



POSITION DESCRIPTION

POSITION TITLE	Casual Maternal & Child Health/Immunisation Nurse
AWARD CLASSIFICATION	Enterprise Agreement Part B - Nurses (ANMF-Victorian Local Government Award 2015)
EMPLOYMENT STATUS	Permanent part time
DEPARTMENT	Community Wellbeing
APPROVED BY	Manager Community Services
Date	June 2021

POSITION OVERVIEW AND OBJECTIVE

1. Provide a comprehensive Maternal and Child Health Service in the Shire of Murrindindi to address and meet the needs of children under 6 years and their families.
2. Fulfil the requirements of the Department of Health and Human Services – Maternal and Child Health Program in the Shire of Murrindindi.
3. Demonstrate a model of practice which recognises the interdependence of the physical, social and psychological health of young children and their families and which has a community development focus.
4. Work as a responsive flexible team member who recognises and adapts to the needs of a dynamic work environment.

KEY RESPONSIBILITIES AND DUTIES

Direct Service Provision

- Make contact and provide an initial home visit to all families, upon receipt of birth notifications.
- Promote and monitor the health and growth and the physical, social, emotional and intellectual development of children in the 0-6 years' age group, through centre consultations and home visits.

- Monitor maternal health and wellbeing through consultations and home visits and to provide advice, information, support and referral as appropriate.
- Provide the above service in a way that ensures that the State's Maternal and Child Health Program's Health goals for children are met. These goals include:
 - o Reduce preventable premature mortality;
 - o Reduce the impact of disability;
 - o Reduce the incidence of vaccine preventable diseases;
 - o Reduce adult diseases which originate in childhood;
 - o Enhance family and social functioning.
- Implement the revised KAS framework – Evidence Based Activities at each KAS consultation with additional emphasis on health promotion and parent education through use of Parental Evaluation Development Status tools.
- Employ strategies to increase participation rates of older children in the Maternal and Child Health Service with regard to Shire and State targets for participation rates at KAS consultations.
- Provide additional support to vulnerable families with regard to the Enhanced Maternal and Child Health Service.
- Liaise with other health, welfare and educational professionals when particular needs are identified to ensure appropriate and accurate referrals.

The Immunisation Team

- Work co-operatively as an active member of the Immunisation Team.
- Attend and contribute to meetings of the Immunisation Team.
- Be flexible to participate in additional immunisation focused activities that may require flexibility of hours.

The incumbent will:

- Subject to qualifications and experience, and where authorised by the department of Health and Human Services, administer vaccinations in accordance with the National Health and Medical Research Council Handbook.
- Carry out preliminary screening of children/adults prior to immunisation.
- Work with the Maternal and Child Health and Environmental Health Coordinators to coordinate and implement Councils immunisation service.
- Determine the suitability of children/adults presenting for immunisation in any program authorised by the Department of Health and Human Services.
- Determine whether vaccines are handled and prepared in accordance with guidelines issued by the National Health and Medical Research Council and Department of Health and Human Services.
- When required, act as a nurse in charge of immunisation sessions and ensure that all activities related to the session are undertaken professionally and in accordance with all relevant guidelines.
- Attend seminars or training relevant to immunisation.
- Administer emergency procedures (outlined in NH&MRC Handbook and Council Standard Operating Procedures) in the case of anaphylactic shock and other related emergencies.
- Carry out administration duties associated with the role to ensure that all records are accurately maintained in a timely manner.
- Report an incident in a timely manner.

Education and Information

- Actively promote social inclusion for families through community involvement, first parent groups, sleep and settling groups, toddler parent groups, playgroups and the promotion of community programs and resources.
- Promote and provide information about Immunisation.
- Promote Maternal and Child Health Services with the local community.

Planning and Community Development

- Initiate, adapt and be actively involved in programs according to local needs and within existing physical and financial limitations.
- Ensure continuing communication with the Community Wellbeing Department of the Council.
- Promote and strengthen a sense of community through the development of informal networks by providing opportunities for social interaction for parents and children.
- Negotiate and advocate for the client and the service.
- Contribute and participate in research projects in relation to Maternal and Child Health.

Co-ordination and Administration

- Participate in the development and co-ordination of the Maternal and Child Health Service.
- Carry out the ongoing administration of the Maternal and Child Health Centre in which you are based.
- Maintain accurate, confidential and complete Maternal and Child Health Software records for each family to fulfil DHHS and Local Government requirements for data collection and analysis.
- Ensure Centre hygiene, safety and physical environment is maintained.
- Maintain time effectively.
- Contribute to a safe working environment for all team members and service users in accordance with Murrindindi Shire OH&S protocols and procedures.

Professional Development

- Maintain, update and expand professional knowledge and enhance skills by attending relevant training courses, seminars and by reading appropriate journals, reports etc.
- Provide supervision and support for students on clinical placements.
- Undertake action to upgrade nursing practice to achieve and maintain quality of care.

The Maternal and Child Team

- Work co-operatively as an active member of the Maternal and Child Health team.
- Attend and contribute to regular meetings of the Maternal and Child Health Nurses, at other locations in the shire.
- Actively contribute to ongoing planning and development of the Maternal and Child Health Service in the Murrindindi Shire Council.
- Be flexible to participate in additional activities that may require flexibility of hours.

ORGANISATIONAL RELATIONSHIP

Reports to:	Co-ordinators of Maternal Child Health and Environmental Health
Supervises:	Immunisation Students
Internal Relationships:	Community Wellbeing Staff Health and Environmental Staff Administration Playgroup Support Officer
External Relationships:	Dept. Education and Training Family Care Medical Practitioners Hospitals Preschools and Children's Centres M&CH Special Interest Group ANMF AHPRA

ACCOUNTABILITY AND EXTENT OF AUTHORITY/JUDGEMENT AND DECISION MAKING

The Maternal and Child Health Nurse is accountable to the Coordinator, clients and peers for:

- The delivery of an effective and efficient Maternal and Child Health service using Maternal and Child Health Program standards.
- Maintaining up to date professional knowledge and skills.
- Maintaining a professional code of ethics in line with the Australian Nursing and Midwifery Federation and the Australian Health Practitioner Regulation Agency.
- The incumbent is required to exercise professional and independent judgement, free of bias or political consideration and to ensure that both judgement and decision making is aimed at achieving Council objectives in accordance with accountability requirements of that position.
- The position requires the ability to determine an appropriate response given the particular circumstances within the range of duties covered by the position.
- The work may involve improving or developing procedures based on theory and precedent. Problem solving is usually related to previous experience or knowledge from similar situations.
- Recommendations can be made on changes in service delivery, major maintenance required and any equipment needs within the team framework.
- The Maternal and Child Health Coordinator is available to advise, and may direct nurses on clinical and policy issues.
- Keep and maintain proper records and ensure the complete record for programs and services under their control is maintained in TRIM system.
- Report as required regarding progress towards objectives, goals and budgets.
- Ensure that any assets required to deliver services are maintained/replaced and managed appropriately.
- Be responsible for the care of their own health and safety and that of others in the workplace.

- Comply with staff code of conduct and all policies, regulations and legislation in relation to area of responsibility.

SPECIALIST SKILLS AND KNOWLEDGE

Management

- Ability to manage day to day operations of the Immunisation Session.
- Effective time management.
- Understanding of the organisations and units long term goals and the legal and political context in which the organisation operates.
- Strong documentation and computer skills.
- Ability to supervise students.

Interpersonal

- Well-developed interpersonal and communications skills with parents and young children.
- The capacity to establish a supportive relationship with families using the service.
- The ability to establish and maintain co-operative working relationships with a variety of agencies and professionals.
- Ability to work as a flexible and effective team member.
- Ability to manage conflict.
- Able to complete specialist reports and external correspondence.
- Able to maintain confidentiality and protect privacy.
- Strong communication and team skills and capacity to deal with sensitive issues.

Specialist

- Have the ability to administer vaccinations when authorised, having due regard for any contraindications to vaccination.
- Have an extensive knowledge of immunology, vaccines and immunisation procedures.
- Have the ability to prepare vaccines for administration.
- Have knowledge and ability to administer emergency procedures in the event of anaphylactic shock or other related emergencies within Nurse Immuniser scope of practice.
- Extensive experience in the operation of office computer systems and data collection programmes.
- Demonstrated ability to work as a clinical nurse specialist with minimal day to day supervision.
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- Skills in assessment, case management and referral.
- Knowledge of current issues affecting the Maternal and Child Health Service.
- Familiarity with M&CH Practise Guidelines and the M&CH Program Standards.
- Experience with group work.
- Ability to contribute to the planning and development of the service.
- Understanding the importance of confidentiality.
- Understanding the requirements of Mandatory Reporting.
- Ability to resource and use information pertaining to relevant support services for families.

- Computer proficiency to collect and maintain data and documents electronically, communicate and correspond using current technology.

Qualifications and experience

- Current registration with the Australian Health Practitioner Regulation Agency as a Division 1 Nurse with additional qualifications in Maternal and Child Health and Midwifery.
- Current registration with the Australian Health Practitioner Regulation Agency as a Division 1 Nurse with additional qualifications in Immunisation, as an accredited Nurse Immuniser.
- Experience in delivering Immunisation services in a community or municipal organisation is desirable.
- Experience and skills in use of computer and immunisation software.
- Current Anaphylaxis certificate.
- Experience in delivering MCH services in a community or municipal organisation is desirable; but graduates will be considered.
- Current Driver's Licence.
- Lactation qualification – IBCLC certified is desirable.
- Accreditation as a Nurse Immuniser is desirable.
- Experience and skills in use of personal computer and CDIS software.
- Local Government experience is an advantage.

KEY SELECTION CRITERIA

1. Qualification and experience in Maternal and Child Health and Midwifery.
2. Current Practising Certificate (to be sighted annually by Co-ordinator)
3. An ability to work as an effective team member.
4. A non-discriminatory approach to working with people from a variety of backgrounds.
5. Excellent interpersonal, verbal and communication skills.
6. An awareness of local, regional and state issues that impact on the provision of service to families.
7. Strong focus on delivery of customer service.
8. Ability to work independently.
9. Effective computer proficiency

Desirable

- Lactation Nurse Qualification.
- Current Nurse Immuniser accreditation, CPR and Immunisation Emergency Certificates.