Registered Nurse - Staff Influenza Vaccination

Date: February 2018

Job Title: Registered Nurse – Staff Influenza Vaccinator

Department: Occupational Health & Safety Service, Corporate Service

Location: Waitemata District Health Board (WDHB)

Reporting To: Clinical Team Leader Occupational Health & Safety for meeting performance objectives. Director of Nursing & Midwifery for the safety of professional practice performance to the highest standard

Direct Reports: N/A

Our Purpose, Values and Standards

At the heart of Waitemata DHB is our promise of ‘better care for everyone’. This promise statement is the articulation of our three-fold purpose to:

1. promote wellness,
2. prevent, cure and ameliorate ill health and
3. relieve the suffering of those entrusted to our care.

At the heart of our values is the need for all of us to reflect on the intrinsic dignity of every single person that enters our care. It is a privilege to be able to care for client/patients, whānau and our community, a privilege that is sometimes overlooked in our day to day work.

Our standards and behaviours serve as a reminder to us all about how we are with our client/patients and with each other.

**everyone matters**

Every single person matters, whether patients, clients, family members or staff members.

- Welcoming and friendly
- Respect and value each individual
- Take time to listen and understand
- Speak up for others

**with compassion**

We see our work in health as a vocation and more than a job. We are aware of the suffering of those entrustad to our care. We are driven by a desire to relieve that suffering. This philosophy drives our caring approach and ensures we will strive to do everything we can to relieve suffering and promote wellness.

- Compassionate for your suffering
- Attentive, helpful and kind
- Protect your dignity
- Reassuringly professional

**better, best, brilliant**

We seek continuous improvement in everything we do. We will become the national leader in health care delivery.

- Positive we can make a difference
- Improve our service and ourselves
- Clean and safe practice
- Timely, efficient and organised

Waitemata District Health Board - JOB DESCRIPTION - Registered Nurse Staff Influenza Vaccination 21/02/2018. Approved by the Director of Nursing & Midwifery 28/02/2018 Page 1
**Registered Nurse - Staff Influenza Vaccination**

**Position Description**

### Purpose of the role

To assist the Occupational Health and Safety Service in the delivery of influenza vaccination to workers as part of the Waitemata DHB staff influenza vaccination campaign.

### Domain One  Professional responsibility

*Includes accountabilities for professional, legal, ethical and culturally safe practice. This includes being able to demonstrate critical thinking, judgement and accountability for own actions and decisions*

- Accepts responsibility for ensuring that his/her nursing practice and conduct meet the standards of the professional, ethical and relevant legislated requirements.
- Demonstrates the ability to apply the principles of the Treaty of Waitangi/Te Tiriti o Waitangi to nursing practice.
- Demonstrates accountability for monitoring and evaluating their own nursing care.
- Promotes an environment that enables client safety, independence, quality of life, and health.
- Practices nursing in a manner that the client determines as being culturally safe.

### Domain Two  Management of nursing care at competent practice level

*Includes accountability related to client assessment and management of nursing care that is supported by evidence*

| Accepts responsibility for ensuring that his/her nursing practice and conduct meet the standards of the professional, ethical and relevant legislated requirements | • Successfully completes the vaccinator competencies in conjunction with Ministry of Health and Waitemata DHB requirements.
• Acts as a safe practitioner administering vaccinations in accordance with WDHB procedures/clinical standards of practice.
• Maintains safe storage, rotation and disposal of vaccines and medication.
• Applies safe practice in assessing suitability of workers for vaccination according to their individual medical status.
• Ensures the worker has adequate explanation of the intended outcome and possible side effects of vaccination to enable informed consent to be provided.
• Monitors workers post vaccination to ensure safety and initiate action where indicated.
• Applies safe practice in accordance with the process for blood and body fluid exposure (BBFE) under the guidance of clinical OH&SS team members.
• Ensure vaccination documentation is accurate and maintains confidentiality of information. |
| --- | --- |
| Maintenance of medical equipment and supplies | • Accountable for day to day visual inspection and maintenance of equipment used to transport and deliver vaccination.
• Ensures supply of vaccines and consumables is maintained in order to enable continuity of service. |
| Maintenance of Cold Chain Requirements | • Ensures patency of vaccines and maintenance of temperature measurements in conjunction with the requirements of the ‘National Standards for Vaccine Storage and Transportation for Immunisation 2017’.

| Relationship building with workers to foster trust in delivery of health promotion initiative. | • Demonstrates effective communication skills.
• Works effectively as a member of the vaccination team
• Communicates with cultural sensitivity that is integral to all care & communication. |
### Registered Nurse - Staff Influenza Vaccination

**Position Description**

- Demonstrates a commitment to providing respectful service to all workers without bias due to gender, ethnicity or religion.
- Provides efficient friendly service to all workers attending for vaccination.
- Demonstrates effective time management and work organisation skills.
- Demonstrate flexibility and adaptability as workloads and priorities change.
- Coordinate with key members of the OH&SS team involved in the vaccination programme.

### Accepting responsibility and accountability for own practice

- Demonstrates knowledge of relevant legislation affecting day to day practice.
- Consistently applies quality principles.
- Provides care that is ethically sound.

### Effective workload management in nursing practice

- Demonstrates flexibility & adaptability in relation to work.
- Effectively co-ordinates care of clients with colleagues & other members of the health team.

### Hazard Identification and Risk Management

- Work activities demonstrate an awareness & understanding of the HSWA, including hazard identification and risk assessment requirements.

<table>
<thead>
<tr>
<th>Domain Three</th>
<th>Interpersonal relationships and enhancing the client/patient experience</th>
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<tbody>
<tr>
<td><strong>Includes accountability for interpersonal and therapeutic communication with clients and members of the health care team.</strong></td>
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<tr>
<td>- Demonstrates strong relationship skills that result in professional credibility and good outcomes.</td>
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<td>- Establishes, maintains and concludes therapeutic interpersonal relationships with clients in the course of vaccination.</td>
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<td>- Practices nursing in a negotiated partnership with the client where and when possible</td>
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<td>- Communicates in a clear, formal and informal style at all levels using a professional, diplomatic and concise approach using oral and written communication. Can get messages across that have the desired effect.</td>
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<td>- Demonstrates a non-confrontational approach and an ability to open up communication lines so that information can be transmitted.</td>
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<td>- Ensures cultural beliefs, practices and support of individuals is central to all interventions.</td>
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<td>- Positive and constructive relationships with key stakeholders are established and maintained.</td>
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<td>- Acts as an advocate to promote client needs and rights.</td>
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<td>- Collaborates and participates with colleagues and members of the health care team to facilitate and coordinate client care and education.</td>
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<th>Domain Four</th>
<th>Interprofessional healthcare and quality improvement to deliver organisational objectives</th>
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<td><strong>Includes accountability for evaluating the effectiveness of care and promotion of nursing perspective within the health care team.</strong></td>
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<td>- Collaborates and participates with members of the health care team to facilitate and coordinate care.</td>
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<td>- Uses standards that are contemporary and evidence-based</td>
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<td>- Assists with programme evaluations</td>
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<td>- Initiates ideas for improvement in line with programme priorities</td>
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<td>- Gathers quality indicators for monitoring and supports corrective actions</td>
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<td>- Contributes to interdisciplinary health care using professional knowledge and effective interpersonal relationships</td>
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<tr>
<td>- Accepting responsibility and accountability for own practice</td>
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<td>- Consistent apply quality principles and evidence based research to practice.</td>
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<td>- Provides care that is ethically sound.</td>
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Statutory & Treaty of Waitangi obligations

- Ensures the professional and political integrity of WDHB by carrying out all functions in compliance of the Treaty of Waitangi and by demonstrating a serious commitment to keeping the treaty alive.
- Shows sensitivity to cultural complexity in the workforce and client/patient population

To recognise individual responsibility for workplace Health & Safety under the Health & Safety at Work Act 2015

Contribute to a safe and healthy workplace at WDHB by:

All Workers

- Following & complying with H&S policies & processes & applying them to their own work activities, including using/wearing personal protective equipment as required.
- Participating in activities directed at preventing harm & promoting well-being in the workplace
- Identifying, reporting & self-managing hazards where appropriate
- Early and accurate reporting of incidents at work and raising issues of concern when identified.

VERIFICATION:

Employee: __________________________
Manager: __________________________
Date: __________________________

Note: This job description forms part of an individual’s contract of employment and must be attached to that contract.
**PERSON SPECIFICATION**

**POSITION TITLE:** Registered Nurse Occupational Health & Safety

| Qualification | • Registered Nurse [RCpN, RGON, BHsC] with current annual practicing certificate in New Zealand  
• Continued development through post-registration education and learning opportunities, e.g. commenced post graduate education at PG Certificate level  
• Current driver’s license  
• Current Vaccinators Certificate |
| Experience | • Minimum of 3 years contemporary general nursing experience with knowledge of the health industry. Contemporary nursing knowledge and skill with knowledge of evidence-based practice requirements. Occupational Health & Safety experience an advantage.  
• Understanding of contemporary health & safety principles.  
• Excellent written and verbal communications skills.  
• Basic nursing and immunisation experience.  
• Has reputation of providing good nursing care and ability to share evidence based clinical knowledge with others, both one-to-one and group learning within the clinical area. Ability to effectively share clinical knowledge with others and help transform practice.  
• Reputation of self-initiated behaviour.  
• Excellent communicator, highly articulate, excellent listening skills.  
• Upholds confidentiality with a reputation for high integrity and discretion.  
• Able to cope with professional confidences and problem solving |
| Skills/Knowledge/Behaviour / Personal Attributes | • Advanced physical assessment skills, history taking, diagnostic reasoning and pharmacology knowledge  
• Client/patient and family focused/centered practice, that considers participation, partnership and protection as well as Te Whare Wha  
• Evidence-based and confident in using contemporary research to inform practice  
• Operational management/care coordination skills  
• Clinical professional leadership, confident decision making and advocacy for client/patient needs  
• Strong teamwork reputation, motivated positive can-do attitude  
• Must be a credible role model |

1. **Personal Attributes**
   • Mature, positive, proactive and enthusiastic attitude  
   • Possesses a good sense of humour  
   • Strong and self-reliant  
   • Manages personal stress effectively  
   • Awareness of how Health & Safety impacts on an organisation  
   • Seeks advice and guidance from colleagues and other disciplines as required  
   • Self-directed and motivated  
   • Innovative, takes initiative in client/patient focused approach to practice  
   • Displays drive and energy and persists in overcoming obstacles  
   • Articulate, good presentation skills  
   • Committed to own professional and personal development
1. Personal attributes

- Receives and processes constructive feedback related to own performance
- Positive and enthusiastic
- Possesses a good sense of humour
- Strong and self-reliant
- Calm and mature
- Flexible
- Realistic and consistent
- Ability to work autonomously
- Ability to organise and prioritise workload
- Resourceful

2. Teamwork

- Sensitive and constructive to others
- Seeks out opportunities to support others in achieving goals
- Strong teamwork reputation, confident collaboration and inclusive of colleagues
- Resilience, flexible and willing to work across a range of clinical settings
- Is able to manage conflict constructively
- Actively contributes to and accepts consensus decisions
- Collaborates with fellow team members and other work groups to achieve objectives for the good of the whole
- Effectively shares knowledge with colleagues
- Works to resolve conflict
- Sensitive and constructive to others
- Seeks out opportunities to support others in achieving goals
- Effectively shares information with colleagues
- Resilience, flexible and willing to work across a range of clinical settings

3. Self-Management

- Works to high standards and strives to achieve goals
- Displays drive and energy and persists in overcoming obstacles
- Acts as a good health & safety role model to others
- Acts in a positive manner and is able to influence and motivate others
- Copes with conflicting work demands
- Resilient to change and understands personal limitations
- Works autonomously but accepts direction as appropriate
- Recognises and respects individual differences
- Develops positive working relationships with workers and managers. Treats them as first priority
- Upholds confidentiality, behaves with integrity and discretion
- Positive professionally mature

4. Communication skills

- Demonstrated strong written and verbal communication skills
- Copes well under pressure, is resilient to change and understands personal limitations
- Is able to communicate effectively on the phone and via computer and face to face with a variety of people
- Is able to communicate without engendering conflict
- Is able to communicate effectively on the phone, in writing and face to face
- Is able to write effective reports. Strong written and verbal communication skills
- Excellent communicator – clear and complete at all times
- Displays drive and energy and persists in overcoming obstacles
### Registered Nurse - Staff Influenza Vaccination

#### Position Description

- Acts as a good health and safety role model to others
- Acts in a positive manner
- Is proactive and displays initiative

#### 5. Learning
- Makes effective decisions within appropriate timeframes and levels of responsibility
- Escalates issues appropriately
- Knows where to go and when to ask for help
- Accepts constructive feedback
- Acknowledges and learns from mistakes

#### 6. Planning & Monitoring
- Assesses situation and obtains information to make recommendations
- Accurate recordkeeping

#### 7. Customer Orientation
- Recognises and respects individual differences
- Develops positive working relationships with workers and managers
- Identifies and seeks to meet their needs
- Treats them as first priority
- Upholds confidentiality, behaves with integrity and discretion.

#### 8. Judgement & Decisiveness
- Recognises critical factors and weighs up risks appropriately
- Makes effective decisions within appropriate timeframes and levels of responsibility
- Acknowledges limitations of competence and consults where relevant