



## Position Description

As At 08-Sep-2017

<b>Position Title:</b>	Immunisation Nurse
<b>Position Code:</b>	1251
<b>Department:</b>	Development Services
<b>Business Unit:</b>	Community Health and Amenity
<b>Work Group:</b>	Environmental Health
<b>Position Classification:</b>	REG.NURSE
<b>Effective Date:</b>	July 2016

This position description is an enabling document intended to authorise the general performance of a range of duties to achieve the Position Objectives. Performance measures will be established and monitored through a personal action plan that will be developed in conjunction with the employee and manager.

### 1.0 Position Objectives

- 1.1 The person in this position is required to work as part of a team in providing a public immunisation program.

### 2.0 Key Responsibilities

- 2.1 To draw up and/or dispense vaccine in a sterile, safe and hygienic manner at public sessions and at schools visited.
- 2.2 To assist in the roster organising of nurses as required.
- 2.3 To order linen and ensure that sterile trays are provided.
- 2.4 To receive and act on directions given by the Medical Officer of Health or the Co-Ordinator Environmental Health.
- 2.5 To ensure that all equipment needed is on hand.
- 2.6 To identify signs of vaccine reactions, including anaphylactic shock, and provide assistance to the reactee as required.

### 3.0 Core Physical Requirements

- 3.1 Capacity to perform all nurse immuniser tasks associated with Council's immunisation program.
- 3.2 Capacity to, on occasion, lift items unspecified in weight within individual limits.

### 4.0 Accountability and Extent of Authority

- 4.1 To regulate the flow of recipients at public sessions.
- 4.2 The accountability of the position is primarily controlled by the Co-Ordinator Environmental Health.

### 5.0 Judgement and Decision Making

- 5.1 To ensure that the correct vaccines are drawn up and handled in a safe and sterile manner.

### 6.0 Knowledge and Skills

#### 6.1 Specialist Knowledge and Skills

- 6.1.1 To thoroughly understand the correct drawing up procedure.

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- 6.1.2 To have knowledge of the emergency drug kit, air viva operation and resuscitation procedure.
- 6.1.3 To be able to identify signs of vaccine reactions including those of an anaphylactic shock.
- 6.1.4 To be punctual and able to work in a team environment.

### 6.2 Management Skills

- 6.2.1 Demonstrated time management skills.

### 6.3 Interpersonal Skills

- 6.3.1 Ability to deal with public in a friendly and professional manner.

## 7.0 Qualifications and Experience

- 7.1 To be qualified as a Registered Nurse.
- 7.2 To have a current practicing certificate.
- 7.3 To be an accredited immuniser - preferred.
- 7.4 Current Working With Children Check
- 7.5 Drivers Licence

## 8.0 Key Selection Criteria

- 8.1 Must be a Registered Nurse.
- 8.2 To have a current practicing certificate.
- 8.3 To be an accredited immuniser - preferred.
- 8.4 Must be able to work in a team environment.
- 8.5 Must be competent at drawing up vaccines.
- 8.6 Must be capable to assist with adverse reactions to vaccines.
- 8.7 Current Working With Children Check
- 8.8 Drivers Licence

## 9. Authorisation

Authorised by: Director - Development Services

Date: \_\_\_\_\_

Employee's Signature

Date: \_\_\_\_\_