



CONFIDENTIAL

JOB DESCRIPTION

Position:	Outreach Immunisation Vaccinator
Purpose:	To ensure the successful implementation of an Outreach Service providing immunisation within the community.

INCUMBENT'S PERSONAL DETAILS

Employee Name:	
Phone No:	
Email:	

AUTHORITIES

Reports To:	Outreach Clinical Lead Nurse
Number of Direct Reports:	Nil
Staffing:	Nil
Financial Authority:	Nil

KEY RESPONSIBILITIES

<u>Key Accountabilities:</u>	<u>Tasks:</u>
<u>IMMUNISATION OUTREACH</u>	
Administration	<ul style="list-style-type: none"> ✓ Record feedback regarding the outcomes of outreach visit as per service requirements ✓ Maintain records of children who have not been located by outreach services ✓ Work collaboratively with the Outreach Support Worker/Administrator ensuring the scope of practice of the support worker is clearly understood and adhered to
Relationship Management / Customer Services	<ul style="list-style-type: none"> ✓ Develop relationships with child health providers, including Plunket, General Practices, Maternity providers, hospitals, PHOs, Child Health Administrators ✓ Provide services in a way that empowers the parent/caregiver to make informed decisions and choices
Outreach visits	<ul style="list-style-type: none"> ✓ Ensure that family screening occurs during each home visit. ✓ Share information regarding child health services ✓ Co-ordinate referrals with other <i>HealthWEST</i> Services ✓ Administer vaccinations according to the current National Immunisation Schedule and the Immunisation Standards once consent is obtained from the parent ✓ Ensure accurate records are kept of the immunisation event according to the current Immunisation Standards
Quality Assurance	<ul style="list-style-type: none"> ✓ Continuously monitor equipment and report any concerns ✓ Order vaccines
Reporting	<ul style="list-style-type: none"> ✓ Develop monthly report ✓ Develop narrative report
Community Events	<ul style="list-style-type: none"> ✓ Attend occasional community events as and when required (possibly on Saturdays or Sundays) to promote the programmes/services and to provide information to the community
Health and Safety	<ul style="list-style-type: none"> ✓ Recognise individual responsibility for workplace Health and Safety under the Health and Safety Act 1992.
Treaty of Waitangi	<ul style="list-style-type: none"> ✓ Integrated awareness of the Treaty of Waitangi and the special access needs of Maori into administration and communication processes
Office Maintenance	<ul style="list-style-type: none"> ✓ Support a presentable office environment by keeping: <ul style="list-style-type: none"> ▪ Clean and organised desk space ▪ Completed/finalised documents are filed ▪ Cleanliness & hygiene of office equipment

	(computer, phone, keyboard, etc.) <ul style="list-style-type: none"> ▪ Neat & tidy kitchen and lunch room (dishes in the dishwasher, surfaces wiped, rubbish disposed, etc.)
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MEETINGS

<u>Meeting:</u>	<u>Frequency:</u>
Team meeting	Monthly
Any other meetings	As and when required

JOB REQUIREMENTS

Delivering Results

Maintaining a high level of commitment to personally getting things done.

Behaviours

- ✓ Assume personal responsibility for achieving outcomes
- ✓ Work effectively with little direction
- ✓ Dependable and responsible
- ✓ Exerts the personal effort and hard work to achieve results
- ✓ Does not give up easily, persists to achieve results
- ✓ Overcomes obstacles to achieve results

Quality Focus & Relationship Management:

Anticipate needs by designing, promoting or supporting the delivery of services that exceed expectations.

Behaviours

- ✓ Actively gathers information and works to understand their perspectives
- ✓ Listens to and values, suggestions and feedback
- ✓ Anticipates individual needs
- ✓ Within areas of control, will develop services to better meet the needs of clients
- ✓ Actively champions the fulfilment of client needs within the organisation
- ✓ Monitors work, systems and process and takes actions they meet or exceed standards.

In Depth Problem Solving and Analysis:

Solves difficult problems through careful and systematic evaluation of information, possible alternatives and consequences.

Behaviours

- ✓ Quickly learns new information, and uses that information to provide timely and innovative solutions to problems.
- ✓ Considers alternatives and possible consequences, decides upon a course of action and assumes responsibility for decisions.

Team Work, Collaboration and Relationship Management

Effectively working and collaborating with others towards a common goal

Behaviours

- ✓ Values relationships within, across and outside the organisation
- ✓ Actively builds and maintains relationships that support business goals
- ✓ Personalises work relationships to facilitate smooth operations
- ✓ Displays good social skills
- ✓ Build and maintains cooperative working relationships with others
- ✓ Assists others in the completion of their tasks to support group goals
- ✓ Listens to and values the input of others

Continuous Improvement:

Seek opportunities to improve current processes, systems and methods to promote reliability, quality and efficiency of output.

Behaviours

- ✓ Always looks for ways to improve the quality of work
- ✓ Seeks opportunities to improve general work processes, methods and systems.
- ✓ Is willing to alter current processes and methods when appropriate.
- ✓ Encourages others to apply the discipline of continuous improvement
- ✓ Is personally committed to improving the overall quality, efficiency and effectiveness of own work, and the work of group or department.

Business Communication: Verbal/Written

Communicate clearly and effectively in English with people inside and outside of the organisation.

Behaviours

- ✓ Develops a good communication rapport with other people
- ✓ Is a good Listener
- ✓ Readily shares useful information and knowledge
- ✓ Articulates thoughts and ideas clearly
- ✓ Is truthful and constructive in communications
- ✓ Is competent at expressing ideas when communicating with the written word
- ✓ Is professional with all forms of communication used for work purposes eg, email, text, verbal, clinical documentation etc.

Values

- ✓ Professionalism
- ✓ Respect
- ✓ Integrity
- ✓ Support
- ✓ Education

Skill Requirements

- ✓ New Zealand Registered Nurse
- ✓ Have a nursing background/or community worker experience in Primary Care
- ✓ Experience with Outreach Services is desirable
- ✓ Certified and authorised to immunise/vaccinate
- ✓ Displays cultural sensitivity and a willingness to work positively with organisational strategies to improve health outcomes for Maori and Pacific people
- ✓ Have Microsoft office Suite skills, including Word, Access, Excel, Outlook, MedTech

SIGNATURES

JD approved by:	
Signature:	
Date:	
Employee Name:	
Signature:	
Date:	