

POSITION DESCRIPTION: IMMUNISATIONS CO-ORDINATOR

Background	<p>THINK Hauora is a network that designs, delivers and supports primary health care services across Otaki, Horowhenua, Manawatu and Tararua.</p> <p>THINK Hauora has a strong focus on equity and a commitment to collaborating and partnering with others to improve outcomes for our communities.</p> <p>This position description (PD) captures the expected functions of the position and is refreshed annually. The PD is supported by an annual work programme.</p>	
Primary Functions	<ul style="list-style-type: none"> • Contribute to the effective and timely delivery of the NZ Immunisation Schedule to all eligible children within the region. It is essential that this approach remains adaptable to the specific national requirements. • Support the THINK Hauora PHO Immunisation Service to improve childhood immunisation rates to meet Health New Zealand targets and to assist with strategies aimed at maintaining and improving these in the future. • Work collaboratively with IMAC, MidCentral Immunisation providers and other stakeholders in the delivery of national and regional immunisation related campaigns and projects: for example National Influenza campaign, HPV updates, COVID vaccinations, etc. This includes administering vaccines to targeted populations at THINK Hauora and assisting immunisation community clinics when required. • Work collaboratively with Te Whatu Ora and other local stakeholders on relevant population health initiatives that will improve immunisation coverage across the district, enhance effectiveness of services and achieve the maximum benefit within allocated resources. • Promote immunisation and support existing networks to provide immunisation information, mentorship, education, support and advice to all vaccinators, health providers and the general public. • Work in partnership with all health professionals to ensure immunisation providers are competent to safely administer vaccines. • Assist in the maintenance of current National Guidelines for Vaccine Storage and Distribution cold chain requirements. 	
Reports to	Clinical Programmes Manager	
Direct reports	N/A	
Functional Relationships	Internal <ul style="list-style-type: none"> • Clinical and Network Services Team • Strategy and Enablement Team • Other THINK Hauora multidisciplinary teams 	External <ul style="list-style-type: none"> • General Practice teams (GPT's) • Integrated Family Health Centre teams (IFHC's) • Other Primary Health Providers • Te Whatu Ora • Public Health Service • Pasifika Providers • Te Tihi o Ruahine Whānau Ora Alliance • Iwi/Māori Providers • Regional Immunisation Advisors – IMAC • Outreach Immunisation Services

	<ul style="list-style-type: none"> • AIR administrators and Newborn Enrolment Coordinator • Other community-based services and educational facilities • Pharmacies • Primary Birthing Units and LMCs
Primary Location	Based in the offices of THINK Hauora, 200 Broadway, Palmerston North with some travel in the Midcentral region
Salary Range	In accordance with the skills and experience to undertake the role competencies
Nature of Position	Permanent, Full-time
Hours	Forty (40) hours per week (1.0 FTE), Monday to Friday. Hours to be worked are generally between 7am and 6pm as agreed however some flexibility of hours will be required.
Health and Safety	<p>All staff and governance at THINK Hauora participate in health and safety management practices, ensure that work is done in a safe environment, reports and works to eliminate, isolate or minimise any hazards, and applies THINK Hauora’s health and safety policies and procedures.</p> <p>Staff must act to ensure that THINK Hauora complies with its responsibilities under the Health and Safety at Work Act 2015 and any subsequent amendments or replacement legislation. Be able to demonstrate actions in an emergency situation that are specific to the workplace and are designed to keep individuals safe.</p>
Vulnerable Children’s Status	Status as described in the Vulnerable Children’s Act 2014 in line with the Vulnerable Children Act 2014 and our service agreement with MidCentral DHB, this position has been identified as a Core Worker position. As such is subject to the requirements of the Act.

ORGANISATIONAL VISION, MISSION and VALUES	
Our Strategy	THINK Hauora 2019-2025 Strategy supported by Ka Ao, Ka Awatea, Māori Health Strategic Framework
Our Vision	Tūhonotia te hāpori ki te Ora – Connecting Communities for Wellbeing
Our Strategic Aims	<p>Whānau Ora: Developing a Whānau Ora approach to accelerate and ensure equity of Māori health outcomes</p> <p>Equity: Driving equity of outcomes through people, community voice and data</p> <p>Access: Ensuring access to health care is easy, available, cross-sectors</p> <p>Value: Creating value through teams, technology and performance</p> <p>Innovation: Activating innovation, engagement and delivery of excellence</p> <p>Networking: Enabling networking and relationships to achieve partnerships</p> <p>Growth: Driving sustainability through system and alignment focus</p>
Our Values	<p>Trust: Maintaining open and honest relationships</p> <p>Respect: Embracing diversity, uniqueness and ideas</p> <p>Unity: Valuing strengths and skills</p> <p>Accountability: Working in a transparent and responsible manner</p> <p>Courage: Participating with confidence and enjoyment</p>
Equity	THINK Hauora is committed to improving access to services and achieving equity of health outcomes across communities. We provide support and guidance to the wider workforce to do the same. THINK Hauora believes in equity and requires staff to “stop, look, listen and

	think” about how they can design, develop and deliver services that create and maintain equitable environments to effect change and ensure that whānau flourish.
Commitment to Te Tiriti o Waitangi:	<p>THINK Hauora is committed to Te Tiriti o Waitangi and aspires to be an exemplar Te Tiriti Partner whose Board and employees actively contribute to the achievement of Pae Ora (Healthy Futures for Māori) across our rohe. We maintain this by expressing and activating the five principles of Te Tiriti o Waitangi across all layers of our Organisation.</p> <p>Tino Rangatiratanga Self-determination Mana Taurite Equity Whakamarumarutia Active Protection Kōwhiringa Options Pātuitanga Partnership</p> <p>Our suite of policies will actively ensure Pae Ora is realised through the pathways of Whānau Ora (Healthy Families), Mauri Ora (Healthy Individuals), Wai Ora (Healthy Environment).</p>

KEY RESPONSIBILITIES AND COMPETENCIES

Clinical Co-ordination	<ul style="list-style-type: none"> • Support General Practice teams (GPT's) to deliver on the NZ Immunisation Schedule according to national standards and informed by best practice resources such as The NZ Immunisation Handbook. • Work collaboratively with Immunisation providers and General Practice staff to enhance immunisation services and ensure they are confidently and safely administering vaccines, this includes undertaking nursing vaccinator assessments. • Support THINK Hauora and General Practice teams towards district wide achievement of Health New Zealand Immunisation targets. • Provide education, clinical support and evidence-based advice to immunisation providers. • Support General Practice staff with overdue reports, data messaging issues and booking in immunisation clinics. • Work with IMAC and others to provide education, support and appropriate resources for health professionals and vaccinators delivering immunisations including National Standards for Vaccinator Training Courses • Support prevention programmes, including health promotion activities and community development. • Support GPT's and other primary and secondary care services in the delivery of the annual Influenza immunisation campaign. • Support and collaborate in the delivery of national/regional/local immunisation campaigns such as national influenza, HPV and Covid • Assist and collaborate with other relevant providers in the event of pandemic, epidemic or outbreak. • Strong presence in all relevant local stakeholder meetings, forums and advisory groups.
Improve Health outcomes of Maori and other High Priority populations	<ul style="list-style-type: none"> • Work in a culturally responsive manner to enhance and enable optimal health outcomes for all people • Engage and further develop relationships with Iwi and Māori, Pasifika and Refugee services • Ensure that the cultural requisites of staff are met through knowledge of the organisation's structures, policies and processes. • Support sustainable organisational commitment to Whānau Ora and Ka Ao, Ka Awatea.
Performance and Service Improvement	<ul style="list-style-type: none"> • Work collaboratively with stakeholders to improve immunisation service delivery. • Actively engage in and support the development and implementation of quality focused initiatives that improve services and the delivery of improved health outcomes for the districts populations. • Prepare and provide quarterly reports on the provision of immunisation services, including but not limited to: progress on delivering contractual services; overall assessment of services provided; problems or complaints; emerging trends and issues and recommendations for improvements.
Outreach Immunisation	<ul style="list-style-type: none"> • Work collaboratively with other THINK Hauora clinical team members, sharing knowledge, skills and resources. • Assist General Practice to identify overdue children supporting with referral process to reach 24 month target.

	<ul style="list-style-type: none"> • Work collaboratively with AIR, Newborn Enrolment and Outreach Services to ensure optimal uptake of childhood Immunisation Schedule vaccinations across the district.
Communication	<ul style="list-style-type: none"> • Promote a professional and positive culture within the team with regular engagement on the organisation vision, mission and values • Manage effective communications and meeting attendances as needed • Effectively deliver on key messages and relevant information in “one to one” and group settings as required.
Managing self and personal skills	<ul style="list-style-type: none"> • Motivates self and others to achieve organisational goals, and meet, improve or exceed standards improving healthcare • Presents self in a professional manner at all times • Is an active part of the wider organisation team development • Actively understands and embodies the vision, mission and values of the organisation. • Undertake professional development activities appropriate to the position and as agreed between parties • Be part of all quarterly regional immunisation meetings yearly national workshops and the biannual Immunisation Conference where appropriate
Health and Safety	<ul style="list-style-type: none"> • Ensure that work is done in a safe environment • Report and work to eliminate, isolate or minimise any hazards • Participate in health and safety management practices for all employees • Apply the organisation’s health and safety policies and procedures

PERSONAL SPECIFICATIONS	
Qualifications	<ul style="list-style-type: none"> • Registered Nurse with a current Practicing Certificate • Independent Authorised Vaccinator with MDHB • CPR certificate (Level 4)
Essential	<ul style="list-style-type: none"> • 3-5 years vaccinating experience (whole-of-life) • Experience in primary health, immunisation or child health • Working knowledge of the NZ Immunisation Schedule • Full, clean current driver’s license • Strong knowledge of the Cold Chain process and management • Resilient and adaptable with flexible and professional approach to work • Excellent communication and interpersonal skills, known for ability to build and maintain strong networks and relationships • Excellent knowledge and understanding of Primary Health Care and population health, including all aspects of immunisation • Commitment to providing health services that meet the needs of the community and are of high quality • Proactive and actively seeks out the newest trends, themes and updates to stay informed • Understands the relevance and impact of culturally appropriate service provision and how culture influences behaviour both internal and external to the organisation

	<ul style="list-style-type: none"> • Demonstrate resilience to high pressure situations and be able to maintain quality level in demanding situations • Good time management and organisational skills • Ability to work independently and is highly motivated to work within a team environment • A commitment to continuing professional development • Has competent computer skills and knowledge and experience using the Microsoft suite
Desirable	<ul style="list-style-type: none"> • Experience with PMS systems and AIR • Previous Immunisation Coordinator role • Experience of working with diverse populations • Ability to write accurate and timely reports

Note: While childhood immunisations are a current key focus, the role encompasses broader immunisation initiatives for targeted populations and the general community.

EMPLOYEE ACCEPTANCE

This Position Description has been agreed between:

Management Representative (print then sign)

Date:

and

Employee (print then sign)

Date: