



POSITION DESCRIPTION

Position Title	Immunisation Nurse
Position Code	1251
Directorate	Community & Infrastructure Services
Work Group	Environmental Health
Position Classification	Immunisation Nurse
Effective Date	July 2022

Our Vision

The Rural City of Wangaratta prides itself on being a community that is connected, sustainable and contemporary. We provide our community with diverse opportunities to participate in the arts, sport and recreation, and in cultural events and programs to bring them together to connect and celebrate the great place in which we live. Our staff enjoy the regional lifestyle and the benefits of a community situated within a gourmet food and wine region, with a wide range of outdoor adventure activities, and serviced by excellent education and health facilities. We live in a place where good things grow.

Our Values

Our staff are our greatest asset. Our success comes from the everyday demonstration of our values, being:

- **Trust**, to have confidence in the character and competence of our work colleagues.
- **Respect**, to acknowledge all people as individuals with inherent worth and value.
- **Openness**, where we are frank, honest and accountable in our dealings.
- **Fairness**, so we treat colleagues and customers fairly and consistently.
- **Excellence**, to contribute to outstanding services, systems and relationships.
- **Enjoyment**, so we obtain personal satisfaction from our work and display our enjoyment in the workplace.

1. 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. Working Relationships

Reports to	Maternal & Child Health Team Leader
Supervisors	NA

3. Key Responsibilities

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

4. Core Physical Requirements

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

5. Accountability and Extent of Authority

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

6. Judgement and Decision Making

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

7. Knowledge and Skills

7.1 Specialist Skills and Knowledge

- 7.1.1** To thoroughly understand the correct drawing up procedure.

7.1.2 To have knowledge of the emergency drug kit, air viva operation and resuscitation procedure.

7.1.3 To be able to identify signs of vaccine reactions including those of an anaphylactic shock.

7.1.4 To be punctual and able to work in a team environment.

7.2 Management Skills

7.2.1 Demonstrated time management skills.

7.3 Interpersonal Skills

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

8. Qualifications and Experience

8.1 To be qualified as a Registered Nurse.

8.2 To have a current practicing certificate.

8.3 To be an accredited immuniser - preferred.

9. Key Selection Criteria

9.1 Must be a Registered Nurse.

9.2 To have a current practicing certificate.

9.3 To be an accredited immuniser - preferred.

9.4 Must be able to work in a team environment.

9.5 Must be competent at drawing up vaccines.

9.6 Must be capable to assist with adverse reactions to vaccines.

Authorised by: Director –

Date:

Employee's Signature:

Date:
