

# POSITION DESCRIPTION

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Health New Zealand, Te Tai o Poutini West Coast is committed to the principles of Te Tiriti o Waitangi | Treaty of Waitangi and the objectives of all New Zealand Health and Disability strategies. This commitment prioritises meaningful engagement with Tangata Whenua at strategic and operational service levels and recognises that all staff have a responsibility to help eliminate disparities in health outcomes between Māori and non-Māori.

<b>Position Title:</b>	Immunisation Co-Ordinator .8 FTE (Temporary covering maternity leave)	
<b>Location:</b>	Cowper Hub, Greymouth with the Population Health Team	
<b>Reports daily to:</b>	Clinical Nurse Manager (CNM) Population Health	
<b>Accountable to:</b>	Integrated Health Manager- Central	
<b>Key Relationships:</b>	<p><b>Internal:</b></p> <ul style="list-style-type: none"> <li>• Director of Nursing</li> <li>• Nursing Director (Operations &amp; Workforce)</li> <li>• Outreach Immunisation (OIS) RN</li> <li>• NIR Co-ordinator</li> <li>• Population Health Tamariki AIR Administrator / Kaitautoko Whānau</li> <li>• Public Health Nurses (PHN)</li> <li>• Vision &amp; Hearing Tester</li> <li>• Clinical Nurse Specialists</li> <li>• Infection Prevention and Control</li> <li>• Rural Nurse Specialists (RNS)</li> <li>• Health New Zealand Te Tai o Poutini Occupational Health RN</li> <li>• Hospital Pharmacy</li> <li>• Secondary Care Specialist Services</li> <li>• Maternity, Neonatal, Paediatric, Oncology &amp; Haematology Services</li> <li>• Child &amp; Youth Committee</li> <li>• Population Health team &amp; Health New Zealand staff</li> <li>• Commissioning</li> </ul>	<p><b>External:</b></p> <ul style="list-style-type: none"> <li>• Children / tamariki &amp; their families / whanau</li> <li>• Community Pharmacy's</li> <li>• Immunisation Advisory Centre (IMAC) &amp; Regional Immunisation Advisor</li> <li>• Other Immunisation Co-ordinators</li> <li>• ProPharma NZ</li> <li>• Centre for Adverse Reaction Monitoring (CARM)</li> <li>• Primary Practices; Doctors / Nurse Practitioners (NP) / Practice Nurses (PN) / Lead Maternity Carers (LMC's)</li> <li>• Occupational Health Nurses</li> <li>• Well Child Providers eg Plunket, PHN's, RNS's &amp; Poutini Waiora</li> <li>• Early Childhood Centres</li> <li>• Antenatal Educators</li> <li>• Community &amp; Public Health (C&amp;PH)</li> <li>• Immunisation Governance Group</li> <li>• Primary Health Organisation (PHO)</li> <li>• NGO's e.g. Home Builders</li> <li>• Maori Health &amp; Social Service Providers</li> <li>• Tamariki Ora</li> </ul>
<b>Role Purpose:</b>	As part of the Population Health Team, the Immunisation Co-ordinator will work Works strategically with Health New Zealand Te Tai o Poutini & the Immunisation Governance Group to ensure the aims and objectives of Te Tai o Poutini West Coast's Immunisation contract are met.	

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	<p>Work is undertaken, in a variety of settings, throughout the West Coast.</p> <p>Utilising nursing knowledge and complex nursing judgement to support on time immunisation provision; thus, improving individual's health &amp; well-being; whilst reducing the burden of vaccine preventable diseases in the region.</p> <p>The Immunisation Co-ordinator role includes promotion of immunisation, leadership on immunisation issues and advocacy for its benefits, facilitation and co-ordination of immunisation provision, surveillance of vaccine preventative diseases and ensuring safe delivery of immunisation programmes and mass vaccination campaigns.</p>
<b>Complexity:</b>	<p>Most challenging duties typically undertaken or most complex problems solved:</p> <ul style="list-style-type: none"><li>• Understanding Service Specifications and National Standards for Vaccine Storage and Transportation for Immunisation Providers</li><li>• Understanding a multiple number of vaccine preventable diseases and their relevant immunisation programmes</li><li>• Understanding different communities on the West Coast, including those with different views on immunisation</li><li>• Communication and negotiation skills, to ensure appropriate and on time vaccinations occur</li><li>• Achieving equity across the population groups</li><li>• Ability to meet critical timeframes</li></ul>

Our vision is for an integrated West Coast health system that is clinically sustainable and fiscally viable; a health system that wraps care around a person and helps them to stay well in their community.

### All activities of Health New Zealand, Te Tai o Poutini West Coast reflect the values of:

- Manaakitanga – caring for others
- Whakapapa – identity
- Integrity
- Respect
- Accountability
- Valuing people
- Fairness
- Whanaungatanga – family and relationships
- Pono - truth

### He mihi

*E ngā mana*

*E ngā reo*

*E ngā iwi o te motu*

*Tēnei te mihi ki a koutou katoa*

### He whakatauki

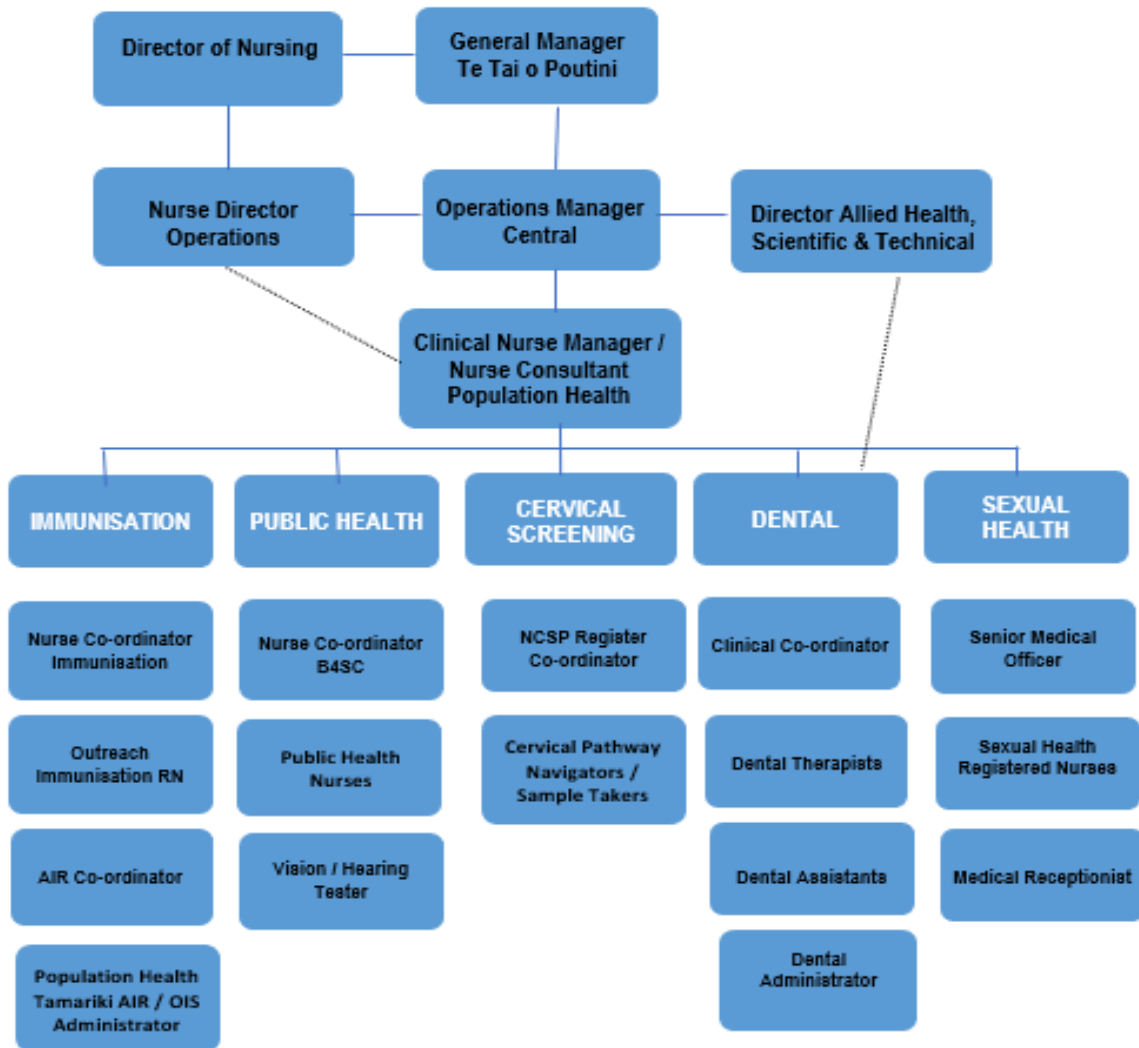
*Ko tau rourou, ko taku rourou, ka ora ai te iwi*

With your contribution and my contribution we will be better able to serve the people.

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**PLACE IN THE ORGANISATION:**



**KEY ACCOUNTABILITIES:**

<b>The Immunisation Co-Ordinator will work collaboratively to support immunisation services providers:</b>
<p><b>Health New Zealand Te Tai o Poutini:</b> NIR Co-ordinator, Pop Health Tamariki Administrator, OIS RN, PHN’s, HPV SBP Immunisation Co-ord., CNS IP&amp;C, OSH RN, Hospital Pharmacy, LMC’s, Specialists, Sexual Health</p>
<p><b>Community:</b> West Coast PHO, Primary Practices, Community Pharmacies, Poutini Waiora</p>
<p><b>Partnership:</b> Works collegially with NIR: Immunisation histories, overseas children catch up schedules, coverage rates, overdue / missed events i.e. identify not completed vaccination individuals (with an emphasis_during local outbreaks of vaccine preventable diseases)</p>

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### **Assists the NIR Co-ordinator to:**

- (a) provide education around NIR to vaccinator providers and the public and
- (b) the dissemination of national resources (including annual Influenza packs)

### **Communication**

Advises / supports immunisation providers & parents when required, including following Adverse Events Following Immunisation (AEFI); where a CARM report will need to be generated

Service providers, are regularly informed of their vaccination levels and any provision gaps, thus supporting them to competently meet their immunisation coverage rates

Support may include vaccination provision as required e.g. staff sickness, Influenza Programme

Prompt effective resolution of stakeholder enquiries and problems, whilst providing appropriate support and advice to empower individuals / parents / caregivers to make informed decisions

Works with the wider Population Health team to find “hard to reach” children

Refers individuals eligible for immunisations (who may have missed vaccination opportunities) to their Primary Practice, Community Pharmacy or Out Reach Immunisation service as appropriate.

### **Cold chain / data logger management / downloads & annual calibration of cold chain devices**

Oversees the provision of the Cold Chain Accreditation (CCA) and Cold Chain Compliance (CCC) for all immunisation providers, supports them to implement systems to monitor and audit their cold chain and provides them support with any issues relating to cold chain breaches

### **Health Promotion**

Supports children’s enrolments with relevant health providers, including Primary Practices, Well Child providers & Population Health Services e.g. Dental, B4 School Checks etc.

Provides education / advice to wider community e.g. Antenatal groups, Pre Schools, Grey Power

Working with the wider Population Health Team in the development of a combined annual service plan including a Health Promotion Plan e.g. National Children’s Day

### **Quality**

Supports IAG with the development of an annual Quality Improvement Plan for relevant projects

Works with Clinical Nurse Manager to ensure all Policies & Procedures for the service are current

Maintains regional Authorised Vaccinators database to ensure all Vaccinators are current

Will work in partnership with the CNM / or Practice Manager and the RN where competency issues have been identified and a plan formatted to address concerns

### **Clinical**

Ensures a Multidisciplinary Case Management approach for individuals with special immunisation needs e.g. Immune Compromised and / or individuals living with special needs

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<p>Provision of vaccines to individuals requiring specialist supervision within the hospital setting e.g. individual has known allergies e.g. components within specific vaccines</p> <p>Undertakes Tuberculosis skin testing and BCG vaccination; in addition ensures babies of Hepatitis B positive mothers receive their required vaccinations at birth</p>
<p><b>Professional Development</b></p> <p>Provides training, clinical or peer assessments and support for RN's / Pharmacists to ensure they met the requirements to become Authorised Vaccinators</p> <p>With IMAC Immunisation Advisor Southern Region &amp; the Workforce Development team, ensures vaccinators and relevant others e.g. LMC's have access to immunisation update sessions</p> <p>Attends national / regional immunisation teleconferences, training days, conferences &amp; meetings</p>

## Registered Nurse Key Tasks and Expected Results

<p><b>Task 1:</b></p> <p>To demonstrate professional responsibility, complying with Health New Zealand Te Tai o Poutini Policy and Procedure and working within the Immunisation Service's guidelines.</p>	<p><b>Expected Results:</b></p> <ul style="list-style-type: none"> <li>• Accepts responsibility for ensuring his / her nursing practice, and conduct meet the standards of the professional, ethical and relevant legislated requirements</li> <li>• Demonstrates the ability to apply the principles of the Treaty of Waitangi to nursing practice</li> <li>• Supports Immunisation events</li> <li>• Demonstrates accountability for directing, monitoring and evaluating nursing care provided by staff who vaccinate i.e. Medical / Nursing and Pharmacists and utilises experienced vaccinators (Immunisation Champions) to assist with problem solving and setting priorities</li> <li>• Promotes an environment which enables client safety, independence, quality of life and health</li> <li>• Practices nursing in a manner the client determines as being culturally safe</li> <li>• Reads and adheres to Health New Zealand Te Tai o Poutini Policy &amp; Procedure and Service's goals</li> <li>• Represents the organisation and the nursing profession in a committed manner, projecting a professional image of nursing</li> </ul>
<p><b>Task 2:</b></p> <p>To demonstrate professional accountability in the management of nursing care embodying the Code of Health &amp;</p>	<p><b>Expected Results:</b></p> <ul style="list-style-type: none"> <li>• Empowers individuals / parents to make informed decisions and ensures informed consent is obtained</li> <li>• Planned care to achieve identified outcomes e.g. planning and delivery of Immunisation events to meet targets</li> <li>• Undertakes comprehensive and accurate nursing assessment of</li> </ul>

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<p>Disability Services Consumers Rights</p>	<p>individuals in a variety of settings e.g. Primary, Secondary, Community, Schools etc.</p> <ul style="list-style-type: none"> <li>• Ensures accurate documentation and maintains confidentiality of information</li> <li>• Ensures the individual / whanau has adequate explanation of the effects, consequences and alternatives of proposed treatment interventions</li> <li>• Acts appropriately to protect oneself and others when faced with unexpected client responses, confrontation, personal threat or other crisis situations</li> <li>• Evaluates client’s progress toward expected outcomes in partnership with the client</li> <li>• Validates and documents decision-making and outcomes based on nursing knowledge and clinical experience</li> <li>• Recognises early and subtle changes in an individual’s health status and / or circumstances and intervenes appropriately</li> <li>• Acknowledges own limitations of knowledge in complex situations and utilises appropriate resource people when necessary</li> <li>• Provides health education appropriate to the needs of an individual / whanau within a nursing framework</li> <li>• Advises children, parents and family groups effectively by assessing learning readiness; providing teaching; evaluating knowledge and lifestyle changes and maximising opportunities for client learning and independence</li> <li>• Reflects upon, evaluates with, peers and experienced nurses, pharmacists the effectiveness of care and delivery of National Immunisation Programme provision</li> <li>• Maintains professional development</li> <li>• Continues to advance clinical knowledge and skills through self-learning, case presentations, in- service education and external programmes as approved by his / her line manager</li> <li>• Participates in teaching others, including Nursing Students</li> </ul>
<p><b>Task 3:</b> Demonstrates effective interpersonal relationship skills</p>	<p><b>Expected Result:</b></p> <ul style="list-style-type: none"> <li>• Establishes, maintains &amp; concludes therapeutic interpersonal relationships with client</li> <li>• Practises nursing in a negotiated partnership with the children’s family / whanau where and when possible</li> <li>• Communicates effectively with individuals and health team members</li> <li>• Maintains privacy and confidentiality at all times</li> </ul>
<p><b>Task 4:</b> Participates in inter-professional health</p>	<p><b>Expected Results:</b></p>

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<p>care and quality improvement.</p>	<ul style="list-style-type: none"> <li>• Collaborates and participates with colleagues and members of the health care team to facilitate and co-ordinate care</li> <li>• Recognises and values the roles and skills of all members of the health care team in the delivery of care and initiates referrals to team in a timely manner</li> <li>• Consistently participates (and where appropriate) co-ordinates multi-disciplinary team meetings – e.g. planning vaccination programmes e.g. Influenza Programme</li> <li>• Contributes to the provision of care for vulnerable children under the Vulnerable Children’s Act</li> <li>• Participates in activities which monitor / audit delivery of quality client care e.g. quality processes, and current or retrospective nursing audits</li> <li>• May be the service representative on professional nursing and / or other committees</li> <li>• Shares specialist knowledge and networks with medical / nursing / pharmacy colleagues within and external to Health New Zealand Te Tai o Poutini</li> <li>• When required, assists in formulating and reviewing nursing standards, procedures and guidelines</li> <li>• Develops and / or participates in activities which monitor and audit nursing practice and quality client health outcomes</li> <li>• Supports delivery of other Population Health work (as required) and if competent in the area of health where support is needed</li> </ul>
<p><b>Task 5:</b></p> <p>Contributes to the administration of the Service, working effectively within the nursing team and acting as a professional role model</p>	<p><b>Expected Results:</b></p> <ul style="list-style-type: none"> <li>• Contributes to the smooth running of the Service through participation in administrative tasks</li> <li>• Provides leadership within the Service and co-ordinates service delivery for the Health NZ Te Tai o Poutini Immunisation Service</li> <li>• Demonstrates awareness of factors, which impact on client care in her/his clinical setting, e.g. relationships with other providers</li> <li>• Prioritises own workload to enable support, assistance and supervision for other nurses when necessary</li> <li>• Uses stock in a cost-effective manner within budget constraints</li> <li>• Participates in Service meetings and decision making</li> <li>• Use appropriate channels of communication</li> <li>• Acts as a preceptor in the orientation of new staff and nursing students as required</li> <li>• Teaches nurses, nursing students and other staff clinical procedures following Health New Zealand Te Tai o Poutini Policy &amp; Procedures, in conjunction with experienced Vaccinators and the CNM</li> <li>• Assists in compiling resource material for educational purposes at unit, cluster and organisational level</li> <li>• Makes case study presentations to peers</li> </ul>

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	<ul style="list-style-type: none"> <li>• Participates in in-service education and post-registration education as approved / requested by the CNM</li> <li>• Acts as a resource for area specific responsibilities e.g. Cold Chain</li> <li>• Has knowledge of ethical principles &amp; assists others in resolution of potential dilemmas, utilising appropriate resource people where necessary</li> </ul>
<p><b>Task 6:</b> To participate in the annual performance review process in conjunction with the CNM (or nominated appraiser).</p>	<p><b>Expected Result:</b></p> <ul style="list-style-type: none"> <li>• Prepares for and participates in her / his annual performance review</li> <li>• Identifies and documents professional goals in conjunction with CNM</li> <li>• Maintains a professional nursing portfolio</li> <li>• Presents Annual Practising certificate in a timely manner</li> </ul>
<p><b>Task 7: Emergency</b> To implement emergency procedures and maintain a safe and secure environment by following relevant Health New Zealand Te Tai o Poutini policies, protocols and standards. This includes but is not limited to:</p>	<p><b>Expected Result:</b></p> <ul style="list-style-type: none"> <li>• Demonstrates competence in emergency procedures, e.g. fire, cardiac and respiratory arrest airway protection (Level 4 Core)</li> <li>• Promptly initiates first aid/emergency actions and summons emergency response personnel and provides further emergency assistance</li> <li>• Completes Fire and CPR training and updates regularly as required by Health New Zealand Te Tai o Poutini policies and procedures</li> <li>• Identifies, takes appropriate action and promptly reports clinical, Occupational Safety &amp; Health and security incidents</li> <li>• Assists in the maintenance of Service equipment and where necessary, promptly reports unsafe or malfunctioning equipment</li> <li>• Maintains standards for safety, hygiene and medico-legal requirements</li> </ul>
<p><b>Task 8: Health Promotion</b> Contributes towards the achievement of improved health outcomes through population based Public Health activities with individuals, families and communities, utilising the Ottawa Charter framework and the Treaty of Waitangi</p>	<p><b>Expected Result:</b></p> <ul style="list-style-type: none"> <li>• Follow Ottawa Charter principals in provision of health promotion</li> <li>• Fosters partnership with local communities for the development and implementation of Innovative Strategies and Initiatives, both local, national and international</li> <li>• Identifies and networks with established community agencies, especially with new ethnic groups / key people</li> <li>• Identifies and respect cultural differences within new immigrant community</li> <li>• Consult with the community</li> <li>• Provision of appropriate resources to assist Health Promotion Initiatives</li> <li>• Advocate for Public Health Policy in relation to the client group to make a healthier choice</li> </ul>
<p><b>Task 9: Health and Safety</b></p>	<p><b>This includes but is not limited to:</b></p>



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<p>Lead or implement emergency procedures and maintain a safe and secure work environment by following relevant Health New Zealand Te Tai o Poutini and Divisional policies, protocols and standards</p>	<ul style="list-style-type: none"> <li>• Practice safe work habits ensuring health and safety of yourself &amp; others</li> <li>• Make unsafe work situations safe or, informs a supervisor or manager</li> <li>• Is knowledgeable about hazards in the work area and the procedures in place to identify and control hazards</li> <li>• Use Personal Protective Equipment correctly and when required</li> <li>• Report hazards, incidents, accidents, and near misses promptly and accurately</li> <li>• Seek advice from manager/s if unsure of work practices</li> <li>• Complete mandatory training as required</li> <li>• Is knowledgeable of emergency procedures and evacuation plans</li> <li>• Assists in maintenance of equipment as required, and reports faulty equipment promptly</li> <li>• Actively practices clinical standard precautions</li> </ul>
<p><b>Task 10: Quality</b></p>	<ul style="list-style-type: none"> <li>• Is responsible for ensuring a quality Immunisation Service is provided in their area of expertise</li> <li>• Involved in quality activities and should identify areas for improvement</li> <li>• All staff are to be familiar with and apply the appropriate organisational and divisional policies and procedures</li> </ul>
<p><b>Task 11: Limitations of Authority</b> Matters which must be referred to CNM</p>	<ul style="list-style-type: none"> <li>• Security breaches and quality standard failures</li> <li>• Any Safety 1st service Incidents</li> <li>• Any matters which are not clearly identified or do not comply with Health New Zealand Te Tai o Poutini adopted policies or procedures</li> </ul>

## PERSON SPECIFICATION:

<p><b>Qualifications and Experience- Essential</b></p>
<ul style="list-style-type: none"> <li>• Registered Nurse - current NZNC Practicing Certificate</li> <li>• 5+ years post graduate relevant nursing experience</li> <li>• Vaccinators Certificate (Adult &amp; Child)</li> <li>• Understanding of Principals of Public Health &amp; the Ottawa Charter</li> <li>• Has an understanding and commitment to the overarching objectives of the New Zealand Health and Disability strategy</li> <li>• Understands vulnerable children and relevance to Immunisation Service delivery</li> <li>• Completion of, or personal commitment to undertake, cultural competency training</li> <li>• Computer literacy including proficient use of standard software: MS Office suite / Outlook, Excel &amp; Power Point</li> <li>• CPR Certificate – Level 4</li> <li>• Current driver’s license - no restrictions / clear record</li> </ul>
<p><b>Qualifications and Experience- Desirable</b></p>

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- Previous Primary Practice experience and / or with health promotion / education activities
- Holds or is working towards relevant qualifications to this area of nursing e.g. PG Certificate in Primary Health Care Speciality (Well Child / Tamariki Ora), Child & Family Health, Advanced Child Health Assessment, Health Promotion, Open Polytech -Using Standards to Assess Candidate Performance, Adult Teaching
- BCG Gazetted
- Completed relevant World Health Organisation (WHO) Health Academy online eLearning
- Knowledge of Primary Practices Patient Management Systems (PMS) Indici, Medtech32 etc
- Knowledge of Te Reo and Tikanga

### Personal Attributes

- Demonstrate professional accountability within scope of practice
- Supports Health Wellness / Disease Prevention through Immunisation
- Awareness of and sensitivity to cultural diversity and safety with understanding of the Principles of the Treaty of Waitangi
- Has the ability to work professionally / co-operatively and efficiently within a team model
- Possess a high level of initiative / dependable self-reliant attitude to work
- A high standard of time management / organisational and prioritisation skills
- Has appropriate communication skills
- Can be flexible, adaptable and open to change
- Capable and confident in dealing with stressful situations
- Ability to maintain confidentially and use discretion
- Commitment to on-going self-development of nursing skills and in-service education
- Ability to be alcohol, drug & smoke free at work

### Knowledge of (but not limited to):

- Vaccine Preventable Diseases
- Maternity Services, MOH NZ: Section 88
- Treaty of Waitangi and its application to health
- Children, Young Persons, & Their Families (Oranga Tamariki) Legislation Act 2017 – Section 66
- Health and Disability Commissioner (Code of Health and Disability Services Consumer's Rights) Regulations (1996)
- Privacy Act (1993) and Health Information Privacy Code (1994)

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The intent of this position description is to provide a representative summary of the major duties and responsibilities performed in this job classification. Employees may be requested to perform job related tasks other than those specified.

Signed on behalf of Health New Zealand, Te Tai o Poutini West Coast

\_\_\_\_\_

Name \_\_\_\_\_

Position \_\_\_\_\_

Date \_\_\_\_\_

**Health New Zealand,  
West Coast Te Tai o Poutini**

I accept the terms and conditions as outlined in this Position Description

\_\_\_\_\_

Name \_\_\_\_\_

**Immunisation Co-Ordinator**

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

**Health New Zealand,  
West Coast Te Tai o Poutini**