



## JOB DESCRIPTION FORM

### Section 1 - POSITION IDENTIFICATION

		<b>Position No:</b>	Goldfields 616482, Great Southern 616483, Kimberley 616484, Midwest 616485 Pilbara 616486, Southwest 616487, Wheatbelt 616488
<b>Division:</b>	COVID Vaccination Program	<b>Title:</b>	<b>COVID-19 Vaccinator</b>
<b>Branch:</b>	Goldfields, Great Southern, Kimberley, Midwest, Pilbara, Southwest, Wheatbelt	<b>Classification:</b>	Award Free
<b>Section:</b>		<b>Award/Agreement:</b>	Nil

### Section 2 - POSITION RELATIONSHIPS

Responsible to	<b>Title:</b>	Site Coordinator	↑	<b>Other positions reporting directly to this position:</b> <b>Title</b> Clinical Nurses Clinical Midwives Registered Nurses Registered Midwives Enrolled Nurses Assistants in Nursing Clerical Officers Security Officers
	<b>Classification:</b>	SRN Level 3		
Responsible to	<b>Title:</b>	<b>Clinical Lead</b>	↑	
	<b>Classification:</b>	SRN Level 2		
This position	<b>Position No:</b>	616405	↑	
	<b>Title:</b>	<b>COVID-19 Vaccinator</b>		
	<b>Classification:</b>	Award Free		
	<b>Position No:</b>			

<b>Positions under direct supervision:</b>	<b>← Other positions under control:</b>								
<table border="1"> <thead> <tr> <th>Position No</th> <th>Title</th> </tr> </thead> <tbody> <tr> <td> </td> <td> </td> </tr> </tbody> </table>	Position No	Title			<table border="1"> <thead> <tr> <th>Category</th> <th>Number</th> </tr> </thead> <tbody> <tr> <td> </td> <td> </td> </tr> </tbody> </table>	Category	Number		
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### Section 3 - KEY RESPONSIBILITIES

Under the explicit direction of a registered health professional, the COVID-19 Vaccinator can administer COVID-19 vaccines in accordance with WA Health COVID-19 Vaccination Program Standard Operating Procedures and legislative requirements.

TITLE	COVID-19 Vaccinator	POSITION NO	Multiple
		CLASSIFICATION	Award Free



The WA Country Health Service (WACHS) is the largest country health system in Australia and one of the biggest in the world, providing health services to over half a million people, including over 50,000 Aboriginal people, over a vast two and a half million square kilometres area.

WA Country Health Service hospitals handle almost as many births as the State's major maternity hospital – and 40% of the State's emergency presentations. The range of health services provided include acute inpatient and emergency care, population and public health, mental health, Aboriginal health, aged care and includes increasing number of services provided by telehealth video-conferencing.

Our dedicated and committed staff work hard to fulfil our vision of Healthier country communities through partnerships and innovation, to deliver health services that support the health and well-being of individuals and communities in rural and remote Western Australia.

**OUR MISSION**

To deliver and advance high quality care for country WA communities

**OUR VISION**

To be a global leader in rural and remote healthcare

**OUR STRATEGIC PRIORITIES**

***Caring for our patients*** - Providing safe, patient-centred care, ensuring the needs of our patients are at the core of everything we do

***Addressing disadvantage and inequity*** - Delivering focussed and accessible services for those who need it most

***Building healthy, thriving communities*** - Supporting country people to be as healthy as they can be and continuing to play our part in the economic and social viability of country communities

***Delivering value and sustainability*** - Ensuring that the services we provide are sustainable and we are transparent about our performance

***Enabling our staff*** - Supporting our staff to deliver great care, empowering them to learn, grow, innovate and lead

***Leading innovation and technology*** - Embracing innovation and technology to create a safer, more connected and equitable health system

***Collaborating with our partners*** - Partnering to deliver more integrated services that improve patient outcomes and experience, giving consumers more choice and control

**OUR VALUES**

***Community*** – We live and work in country communities. We are invested in the health, wellness and viability of country communities and the vibrancy, diversity and future of country WA.

***Compassion*** – We are inclusive, respectful, and considerate. We care deeply about the people in our care and country communities.

***Quality*** – We provide safe, high-quality care, constantly striving to innovate, improve and achieve trust in our care.

***Integrity*** – We bring honesty, collaboration and professionalism to everything that we do.

***Equity*** – We are passionate about fairness in healthcare for all Western Australians, especially the most vulnerable and disadvantaged people and communities.

***Curiosity*** – We continually enquire and seek to understand, using the best evidence, insight and research to improve care.

<b>TITLE</b>	<b>COVID-19 Vaccinator</b>	<b>POSITION NO</b>	Multiple
		<b>CLASSIFICATION</b>	Award Free

**Section 4 - STATEMENT OF DUTIES**

<b>Duty No</b>	<b>Details</b>	<b>Freq</b>	<b>%</b>
	<ul style="list-style-type: none"> <li>● Completes mandatory and core requirement training as relevant to the role and service.</li> <li>● Maintains patient confidentiality and dignity at all times.</li> <li>● Administration of COVID-19 vaccines to vaccine recipients under the direction of approved registered health professionals.</li> <li>● Works within the multidisciplinary vaccination team to complete tasks which may also include: <ul style="list-style-type: none"> <li>○ Vaccine recipient beverages</li> <li>○ Vaccine recipient mobility</li> <li>○ Communication</li> <li>○ Environmental maintenance</li> <li>○ General activities</li> <li>○ Documentation; including electronic records</li> </ul> </li> <li>● Maintains infection control practices in the health environment.</li> <li>● Adheres to principles of safe manual handling at all times.</li> <li>● Observes and reports any changes in vaccine recipients' condition to nursing staff.</li> <li>● Assists with set up and decontamination of medical equipment as required.</li> <li>● Adheres to WA Country Health Service and relevant hospital policy/procedures.</li> <li>● Other duties as directed by line manager or their delegate.</li> </ul>		100

The occupant of this position will be expected to comply with and demonstrate a positive commitment to the WACHS values and the highest achievement in demonstrating positive commitment to Equal Employment Opportunity, Occupational Safety & Health, Public Sector Standards, Code of Conduct, Code of Ethics, Quality Improvement, Performance Management, Customer Focus, Disability Services Act and Confidentiality throughout the course of their duties.

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## Section 5 - SELECTION CRITERIA

### ESSENTIAL:

- 1 Successful completion of essential training modules.
- 2 Ability to maintain client/patient confidentiality and dignity at all times.
- 3 Demonstrated effective communication skills including the ability to build rapport, answer questions and inform patients within scope of practice, work well within a team and maintain written and electronic documentation.
- 4 Demonstrated ability and knowledge of safe manual handling procedures, including vaccine recipient handling.
- 5 Demonstrated ability to follow instructions and work under the clear direction of nursing staff with minimal supervision.
- 6 Current C or CA Class Drivers Licence and an ability and willingness to travel including overnight stays away from home.

### DESIRABLE:

1. Previous experience in a rural healthcare setting, (including Aboriginal Health Worker, St John Ambulance volunteer, current enrolment in a tertiary or TAFE based healthcare program for nursing, medical, allied health, phlebotomy).
2. Knowledge of infection control guidelines.
3. Current knowledge and commitment to Equal Opportunity in all aspects of employment and service delivery.

## Section 6 - APPOINTMENT FACTORS

Location	Goldfields	Accommodation	As per WACHS Regional policy
Appointment/ Allowances Conditions	Where applicable - District Allowance, Annual Leave Travel Concession, one week additional Annual leave for above the 26 <sup>th</sup> parallel, air conditioning subsidy. Appointment is subject to: <ul style="list-style-type: none"> <li>• Successful completion of COVID-19 Learning Framework e-learning requirements.</li> <li>• Provision of the minimum identity proofing requirements</li> <li>• Successful Criminal Record Screening clearance</li> <li>• Successful Pre-Employment Health Assessment</li> <li>• Successful WA Health Integrity Check</li> <li>• Evidence of a current C or C-A class driver's licence and ability to travel within the region as required including overnight stays</li> </ul>		
Specialised equipment operated			

## Section 7 - CERTIFICATION

The details contained in this document are an accurate statement of the duties, responsibilities and other requirements of the position.

Signature and Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Signature and Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

As occupant of the position I have noted the statement of duties, responsibilities and other requirements as detailed in this document.

Name	Signature	Date Appointed	Date Signed

