

POSITION DESCRIPTION

Position Title	Lead COVID Immuniser		
Division	Nursing	Unit	Infection Control
Campus	Leongatha		
Classification	YW18		
Award	Nurses and Midwives (Victorian Public Sector) (Single Interest Employer) Enterprise Agreement 2016 - 2020		
Reports To	COVID Coordinator		
Position Approved By	Director of Nursing Leongatha		

Position Outline:

The position of a Lead COVID Immuniser is responsible for ensuring the delivery of high quality, responsive and evidence-based care that meets professional, organisation, legal and ethical standards in order to optimise health outcomes for the community. The Lead COVID Immuniser is responsible for fostering a positive culture, driving change, a safe working environment and the effective utilisation of resources in collaboration with the COVID Coordinator.

The Lead COVID Immuniser plays a vital role at GSHS to manage our response to COVID-19 and the delivery of COVID-19 vaccines. The Lead COVID Immuniser will be the first line of escalation of medical and/or operational issues for nursing staff, support staff and other COVID-19 Vaccine team members.

As the Lead COVID Immuniser you will:

- Provide clinical oversight and supervision of vaccinators.
- Deliver training and advice to vaccinators.
- Be the initial referral point for vaccination issues or concerns.
- Directly handle vaccinations for complex patients.
- Ensure efficient workflow and streamlined processes.
- Escalate issues to and liaise with medical officers and the GRPHU (Gippsland Region Public Health Unit) as required.

This is a leadership position and carries with it the professional responsibilities of daily operational clinical expertise and leadership, management of staff operational issues, induction and orientation of new staff, training, as well as, administrative requirements.

Divisional Context:

The Nursing Division at GSHS is a dynamic team of nurses, personal care attendants, hotel and domestic workers, administrative staff, managers and a variety of key medical practitioners who provide a broad range of acute and nursing-based services to the South Gippsland Shire, including:

- Inpatient care
- Specialist Nursing Services
- Theatre
- Infection Control
- Residential Aged Care
- Clinical Support Services
- Hospitality Services
- Staff Education and Development

Health Service Context:

GSHS is a major provider of healthcare in the South Gippsland Shire. GSHS offers a broad range of services that meet the needs of a diverse and sparsely populated area with many small rural communities. With two main acute facilities based at Leongatha and Korumburra, GSHS offers a broad range of specialist, general, acute, subacute, ambulatory, residential aged care and community services.

Although GSHS is made up of a number of sites, they all operate as part of the one organisation and therefore the service profile is informed by the geographical nature of the diverse communities as well as the strategic imperatives of the Department of Health & Human Services.

Vision, Mission and Values:

The Values are detailed in GSHS' Employee Charter and form part of your terms and conditions of Employment as does the Code of Conduct for Victorian Public Sector Employees. GSHS expects all employees to behave in accordance with these requirements at all times whilst employed by the organisation.

Vision	Mission
<i>Excellence in Healthcare</i>	<i>Building a Healthier Community Together</i>

Gippsland Southern Health Service - Values and Behaviours		
Value	Above the Line Behaviour	Below the Line Behaviour
Excellence	<ul style="list-style-type: none"> • Continuous Improvement • Evidence Based Practise • Consistency of Practice • Innovative Practice • High Standards 	<ul style="list-style-type: none"> • Unwilling to Improve • Lack of Innovation • Non-Adherence • Inconsistency • Acceptance
Individuality	<ul style="list-style-type: none"> • Be Tolerant • Acknowledge Rights • Personalise • Support Individuals • Practice Self Care 	<ul style="list-style-type: none"> • Lack of Respect • Discriminating • Being Inconsiderate • Being Judgemental • Being Dismissive
Collaboration	<ul style="list-style-type: none"> • Value Teamwork • Involve Others • Actively Listen • Ask and Offer Solutions • Support Decisions and Change 	<ul style="list-style-type: none"> • Poor Communication • Criticising Others • Being Negative • Not Open • Withholding Information
Accountability	<ul style="list-style-type: none"> • Take Responsibility • Set Clear Expectations • Manage Performance • Results Focused • Ethically Bound 	<ul style="list-style-type: none"> • Blaming Others • Unethical Behaviour • Underperforming • Unreliable • Shirking Responsibility
Respect	<ul style="list-style-type: none"> • Respect People • Respect Privacy • Respect Property • Respect Views • Be courteous 	<ul style="list-style-type: none"> • Being Rude • Being Negative • Being Disrespectful • Being unhelpful • Disrespecting Property
Empowerment	<ul style="list-style-type: none"> • Take Initiative • Actively Participate • Ask Questions • Clarify Expectations • Empower Others 	<ul style="list-style-type: none"> • Authoritarian • Discrimination • Blaming Others • Not Sharing • Stifling Development

Key Responsibilities

- Provide leadership, develop and maintain strong, cohesive working relationships.
- Maintain current knowledge of clinical practice and ensure all processes and advice are in line with current public health guidelines issued by DH.
- Collaborate and communicate with all members of the COVID-19 Vaccine team to achieve desired consumer outcomes.
- Cultivating a strong team culture and engaging a provisional workforce from a wide range of backgrounds, including developing and delivering training to this staff group in all GRPHU systems and processes as applicable to each role.
- Participate and support the development of necessary training, regular program meetings, and quality monitoring improvement activities in order to ensure and enhance the quality of case investigation activities and program outcomes.
- Provide clinical oversight and supervision of vaccinators.
- Deliver training and advice to vaccinators.
- Accept and respond to issues or concerns raised by vaccinators and other members of the COVID-19 Vaccine Team; promptly manage and mitigate risks that have arisen.
- Escalate issues to and liaise with Medical Officers, and the GRPHU.
- Confirm eligibility of clients for receiving a COVID-19 vaccine, and directly handle vaccinations for complex patients.
- Ensure that the team work within a safe scope of practice and that any issues are appropriately escalated to medical and operational management as appropriate.
- Adhere to legislation pertaining to privacy and confidentiality and the handling of personal information.
- Undertakes any other duties as required and directed by the Covid Coordinator.

Key Selection Criteria:

Mandatory

- Qualification as Nurse Immuniser with experience in delivering immunisations
- Current Registration with AHPRA as a registered health professional, with no practicing restrictions
- Completed the Australian Government COVID training modules.
- Current Police Check.
- Good computer skills.
- Good interpersonal skills.
- Organisational and problem solving skills.
- Time management and decision making skills.

Desirable

- Minimum 5 years' clinical experience.
- Post graduate qualifications in Infection Prevention and Control and/or Public Health and/or Business Administration or equivalent.
- Experience in management or leadership role.
- Previous experience in new service or team development.
- Experience with staff education and training models.
- Community engagement experience.

OH&S

Each employee has the right to a safe working environment and they should advise their supervisor of any risk or condition likely to result in accident or injury. Each employee has the responsibility to take reasonable care of their own health and safety, to comply with GSHS OH&S policies and procedures and to participate in appropriate safety education and evaluation activities.

Policies & Procedures

It is everybody's responsibility to access and have knowledge of the relevant policies and procedures that relate to their employment. All GSHS policies and procedures can be accessed on the intranet site.

Person Centred Care

Person Centred Care (PCC) is a philosophical approach to how we provide care to patients and interact with other customers, including colleagues. PCC is based on the principles of respect, value of the individual, and the need to deliver service in an environment that supports peoples' physical, emotional, social and psychological needs. PCC is underpinned by a culture of collaboration and partnership and all staff are required to adhere to these principles.

Values & Conduct

Staff are required to comply with GSHS Employee Charter. The way we behave in the workplace and the manner in which we undertake our job is as important as how we perform the tasks for our role. We expect that all staff will embrace GSHS' Employee Charter and demonstrate these in their daily work.

GSHS operates under the Code of Conduct for Public Sector Employees. This Code of Conduct, together with any professional Code of Conduct relevant to the role being performed, form part of each employee's conditions of employment and it is expected that all staff will familiarise themselves and comply with this Code of Conduct and those relevant to the role they perform at GSHS.

Child Safety

GSHS is a Child Safe organisation. The GSHS Child Safe Policy and Procedure applies to all staff, volunteers, students and contractors of GSHS. GSHS staff will:

- Protect and promote the health, safety and well-being of all children.
- Recognise vulnerability and identify risk and harm to children early.
- Respond appropriately, effectively and in a timely way to reduce risk and support children and their families to achieve improved outcomes.
- Promote culturally competent and responsive health care.
- Work together with families, community services providers and the statutory system in the best interests of children (DHHS Healthcare that Counts Guiding Principles, 2017).

Violence & Aggression

GSHS seeks to promote a safe and inclusive workplace and community that are free from all forms of violence and aggression. GSHS staff:

- Are aware that supports are available for GSHS staff and volunteers who may be experiencing family violence.
- Identify, respond to and support consumers impacted by family violence as guided by organisational procedures.
- Identify, report and access support in relation to incidents of occupational violence and aggression.

Diversity & Inclusion

GSHS is an equal opportunity employer. We recruit, employ, train, compensate and promote regardless of race, religion, colour, national origin, sex, disability, age, veteran status, and other protected status as required by applicable law.

Risk Management

GSHS supports an organisational philosophy that ensures risk management is an integral part of corporate objectives, plans and management systems. Staff are to be accountable for risk management through organisational, team and individual performance objectives that are within their span of control.

- Contribute to effective risk management within their area of influence.
- Adhere to organisational risk management policy and procedures.
- Assist in fostering a risk-aware culture and ensure that any staff members in their supervision understand their responsibilities.
- Identify new and emerging risk.
- Contribute feedback to risk management review processes.

Professional Development & Performance Management

Ensures best practice at all times by ensuring that professional skills are regularly updated and mandatory competencies are maintained in accordance with GSHS Policy.

It is a condition of employment that staff participate in the performance review program in accordance with the parameters set out in GSHS policy and procedures.

Quality Improvement

Each staff member has a responsibility to participate and commit to ongoing quality improvement activities.

Clinical Supervision

GSHS' participates in programs designed to provide students with on-the-job training whilst being supervised by an appropriately skilled person. All staff of GSHS are required to provide such supervision from time-to-time.

Registered Health Professionals are required as part of their status as registered Health Professionals to provide clinical supervision from time to time, whether recognised as part of their job responsibilities or not. GSHS expects that the highest standards of best practice will be applied at all times where staff are required to provide clinical supervision to either staff or students.

Privacy & Confidentiality

All GSHS Employees are required to comply with the provisions of the Privacy & Confidentiality Policy and any legislative requirements detailed in the Federal Privacy Act, 1988, the Health Records Act 2001, Section 141 of the Health Services Act Victoria, 1988 and the Freedom of Information (Amendment) Act, Victoria 1999.

All staff are required to read, understand and sign the Confidentiality and Privacy Agreement that sets out specifically what is required, upon commencement of employment. These provisions form part of the terms and conditions of employment and any breach will be subject to disciplinary action as per the Performance Development and Discipline Policies, along with the relevant Enterprise Agreement.

Additional Requirements:

To ensure a healthy and safe environment for everyone, smoking is not permitted on GSHS grounds, buildings or vehicles.

All staff are required to provide a current National Police Records Check prior to commencement. A Working with Children Check may also be required for particular positions.

This position description is intended to describe the general nature and level of work that is to be performed by the person appointed to the role. It is not intended to be an exhaustive list of all responsibilities, duties and skills required. Any elements of this document may be changed at GSHS' discretion and activities may be added, removed or amended at any time.

Sign-off to verify agreement with this Position Description:

Incumbent		Date	
Manager		Date	