
Nurse Immuniser

Position description

July 2021







Northern Grampians Shire Council
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Position description

Position title	Nurse Immuniser
Classification	Nurse Immuniser Grade 4 Year 1 or 2
Directorate	Corporate and Community Services
Department	Early Years

Our organisation

Northern Grampians Shire Council values community spirit, innovation and collaboration. We have implemented a flexible approach to working arrangements and locations that operates on the Microsoft Platform and, where possible, we are upgrading our systems to be cloud-based. This improves efficiency and equips our employees to undertake their roles effectively and efficiently whether they are working in the office or in other locations.

Position objectives

This position is responsible for providing an effective and efficient immunisation program within a best practice framework, in line with Council's Health and Wellbeing Plan.

Key responsibility areas

- Administer vaccines in accordance with Victoria's Immunisation Schedule for Infants & Children and Adolescents and in compliance with the Department of Health and Human Services Victoria and National Health & Medical Research Council (NHMRC).
- Maintain and provide relevant records of vaccinations at a local level and to the Australian Immunisation Register (AIR).
- Maintain adequate supplies of vaccine for use at Council immunisation clinics and ensure vaccines are stored in accordance with the National Vaccine Storage Guidelines.
- Report to the Team Leader Maternal and Child Health (MCH) on any incident relating to an immunisation service provided by Council's immunisation program.
- Perform, as directed, other duties that are within the limits of the incumbents' skill, competence and training.

Corporate responsibilities

All staff will:

- ensure that Council's Code of Conduct is adhered to at all times
- adhere to Council's OH&S, equal opportunity and risk management policies, procedures and work practices as well as act in accordance with the Charter of Human Rights.
- ensure that information about the activities and direction of the role are communicated to managers and staff within the organisation
- ensure all organisational reporting, Council and management meeting requirements are completed accurately and on time
- ensure Council's document management and customer-tracking systems are utilised and correspondence is actioned within required time frames

Organisational relationship

Reports to	Team Leader Maternal & Child Health and Immunisations Services
Manages	n/a
External relationships	DHHS, general and specialist medical and early years health professionals, agencies which provide support services to families and children, residents, parents and community groups.
Internal relationships	All employees

Accountability and extent of authority

This position is accountable for:

- adherence to the Registered Nurse Standards of Practice, Code of Conduct and Code of Ethics
- ensuring professional immunisation service is provided
- providing health promotion and illness prevention education

This position has the authority to:

- undertake the day-to-day operation of an Nurse Immuniser under the general direction of the Team Leader MCH
- undertake mandatory reporting where children are considered, or suspected, to be at risk
- provide families with information, support and appropriate referral as required
- provide specialist advice subject to regulations and policies.

Judgement and decision making

- Responsible for day-to-day administration of own work area.
- Judgement in making decisions is to be based on experience and within well-defined procedures and guidelines.
- Guidance and advice is always available from the Team Leader Maternal Child Health & Immunisation.

Specialist skills and knowledge

- Understanding of the relevant technology, procedures, processes and precedents within the operation of these particular service areas.
- Must possess the ability to communicate effectively on immunisation matters with relevant personnel and clients.
- Specific knowledge of Council's immunisation responsibilities, the execution and underlying principles.

Management skills

- Ability to manage one's own time, set priorities, plan and organise work to achieve specific objectives efficiently within the resources available.
- Well-developed administrative and organisational skills.

Interpersonal skills

- Ability to gain co-operation and assistance from clients and other staff members.
- Well-developed oral and written communication skills to enable the preparation of routine correspondence and/or reports as required.
- Possess a high level of customer service skills.

Qualifications and experience

- Current registration with Australian Health Practitioner Regulation Agency (AHPRA) – Registered Nurse Division 1.
- Immunisation Accredited (as approved by the Department of Health and Human Services, Victoria).
- Experience in Local Government or General Practice Nursing, preferred.
- Experience in dealing with customers and the general public.

Selection criteria

1. Relevant qualifications and accreditation to undertake the role.
2. Sound knowledge of the National Immunisation Program and Immunisation Practice in Local Government.
3. Demonstrated experience in the administration of vaccines to infants, children and adolescents.
4. Well-developed interpersonal skills with the ability to gain co-operation and assistance from clients.
5. Competent administrative skills with the ability to operate various computer programs.

Conditions of employment

Conditions of employment are in accordance with the *Northern Grampians Shire Council Enterprise Agreement Number 8 – 2018* and Northern Grampians Shire Council policies and procedures.

Probation period - All Council appointments are subject to a minimum period of employment ("probationary period") of six months.

Driving licence – The incumbent must hold a current driver's licence which allows them to drive within Victoria.

Medical examination - All appointments may be required to undertake a satisfactory pre-employment medical examination at Council's expense.

Working with Children Check - The incumbent must hold a current Working with Children Check.

Police Check - All appointments are subject to a satisfactory National Police Record Check.

Competency requirements - This position will be required to maintain the following competencies:

- CPR
- AHPRA Registration
- Immunisation Accreditation

Workcover arrangements - As a condition of appointment to this position, the appointee must disclose pre-existing illnesses or injuries prior to employment and may be required to undertake a medical examination with a Registered Medical Doctor; failure to do this may remove the appointee's entitlement to any future Workcover compensation.

Document review

Date Approved/reviewed	August 2021
Prepared by	Coordinator People and Culture
Approved by	Manager People and Culture

Employee Signature

[acceptance_status]

[acceptance_date]

[candidate_name]