



Whanganui Regional Health Network

## POSITION DESCRIPTION

<b>Position:</b>	<b>WRHN Casual Vaccinator (6-8 weeks)</b>
<b>Reports to:</b>	Immunisation Co-ordinator Whanganui Regional Health Network
<b>Primary Objective</b>	<p>To improve the health and wellbeing of whanau and our communities by assisting Manaaki Te Whanau Team to increase population health coverage targets within the Te Whatu Ora Whanganui rohe and to assist with strategies aimed at maintaining or improving these levels in the future.</p> <p>Contribute to achieving equitable health outcomes, using a Te Tiriti o Waitangi focus and an equity lens to ensure culturally safe and responsive service.</p> <p>Work collaboratively both within the organisation, and externally with iwi, health, education and social service providers and communities to ensure equitable health outcomes are achieved.</p> <p>Support a whanau ora approach for system-wide change and advocate for health-promoting environments, pro-equity approaches and whanau-centric design and delivery.</p> <p>Supports the achievement of population health targets for communities across the rohe including but not limited to, B4Sc checks and whole of lifespan immunisations.</p> <p>Implements a strong clinical focus that ensures a high standard of efficiency and quality amongst outreach team members and the wider WRHN clinical environment.</p>
<b>Scope</b>	<ul style="list-style-type: none"><li>• The delivery of a range of population health services (i.e. immunisations, B4Sc checks, using an innovative range of methods (including but not limited to, track and tracing, home visits, marae visits, 'clinics' in a variety of clinical and non-clinical settings).</li><li>• Ensuring compliance with national standards for cold chain accreditation and maintenance.</li><li>• Working with Whanganui Regional Health Network (WRHN) general practice teams (rural and urban), Iwi partners and</li></ul>

	other key stakeholders on a variety of activities to attain national population health targets.
<b>Direct Reports:</b>	None
<b>RELATIONSHIPS</b>	
<b>Internal</b>	<b>External</b>
Manaaki Te Whanau Team WRHN team WRHN Immunisation Co-ordinator WRHN B4 School facilitator WRHN child and maternal team WRHN practice facilitators	WRHN and NHC General Practice Teams Iwi provider Organisations- Te Oranganui, Ngati Rangi and Te Kotuku Public Health Teams Local Community Providers Local Community Agencies and NGO's MoH, MoH Immunisation implementation Team, MoH new-born enrolment team Te Whatu Ora Whanganui Paediatric unit Plunket, Tamariki Ora NIR administrator Immunisation Advisory Centre (IMAC)
<b>AUTHORITIES/DELEGATIONS</b>	
<b>Financial</b>	<b>Staffing</b>
Nil	Nil
<b>PERSON SPECIFICATION</b>	
<b>Qualifications/Credentials</b>	
<b>ESSENTIAL</b>	<b>PREFERRED</b>
Comprehensive Registered Nurse or General and Obstetric Nurse with the following: <ul style="list-style-type: none"> <li>• Current Annual Practicing Certificate</li> <li>• Full Driver's License</li> <li>• Current CPR certificate</li> <li>• Indemnity Insurance</li> </ul>	Experienced Registered Nurse  Experience acting as a preceptor to new graduate nurses and/or student nurses
Fully authorised Vaccinator (infant to adult preferred)	B4 schools checks certification, experience with cold chain management, including off-site clinics.
<b>EXPERIENCE</b>	
<b>ESSENTIAL</b>	<b>PREFERRED</b>

Commitment to improving the quality of care and service delivery for tamariki and their whanau in a client centred culturally safe, creative, and innovative manner.	Experience in Primary Care and community settings with a focus on child and whanau wellbeing, including whole of lifespan immunisations and B4School checks.
Life skills which include a good understanding of community inequalities, social determinants of health and conscious/unconscious bias in healthcare. Understands concepts of whanaungatanga and manaakitanga and Māori cultural orientation to whanau, hapu and iwi.	Evidence of commitment to cultural safety by meeting and exceeding the cultural needs of clients/consumers/colleagues.
Proven ability to ensure professional practice standards are maintained.	Experience working from a strong quality perspective with evidence of same.
Good understanding of how general practice/primary operates.	Expert clinical knowledge and experience in working within general practice/primary care environment.
Practice management experience including familiarity with MedTech Evolution, PMS, Dr Info, Dashboard recall systems.	Excellent computer skills – systems understanding and software packages implementation including the Microsoft Office suite of products.
Understanding and familiarity with general practice infrastructures and support systems.	Experience in use of screening tools, recall systems, advanced forms, clinical decision support tools.
Excellent written and oral communication skills.	Basic understanding/pronunciation of Te Reo Māori and/or willingness to learn

### Special Skills/Personal Attributes

ESSENTIAL	PREFERRED
Proven excellent communication skills. Able to build rapport and work with a wide range of people and whanau, clinicians and organisations.	
Flexible and adaptable approach – “can do attitude”. Motivated, able to utilise own initiative to get things done.	Promotes and develops local networks and has experience in working effectively alongside other professional, health/social services in the Whanganui region.
Excellent time management and prioritization ability.	Ability to work under pressure.

High degree of credibility with all staff including interdisciplinary teams.	Desire to strengthen working relationships with collaborative partners across the health, social and education sectors.
A proven ability to work within different cultures.	Evidence of commitment to cultural safety by meeting and exceeding the cultural needs of clients/consumers/colleagues. Understands and demonstrates concepts of whanaungatanga and manaakitanga and Maori cultural orientation to whanau, hapu and iwi.

Key Responsibility	Performance Indicator	Performance Measure
<p><b>Outreach Services</b></p> <p>To support a whanau ora approach to delivery of outreach services.</p> <p>To improve the health and wellbeing of all New Zealanders by assisting immunisation providers to increase vaccine coverage rates for influenza vaccine, MMR and childhood vaccines to meet national health targets.</p> <p>To assist with the improvement of our regional immunisation and B4Sc rates while focussing on equity for Māori.</p> <p>Provides and empowers effective clinical nursing management for clients and whanau to empower them to achieve positive health outcomes</p>	<p>Work closely with the Immunisation and B4Sc co-ordinators, as well as the MTWT Clinical Lead to plan clinics, home visits, identify priority whanau for service provision.</p> <p>Assist in the event of disease outbreaks, epidemics or pandemics and/or catch-up campaigns.</p> <p>Ensures a quality outreach service that addresses issues of access for priority populations/ This includes alternative venues, hours and providers, as necessary.</p> <p>Demonstrates advanced assessment skills and effective clinical judgements supported by clear documentation. Refers appropriately to other professionals for guidance and management as required.</p>	<p>Improved equity rate across population health measurements is evidenced.</p> <p>Areas of low achievement against national targets are key focus areas for outreach team.</p> <p>Develops effective, respectful communication with families/caregivers and stakeholders.</p> <p>Home visits and nurse-led clinics to clients who are identified as being Māori or Pasifika are prioritised.</p> <p>Offers vaccination and/or well child checks to children defined as hard to reach by primary care/community services.</p> <p>All referrals into MTWT receive either a phone call or home visit within three weeks of receipt of referral.</p> <p>Contributes to district meeting national immunisation and screening targets.</p>

<p><b>Cold Chain</b> To maintain cold chain accreditation for the WRHN Outreach Team</p>	<p>Ensure a safe vaccine supply through the maintenance of the Cold Chain Accreditation (CCA) process and identification of any gaps in cold chain integrity.</p>	<p>Providing hands on Cold Chain support when required to our collaborative partners.</p>
<p><b>Continuous Improvement/Quality Focus</b></p>	<p>Maintains clinical supplies and ensure they are fit for purpose.</p> <p>Identifies new ways of working to improve efficiency and optimal use of resources to get desired outcomes. Works collaboratively to introduce new ideas and systems.</p> <p>Attends and contributes to team meetings when available.</p>	<p>Perform stock take of clinical supplies as required.</p> <p>Orders vaccines via Propharma/Healthcare logistics for WRHN in liaison with immunisation coordinator.</p> <p>Assists to maintain OIS offsite bags and order supplies accordingly.</p> <p>Assists to maintain weekly emergency equipment check and documents same.</p> <p>Participates in WRHN CQI activities as required.</p> <p>Conducts self professionally and within organisational policy/guidelines.</p>
<p><b>Cultural Safety &amp; Responsiveness</b></p>	<p>Demonstrates a commitment to Te Tiriti o Waitangi/The Treaty of Waitangi through partnership, participation, and protection.</p> <p>Services are delivered with an understanding of culture, equity issues, colonisation, systemic and intuitional racism and a focus on equity of health outcomes.</p> <p>Demonstrates an understanding of the Pae Ora- Healthy Futures</p>	<p>Demonstrates ability to engage effectively with Māori consumer/ patients/whānau.</p> <p>Demonstrates ability to apply Te Tiriti o Waitangi/The Treaty of Waitangi within service.</p> <p>Takes into effect of one's own culture, history, attitudes and values while not imposing them on patients or consumers.</p>

	Act 2022 as a holistic concept and as a way of collaborative working to improve the health of individuals, whanau and environments.	Participation in WRHN Cultural and Equity orientation and the Hāpai te Hoe cultural induction programme via the WDHB.
<p><b>Health &amp; Safety</b></p> <p><b>Actively participate and comply with the requirements of the Health &amp; Safety at Work Act 2015(HSAW Act) and any subsequent amendments or replacement legislation</b></p> <p><b>Actively contribute to risk management activities within the team</b></p>	<p>Applies health and safety related skills and knowledge to all work practices.</p> <p>Demonstrates self-awareness and risk assessment skills prior to and during home visits, prioritising the safety of self and colleagues when required.</p>	<p>Maintains own safe working environment, particularly during community/home visits.</p> <p>Is aware of and can identify hazards to which they may be exposed and/or they may create and acts accordingly.</p> <p>Advice or assistance is sought before commencing an unfamiliar work practice.</p> <p>Hazards are identified, control plans documented, and hazards eliminated, minimised or isolated.</p> <p>Complying with WRHN policies, procedures, protocols and guidelines.</p> <p>Participating in audit activities.</p> <p>Identified risk or incident trends are reported to Clinical Governance Group.</p>
<b>Privacy and Confidentiality</b>	Maintains strict confidentiality relating to patient information and organisation business.	Adheres to WRHN policies and procedures.
<b>Professional development</b>	Undertakes responsibility for own professional development and contributes to the development of WRHN and the Manaaki Te Whanau Team.	<p>Maintains authorised vaccinator certification and B4School skills as indicated.</p> <p>Meets personal objectives to address identified learning needs.</p>

This position description is a living document. At the time of commencing in the role, the position description will be discussed between the incumbent and their Direct Report, and the final key accountabilities and performance measures agreed upon.

The tasks defined above are indicative and may change from time to time as the needs, priorities and objectives of the company change. Accordingly, the employee will undertake any other tasks and duties as agreed from time to time subject to provision of appropriate training.

**Confirmation of Job Description**

Direct Report \_\_\_\_\_ Date: \_\_\_\_\_

Position Holder: \_\_\_\_\_ Date: \_\_\_\_\_