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|  | Position Description Calvary health Care LAUNCESTONVersion:1.0 |

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| **Position Title:** | Staff Health Nurse |
| **Position Number:** |  | **Cost Centre:** | A3403 |
| **Site/Facility:** | Calvary Health Care Tasmania – St Vincent’s and St Luke’s |
| **Department:** | Infection Prevention and Control |
| **Enterprise Agreement** | Calvary Health Care Tasmania Nursing Staff Enterprise Agreement 2022 |
| **Classification:** | Clinical Nurse Specialist |
| **Reports To:** | Infection Control & Prevention Coordinator |
| **Date of Preparation:** | July 2024 | **Date of Update:** |  |
| **Primary Purpose** |
| The Staff Health Nurse is responsible for the coordination and management of staff health and immunisation at Calvary Launceston including:* Maintaining and recording staff immunisation and health records.
* Administration of staff vaccines.
* Monitoring of staff post vaccination for signs of adverse reaction or side effects.
* Providing clinical education and information to staff regarding immunisations.
* Responsible for uploading staff health records onto the Staff Health Database.
* Responsible for managing all aspects of pre-employment staff health screening.
* Assist ICP Coordinator in meeting best practice standards, to prevent the spread of infection thereby ensuring that the risk for patients and staff acquiring infection is minimized;
* Maximise patient, staff and visitor safety through effective clinical governance and review, risk management, quality improvement and infection prevention and control systems using contemporary evidence based practices.
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| Organisational Environment |
| At Calvary our vision as a Catholic Health, Community and Aged Care provider, to excel, and be recognised, as a continuing source of healing, hope and nurturing to the people and communities we serve. We put the person at the centre of care in all that we do. Calvary continues our mission focus in providing high quality care to the sick and vulnerable and in particular to those people approaching and reaching the end of life, their families and carers in all our services.Calvary’s Services include public and private hospital care, acute and sub-acute care, community care and retirement and aged care services, in both rural and metropolitan areas.Calvary Health Care Tasmania – Launceston incorporates two facilities: Calvary St Vincent’s and Calvary St Luke’s. |
| Accountabilities and Key Result Areas |
| **People and Culture*** Practice in accordance with Calvary and relevant Government Health policies and procedures, the position description, Code of Conduct and industrial agreements;
* Work in accordance with the mission and vision of Calvary and actively participate in developing a culture that promotes Calvary’s values of healing, hospitality, stewardship and respect;
* Ensure direct working relationships are established and maintained with colleagues and internal/external customers and consumers;
* Manage and develop an environment that fosters communication and teamwork amongst all stakeholders and team members;
* Develop and maintain effective networks and relationships with all professional groups both within and external to the organisation in order to build proactive and visible partnerships in pursuance of service related improvements;

**Excellence in Care*** Acts as a resource for all staff in matters pertaining to staff health and immunization and provides guidance or recommendations as required;
* Support the ICP Coordinator in identification, development and introduction of risk management strategies related to staff health and immunization.
* Coordinates and maintains staff health and immunisation records.

**Professional*** Supports a workforce immunisation program as agreed by the Executive following review of current national/state guidelines and local risk assessment.
* Develop, co-ordinate and provide timely and effective communication to staff and the executive team.
* Promote and maintain collaborative relationships with local/regional/national clinical and management personnel;
* Maintain compliance with relevant Acts, Agreements, Contracts, Licensing requirements, National Standards, Policies and Procedures;
* Maintains confidentiality and privacy in relation to organisational requirements and patient & staff information
* Contribute to developing and sustaining a work culture that encourages and supports open risk identification and management;
* Ensure compliance with clinical and corporate governance principles of quality review as they relate to staff health and immunisation practices.
* Practices in accordance with the Australian Nursing and Midwifery Council (ANMCI) Competency Standards for Registered Nurses/Midwives; and

**Wise Stewardship*** Acts with integrity when using company material or representing the company publicly;
* Diligently manage risks by forecasting, mitigating and escalating as required.

**Service Development and Innovation*** Promotes and actively pursues innovation that delivers measurable improvement in service delivery at Calvary Launceston;
* Assess and review infection prevention and control policies and practices to identify opportunities for improvement;

**WH&S Responsibilities:*** Take reasonable care of your own health and safety and the health and safety of others in the workplace;
* Comply with relevant Calvary WHS policies, procedures, work instructions and requests;
* Report to your supervisor any incident or unsafe conditions which come to your attention;
* Observe any additional requirements as outlined in Calvary’s WHS Responsibilities, Authority and Accountability Table.
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| **Key Relationships** |
| Internal: | * Executive
* Frontline Managers and staff across all Clinical Units/Departments
* Hospital Medical Personnel
* Calvary Infection Prevention and Control Coordinator
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| External: | * Visiting Medical Officers (VMOs)
* Other Health Care Providers/Agencies including but not limited to Pathology Service, Communicable Diseases Unit (CDPU), Launceston General Hospital, Infectious Disease and Microbiology Physician, Laundry & Waste Contractors, Hand Hygiene Australia(HHA),Medical Company Representatives, HICMR.
* Government Departments including but not limited to Tasmanian Department of Health and Human Services, Tasmanian Infection Prevention & Control Unit (TIPCU) THO North, THO North West, THO South, Australian Commission for Safety & Quality in Health Care (ACSQHC).
* Professional Organisations including but not limited to Australasian College for Infection Prevention & Control (ACIPC)
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| **Position Impact** |
| Direct Reports | Nil |
| Budget |  |
| Selection Criteria |
| ***Essential:**** Registered with Australian Health Practitioner Regulation Agency (AHPRA) as a Registered Nurse/ Midwife
* Current Immunization/Vaccination Certificate or working towards
* Working with Vulnerable People Check
* Excellent communication and interpersonal skills with an ability to communicate effectively with people at all levels
* The ability to work autonomously
* Strong analytical skills, the ability to challenge status quo and show initiative
* Proven ability to prioritise and manage time effectively
* An understanding of epidemiology of hospital acquired infections
* High degree of attention to detail and accuracy
* Ability to build strong working relationships with nursing teams, medical practitioners and other key stakeholders
* Demonstrates a commitment to best practice

***Desirable:**** Membership of relevant professional organisation(s)
* High level computer skills including Microsoft office programs
* Relevant post graduate qualification
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| Approvals  |
| Job Holder’s signature: | Date: |
| Manager’s signature: | Date: |