

	POSITION TITLE	Immunisation Facilitator		
	DIRECTORATE	Te Puni Tūmatawhānui – Health Improvement and Equity Directorate	DEPARTMENT	Population Health
	REPORTING TO (operationally)	Immunisation Coordinator	REPORTING TO (professionally)	Relevant profession governing body (if applicable)
DIRECTORATE RESPONSIBILITIES & DIRECT REPORTS	This role covers the Immunisation Service within the Population Health Service in the Hawke's Bay District Health Board (HBDHB).			
PURPOSE OF THE POSITION	<ul style="list-style-type: none"> To promote the safe and effective delivery of vaccinations to the Hawke's Bay community according to the National Immunisation Programme. To ensure Ministry of Health immunisation targets are achieved and maintained. To actively role model, participate and contribute to the delivery of the Hawkes Bay Health sector vision, values and behaviours. 			
KEY DELIVERABLES	<p>Provide support, information and education to all vaccinators within the HBDHB</p> <ul style="list-style-type: none"> Facilitate Vaccinator Training Courses and updates for authorised vaccinators Provide support and advice for nurses working in isolation including outreach and Māori providers Meet with newly appointed practice nurses and staff employed by Māori health providers involved with promotion and/or delivery of immunisation Ensure all immunisation promoters and providers are aware of any changes to the National Immunisation Schedule Assist practices with Patient Management Systems and NIR <p>Promote the cold chain process by providing advice and education to providers</p> <ul style="list-style-type: none"> Provide support for practices and all immunisation providers with cold chain issues including fridge monitoring and vaccine destruction decisions Monitor vaccine fridges every year Manage the cold chain accreditation process Provide information re cold chain equipment as required Continue to promote the importance of the safe and correct storage of vaccines <p>Support better understanding of the importance of immunisation for individuals and communities</p> <ul style="list-style-type: none"> Attend hui and health promoting days linked to well child and communicable disease Follow up on media releases when appropriate Promote influenza vaccinations especially to the “at risk” population Increase health workers awareness and knowledge of immunisation by running “Information Sharers Courses” Contact primary care providers to ensure immunisations are provided on time or followed up for babies born to Hepatitis B positive mothers Work with the immunisation team at clinics and health days vaccinating overdue infants when appropriate 			
HEALTH & SAFETY RESPONSIBILITIES	<p>HBDHB is committed to maintaining and promoting the health & safety of all its staff, contractors, volunteers and patients. In this role, your duties are:</p> <ul style="list-style-type: none"> Not to do anything that puts your own H&S at risk Not to do anything that puts others H&S at risk To follow all health and safety policies and procedures To follow all reasonable health and safety instructions <p>(You have the right to cease work if you believe that you, or others, are at risk of serious harm).</p>			
KEY WORKING RELATIONSHIPS	<p>INTERNAL</p> <ul style="list-style-type: none"> General Manager, Population Health Immunisation Coordinator (Team Leader) Population Health Team Leaders and Teams Public Health Nurses Secondary care Pharmacy 		<p>EXTERNAL</p> <ul style="list-style-type: none"> Health professionals providing immunisation services IMAC Regional Coordinator and other IMAC staff Māori health providers PHO Managers / staff Well Child Providers 	

DELEGATION AND DECISION	<p>Works autonomously with a high degree of independence within the unit to achieve the plan and problem solve complex issues as they arise.</p> <p>Maintains relationships with Strategic business partners.</p>
HOURS OF WORK	72 per fortnight
EMPLOYMENT AGREEMENT & SALARY	In accordance with the DHBs / PSA Mental Health and Public Health Nursing Multi Employer Collective Agreement (MECA) for hours worked according to qualifications and experience.
DATE	April 2021
EXPENDITURE & BUDGET ACCOUNTABILITY	N/A
SCOPE & COMPLEXITY	<ul style="list-style-type: none"> ▪ A strong emphasis on improving service and reducing inequities for Māori, whānau, Hapu and iwi ▪ Delivers actions that successfully reduce health inequities in Hawke's Bay ▪ Maintains quality intersector relationships in a coordinated and meaningful manner ▪ Works with multiple organisations who have other visions and values ▪ Effectively managing time and prioritising workload to ensure project work is completed within the agreed time

ESSENTIAL CRITERIA

Qualifications

- Registered Nurse with current annual practicing certificate
- Authorised vaccinator

Experience

- Ability to work with all health professionals and members of the public.
- An understanding of the principles of the Treaty of Waitangi with a working commitment to participation, partnership and proactive protection for Maori.
- A strong belief in immunisation and a passion to improve child health.
- Enthusiasm, initiative and a high degree of flexibility.

Business / Technical Skills

- Understanding of Patient Management Systems in primary care.
- Intermediate computer skills and confident user of Microsoft office.

Key Attributes

- Excellent communication, advocacy and interpersonal skills.
- Pragmatic problem solving abilities and ability to manage time effectively

Effectively Engaging with Māori

- Demonstrates knowledge and understanding of local tikanga and Māori culture sufficiently to be able to respond appropriately to Māori
- Is visible, welcoming and accessible to Māori consumers and their whānau
- Actively engages in respectful relationships with Māori consumers and whānau and the Māori community
- Actively seeks ways to work with Māori consumers and whānau to maximise Māori experience
- Actively facilitates the participation of whānau in the care and support of their whānau member

Physical requirements for role: -

Full unrestricted driver's licence.

Vaccination status for role:

Vaccinations as per the current employee immunisation policy including annual influenza vaccination.

DESIRABLE CRITERIA

Experience

- Commitment to quality and excellence.
- Post basic nursing experience.
- Experience in planning and implementing projects, activities and training sessions.
- Good team member and able to work strategically in the Healthy Populations Group service.



Our Vision and Values

Te hauora o te Matau-ā-Māui: Healthy Hawke's Bay

Excellent health services working in partnership to improve the health and wellbeing of our people and to reduce health inequities within our community.



HE KAUANUANU RESPECT
Showing *respect* for each other, our staff, patients and consumers. This means I actively seek to understand what matters to you.

ĀKINA IMPROVEMENT
Continuous *improvement* in everything we do. This means that I actively seek to improve my service.

RARANGA TE TIRA PARTNERSHIP
Working together in *partnership* across the community. This means I will work with you and your whānau on what matters to you.

TAUWHIRO CARE
Delivering high quality *care* to patients and consumers. This means I show empathy and treat you with care, compassion and dignity.