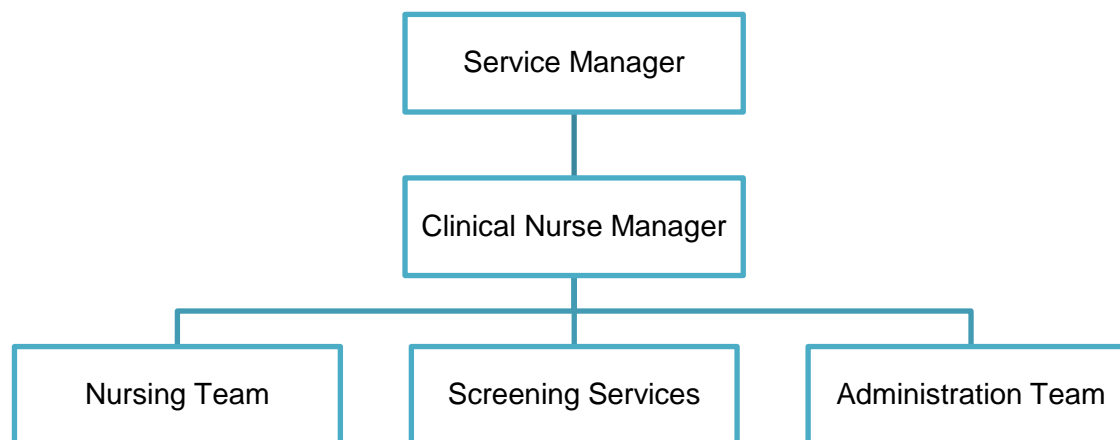


POSITION DESCRIPTION

Position	Outreach Immunisation Nurse	Direct Reports	Nil
Responsible To	Clinical Nurse Manager (CNM) Associate Clinical Nurse Manager (Immunisation)	Location	Rotorua
Financial Delegations	Nil	Date	July 2024
Relationships Internal	NIR Team District Immunisation Facilitator. Administration Team. Public Health Nurses. Vision & Hearing Technicians. The B4 school Team. Population Health Team. Allied Health Staff. Paediatricians and Medical Staff. Other Departments-including children's unit and outpatients	Relationships External	Children, Young People and their families. Pre-Schools and Schools. General Practitioners and Practice Nurses. Well Child Providers. IMAC. Medical Officer of Health. Toi Te Ora Public Health. Community Health Providers and organisations. Child, Youth and Family Services...



1. Primary Purpose(s) of the Position

To provide Outreach Immunisation Services (OIS) to children in Health New Zealand Te Whata Ora Lakes Rotorua region aged 0-6 years. Who primary health care services have been unable to locate or have been unsuccessful in bringing into primary health care services for immunisation and are overdue for their scheduled childhood immunisations and meet the OIS guidelines. Key responsibilities include making contact with these families, discussing immunisation, gaining informed consent and arranging vaccination at their home, clinic or other suitable venues.

Key Objectives

Delivery of Childhood Immunisations as per New Zealand Immunisation schedule as per Outreach Immunisation protocols. in Rotorua Catchment area

Expected Outcomes

- Work in collaboration with, Aotearoa Immunisation Register Coordinator , Immunisation facilitator (IF), general practice and other relevant services to deliver the OIS programme
- Process outreach referrals from AIR, identifying a plan for follow-up
- Locate children and their families
- Discuss immunisation options with parent/family/Whanau - Providing information about the disease and benefits/risks of vaccination to enable them to make informed decisions.
- Facilitate access to primary care for the immunisation or arrange to undertake the immunisation in the clients home, clinic or other suitable venue. Obtain informed consent for each child and vaccination.
- Deliver vaccination as per the immunisation standards for vaccinators contained in the immunisation handbook ensuring all equipment and resources are available and working.
- Complete documentation requirements including notification to AIR, NIR and general practice

Key Objectives

Expected Outcomes

	<p>In circumstances where the vaccinator deems that it is inappropriate to vaccinate in the home or community setting arrange an alternative i.e. support the child to be vaccinated at GP or the hospital</p> <p>Record all adverse events following the Centre for Adverse Reactions monitoring (CARM) process as outlined in the immunisation handbook</p> <p>Encourage clients to connect back into local primary health care and Well Child/Tamariki Ora services</p> <p>Work with family/whanau to breakdown any barriers to accessing immunisation services for future vaccination events</p> <p>Refer the child and family to local General practice and Well Child Tamariki Ora services to ensure that children are enrolled with a care provider for subsequent vaccinations and well child checks</p> <p>Complete statistics and reporting requirements</p>
Contribute in quality improvement to Outreach immunisation services within Te Whatu Ora Lakes	<p>Identify trends, issues and opportunities for development in regard to immunisation</p> <p>Participate in the DHB immunisation steering/stakeholder groups.</p> <p>Participate in local developments and opportunities to improve immunisation coverage, processes and systems working with other providers, services and key personnel.</p>
Support the prevention of child health conditions and infectious diseases In conjunction with the clinical team support the delivery of health education and promotion.	<p>Provide resources and support health education programmes and activities</p> <p>Have an understanding of services, agencies and community support within the HNZ Te Whatu Ora Lakes area and referral pathways.</p> <p>Develop and maintain relationships with health and social agencies, community services, other health professionals, teachers, support staff and other agencies.</p> <p>Provide resources and support health education to children and their families.</p> <p>Advocate for childhood immunisations</p>
Orientating and supporting new PHN and student nurses to OIS	<p>Orientate and educate new staff, student nurses in OIS</p> <p>Facilitate and guide clinical learning experience of vaccination in OIS programme and becoming an authorised vaccinator</p> <p>Assist in their applying theory to practice. Evaluate and support their identified learning needs</p>
Health and Education Promotion	<p>Provide resources and support health education programmes and activities</p> <p>Work alongside key community agencies and services to integrate work and resources.</p>
Responsibility for own professional development	<p>Seeks and maintains knowledge of current best practices</p> <p>Continually seeks to improve knowledge about the organisation and new processes</p> <p>Attends educational opportunities relevant to this role e.g Immunisation updates</p>

Key Objectives**Expected Outcomes**

Utilisation of Telehealth

Provision of patient centric care which will give patients the option of telephone or video appointments where there is no need for an in-person appointment.

Establishes annual goals, objectives, performance targets and Strategies to meet individual professional development needs

Service provision is in line with the New Zealand Health Strategy and the Nurse Executives of New Zealand Telehealth.
Position statement to provide care “closer to home”.
Assist doctors and nurse practitioners to deliver care via video and phone.
Advise patients in the use of tele-monitoring devices (where appropriate) and provide follow-up care to prevent unnecessary hospital admissions.

Other Requirements

Lakes is required to provide 24 hour services which at times may require you to change duties or redeploy to another unit/department to ensure safe patient care.
This position description is not exhaustive and you may be requested to perform other reasonable tasks within your scope of practice.

Key Objectives**Description****Expected Outcomes**

Communication and Personal Interaction**Te Ringa Hora**

the open hand (denoting someone who is sociable)

Openly communicates and cooperates with all levels of DHB employees, patients and visitors.

Builds and maintains open respectful relationships.
Openly and constructively participates in conversations with multidisciplinary team, patients, managers and visitors.
Accepts differences of opinion can occur but these happen respectfully.

Strategy & Performance**Te Ringa Raupā**

the roughened hand (symbolising a hard worker)

Spends energy on delivering role requirements and meeting objectives.
Organises own time to deliver on required tasks and duties.

Has an energetic approach to work and is self-motivated.
Accepts direction and instruction of manager but is able to work effectively without direct guidance.
Maintains expected productivity in line with assigned duties.

Key Objectives**Development and Change
Te Ringa Ahuahu**

the hand that shapes or fashions something (refers to someone who is innovative)

Description

Accepts change in day to day practices and contributes to decision making of the team.
Makes suggestions to increase efficiency of the unit.

Expected Outcomes

Constructively makes suggestions to improve process or practices and gain efficiencies.
Demonstrates positive attitude and responsiveness to opportunities for improvement.
Is solution focused.
Undertakes and manages a specific portfolio of responsibilities as agreed with the CNM.

**Personal Accountability
Te Ringa Tōmau**

the hand that is trustworthy

Is open with manager and colleagues and open to accepting feedback and critique to improve upon practice.

Looks for and undertakes development activities appropriate for role and career development.

Offers and receives constructive critique of practice and self.
Shows respect and establishes rapport when responding to the different needs of people and practice situations.
Advises manager whenever issues may be impacting on performance.
Recognises areas that could be improved in own practice and takes action to address those needs.

**Culture and Values
Te Ringa Taurima**

the hand that nurtures, encourages, supports

Operates in line with Lakes values and expectations and professional codes of conduct.

Demonstrates manaakitanga, respect, integrity and accountability in every day performance.
Incorporates the Lakes Way into day to day business activities.
Demonstrates the culture and the agreed behaviours of Te iti Kahurangi.
Shows respect for patients, colleagues, managers, Multi-disciplinary team and others.

Compulsory Requirements**Māori Health**

Māori philosophies and values of health are demonstrated in work practice.

Expected Outcomes

Meaningful relationships are established with Te Aka Matua (Rotorua and Taupo Hospitals) and Lakes Maori Health division in the planning and delivery of services.
Practices are consistent with Te Tiriti o Waitangi /The Treaty of Waitangi when working with Māori.
Delivery of safe services for Māori are facilitated by ensuring they can access treatment options and are involved in the planning and delivery of their care.
Māori are enabled to access and participate in cultural activities provided by the Lakes.
A commitment to improving the wellbeing of Māori by increasing cultural knowledge in the Lakes is shown.

Compulsory Requirements**Expected Outcomes****Te Iti Kahurangi**

The Lakes Way, Our Place Our Culture.

Works within the Te Iti Kahurangi framework and supporting guide document.

Record Keeping

Complies with the Lakes Corporate Records Management policy to create and maintain full and accurate records.

Quality & Risk

Patient safety is paramount to the service we deliver at Lakes. This is to be achieved in a clinical governance framework that is culturally responsive and identifies and manages risk and opportunities to improve.

Employees are supported to lead by example and implement a culture of continuous quality improvement.
Risks that may prevent Lakes from achieving their goals are identified, reported, and managed.
Māori patients are provided patient-centred care to achieve positive Māori health outcomes.
Needs of Māori are reviewed and reported in the further development of practice, process and or policy.
Evidence-based methodologies are used to support improvements, e.g. Kaupapa, Māori methodology.
Quality care is provided to certification standards.

Health & Safety

Each individual is responsible for ensuring the safety of themselves, their colleagues, patients and their visitors and to comply with all organisational health and safety policies, procedures and guidelines.

Implementation and reinforcement of a proactive healthy work place culture which reflects relevant Lakes policy and legislative requirements.
Healthy lifestyles are actively promoted and participated in, within the work area.
Employees participate in Health and Safety within areas of work.
Health and Safety activities are appropriately documented within specified timeframes.
Health and Safety policies have been read and understood and are applied in the workplace.
Health and Safety policies are appropriately documented within specified timeframes and incidents are reported immediately.
Any opportunities for improving Health and Safety are reported and acted upon in a timely manner.
All near misses/incident/accidents are reported to the appropriate line manager within 24 hours.

Signatures:**Line Manager:**

Position Description Approved: _____

Employee:

Acceptance of Position Description: _____

(Please also initial all other pages to show acceptance of position description.)

Person Specification**Essential****Desirable****Education and Qualifications**

Current New Zealand Drivers Licence (including manual car) .

Person Specification**Essential****Desirable**

Authority to work in New Zealand.
High level of health literacy
New Zealand Registered with the Nursing Council of NZ
Current Annual Practising Certificate
Authorised vaccinator certification – preferred.
Level 4 Resuscitation

Commitment to ongoing post graduate education

Evidence of relevant professional development in specialist clinical knowledge and skills
Professional affiliation.
T/B BCG Gazzette

Experience


Experience delivering childhood immunisations
Excellent verbal and written communication skills including listening.
The ability to discuss immunisations with parents/families/whanau, and answer queries and source information.
Friendly, warm and approachable.
Ability to work autonomously and in a team environment.
Is self-motivated, flexible and uses initiative
Action orientated and solution focused
Passionate about child health and immunisations.
Enjoys working alongside children, young people and their families.
Ability to work within the community with children, young people and their families, in their homes, clinics or other venues.
The ability to work with community providers, services and personnel to improve immunisation processes, systems and coverage.
Accurate, thorough and attention to detail.
Awareness of safety, immunisation and professional standards and ensure implemented into practice
Commitment to ongoing professional development.
Commitment to continuous quality improvement

Experience working with children, young people and families
Experience working within the community and an understanding of community services

Knowledge

Te Tiriti O Waitangi in the provision of health care services and support to Māori.
Te Tiriti O Waitangi in practice, process, policy development and decision making.
Te Whatu Ora Lakes is a Reorua organisation knowledge and understanding of Te Reo/ Correct pronunciation.
Health and Disability Code of Consumer Rights 1996
Health Information Privacy Code 1994

Understanding of issues facing children, young people and their families
Immunisation Standards
Have an awareness of Iwi and Hapu within the boundaries of region.

Person Specification	Essential	Desirable
	Health Practitioners Competency Assurance Act 2003 Human Rights Act 1993 Lakes District Health Board Quality Framework Medicines Act 1981 and Medicines Regulation 1984 Misuse of Drugs Act 1975 and Regulations 1977 Nursing Council of New Zealand Code of Conduct 2004 Nursing Council of New Zealand Competencies for Scope of Registered Nurse 2005 Treaty of Waitangi Act 1975 and its application to the health setting.	
Skills	Pronunciation of Te Reo Māori words and names ..	Proficiency in tikanga and te reo. Knowledge of childhood immunisations and screening services.
Personal Attributes	Non-smoker preferred. Commitment to ongoing post graduate education Evidence of relevant professional development in specialist clinical knowledge and skills Professional affiliation. Excellent work ethic Sense of Humour	Non-smoker preferred.  Flexibility and lateral thinking.

2. About Te Whatu Ora – Lakes

At Lakes we place the highest value on the health and wellbeing of everyone in our community. As such all healthcare workers are expected to play a part in the creation and promotion of an environment which lives the following vision, mission and values:

Vision

Healthy Communities – Mauriora! In this vision Mauriora refers to the Mauri - being the life essence and the source of well-being, and ora - describing the state of wellness.

Strategic Mission

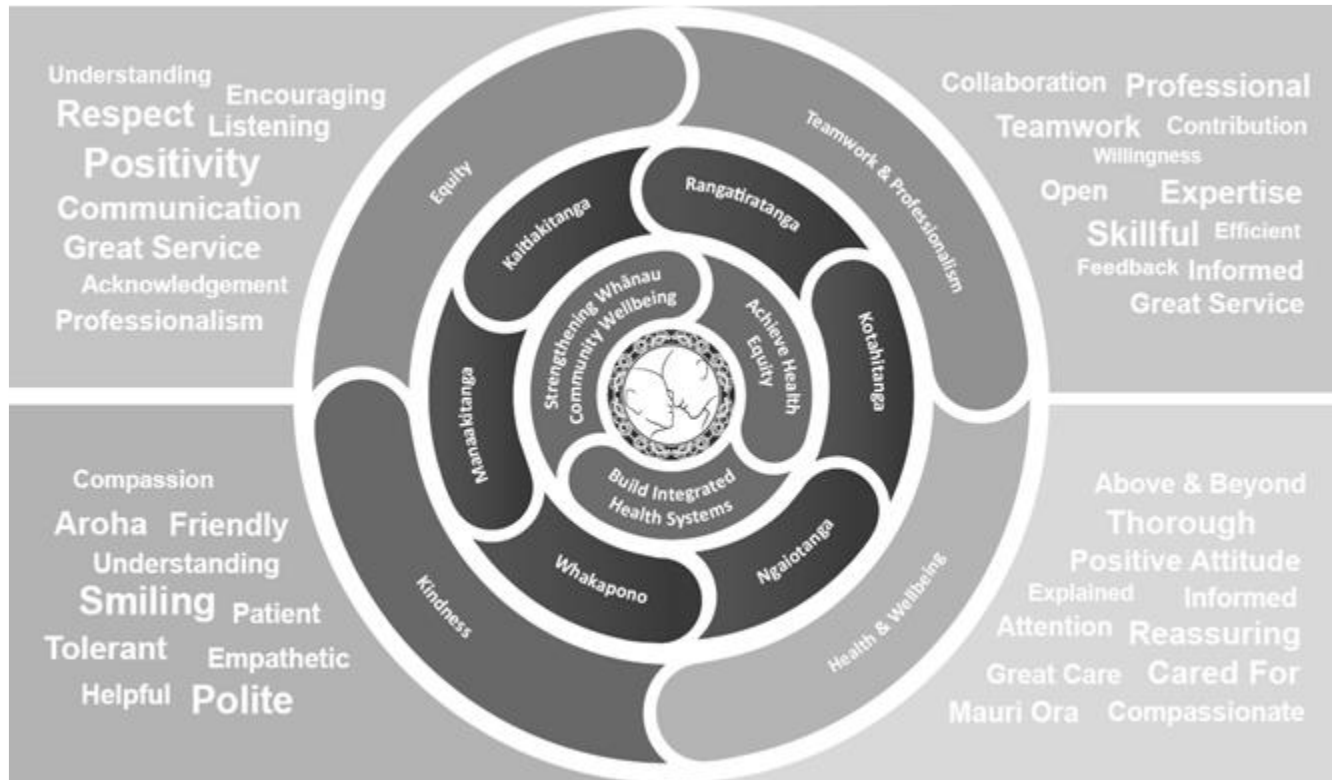
- Achieve equity in Māori health.
- Build an integrated health system.

- Strengthen people, whanau and community wellbeing.

Three Core Values

Manaakitanga	Respect and acknowledgment of each other's intrinsic value and contribution.
Integrity	Truthfully and consistently acting collectively for the common good.
Accountability	Collective and individual ownership for clinical and financial outcomes and sustainability.

3. Te Iti Kahurangi – The Lakes Way, Our Place, Our Culture – We Will



4. Te Tiriti O Waitangi

Our expression of Te Tiriti o Waitangi

The text of Te Tiriti, including the preamble and the three articles, along with the Ritenga Māori declaration, are the enduring foundation of our approach to achieving health and independence. Based on these foundations, we will strive to achieve the following four goals, each expressed in terms of mana.

Mana whakahaere

Effective and appropriate kaitiakitanga and stewardship over the health and disability system. Mana whakahaere is the exercise of control in accordance with tikanga, kaupapa and kawa Māori. This goes beyond the management of assets and resources and towards enabling Māori aspirations for health and independence.

Mana motuhake

Enabling the right for Māori to be Māori (Māori self-determination); to exercise their authority over their lives and to live on Māori terms and according to Māori philosophies, values and practices, including tikanga Māori.

Mana tangata

Achieving equity in health and disability outcomes for Māori, enhancing the mana of people across their life course and contributing to the overall health and wellbeing of Māori.

Mana Māori

Enabling Ritenga Māori (Māori customary rituals), which are framed by te ao Māori (the Māori world), enacted through tikanga Māori (Māori philosophy and customary practices) and encapsulated within mātauranga Māori (Māori knowledge).

Lakes is committed within the framework of the New Zealand Public Health and Disability Act (2000) to supporting the Crown's commitment to upholding its Tiriti promises.