide information and support to Nationwide RTO's in regards to the process involved with getting the immunisation course on scope.
PUBLIC HEALTH	<ul style="list-style-type: none"> – Develop immunisation resources and health promotional material to promote immunisation for the Aboriginal community and evaluate materials as needed. – Act as a resource for Aboriginal Health Workers / Practitioners who are providing immunisation services in Western Australia, including dealing with queries about the schedule, side effects and general vaccine related queries. – Support Aboriginal Health Workers / Practitioners in utilising the Australian Immunisation Register. – Provide targeted support to Aboriginal health providers in particular with mentoring, guidance and updates. – Prepare written reports and other documentation as required in accordance to AHCWA's policy and procedure. – Attend meetings as and when required relating to immunisation matters. – Any other duties requested by management, commensurate with the classification of the role.
CLINICAL GOVERNANCE AND CONTINUOUS QUALITY IMPROVEMENT	<ul style="list-style-type: none"> – Promote the ACCHS Model of Care as the preferred model for culturally safe and effective holistic care.
QUALITY MANAGEMENT SYSTEM (QMS)	<ul style="list-style-type: none"> – Actively participate in the organisation's QMS (LOGIQC). – Identify and participate in continuous quality improvement activities and apply quality improvement principles to all duties performed.

OTHER	<ul style="list-style-type: none"> – Demonstrate a strong commitment to uphold and contribute to the organisation's mission, objectives and values. – Support and promote teamwork through open communication, collaboration and contribute to a positive workplace culture. – Attend and participate in professional development activities including workshops and training as required. – Attend and participate in Employee Development Days. – Participate and comply with all Work Health and Safety responsibilities as per the <i>Occupational Safety and Health Act 1984 (WA)</i>. – Identify and assist to reduce Work Health and Safety hazards and risks. – Follow the reasonable direction of Work Health and Safety representatives.
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POSITION KEY PERFORMANCE INDICATORS

The below Key Performance Indicators (KPI's) are used to assess, measure, evaluate, manage and reward performance within each key result area of this position.

The below KPI's are to be assessed in line with the organisations performance development framework.

KEY RESULT AREA	KEY PERFORMANCE INDICATORS
COORDINATION, PLANNING, DEVELOPMENT, IMPLEMENTATION, EVALUATION AND LEADERSHIP OF THE IMMUNISATION TRAINING AND CAPACITY BUILDING	<ul style="list-style-type: none"> – Delivery of the Immunisation education course as specified in the training package and Funding Agreement across Western Australia. – Develop a detailed work plan and rolling calendar of training. – Provide training to Aboriginal Health Workers / Practitioners across the Aboriginal Community Controlled Health and Government Sectors. – Achieve a target of 50% of Aboriginal Health Workers / Practitioner new graduates who have completed the training.
REPORTING	<ul style="list-style-type: none"> – Provision of timely and high quality written reports and other documentation in preparation for Staff Monthly Reports, Funding Reports and other adhoc reports as requested.

QUALITY MANAGEMENT SYSTEM (QMS)	– Ensure all tasks assigned to this position are completed within a six (6) week period.
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COMPETENCY PROFILE FOR THIS POSITION

Competencies are the specific knowledge, skills and attributes needed to successfully undertake the role. The profile is used for recruitment, performance review, planning, and training and development activities.

JOB SPECIFIC COMPETENCIES

QUALIFICATIONS, SKILLS, EXPERIENCE AND KNOWLEDGE

ESSENTIAL:

- Current registration with the Australian Health Practitioner Regulations Agency as a Registered Nurse.
- Possession of a current Western Australian Working with Children Card.
- Current certificate and experience in administering immunisations.
- Possession of a Certificate IV in Training and Assessment – Release 2 (TAE40116).
- Experience working within the Aboriginal Community Controlled Health Sector and a strong understanding and commitment to the sectors principles.
- Demonstrated knowledge and application of clinical quality improvement in primary health care.
- Demonstrated ability to apply knowledge and skills in the area of clinical expertise – immunisation.
- Demonstrated ability to uphold the principles of cultural safety including an ability to communicate effectively and sensitively with Aboriginal and Torres Strait Islander peoples.
- Knowledge and/or an understanding of the current trends and issues affecting the health and wellbeing of Aboriginal communities throughout the state.
- Demonstrated experience in planning, implementing and evaluating programs, including training programs.
- Strong organisational skills, the capacity to successfully manage competing priorities, maintain attention to details and meet deadlines.
- Well-developed ability to undertake revaluation and to prepare, collate and organise data.

DESIRABLE:

- The person identifies as Aboriginal and/or Torres Strait Islander and is acknowledged as such by their community.

- Demonstrated knowledge of the Australian Qualifications Framework (AQF) and best practice and assessment practices.
- Demonstrated primary health care clinical management experience in the Not for Profit, Community and / or Health Sector.

PRACTICAL REQUIREMENTS:

- A current Western Australian driver's license and willingness to drive is essential.
- Some work out of normal hours of duty will be required.
- Depending on the nature of the region, some travel on light aircraft may be required.
- Intra and inter-state travel including overnight absences may also be required.

ACKNOWLEDGMENT AND ACCEPTANCE BY APPOINTED EMPLOYEE
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I certify that I have read and understand the responsibilities assigned to this position.

Employee Name:	
Signature:	
Date:	