

DEPARTMENT OF HEALTH

Statement of Duties

Position Title:	Pharmacist Immuniser – COVID-19 Vaccine Program
Position Number:	Generic
Classification:	Allied Health Professional Level 1-2
Award/Agreement:	Allied Health Professionals Public Sector Unions Wages Agreement
Group/Section:	Community, Mental Health and Wellbeing – Tasmanian Vaccination Program
Position Type:	Fixed-Term/Casual
Location:	South, North, North West
Reports to:	Nurse Manager – Immunisation and COVID-19 Vaccine Program
Effective Date:	June 2021
Check Type:	Annulled
Check Frequency:	Pre-employment
Essential Requirements:	<p><i>*Registration/licences that are essential requirements of this role must remain current and valid at all times whilst employed in this role and the status of these may be checked at any time during employment. It is the employee's responsibility to ensure that registration/licences remain current and to advise the Employer if their circumstances change. This includes notifying the Employer if a registration/licence is revoked, cancelled or has its conditions altered.</i></p> <ul style="list-style-type: none">• Registered with the Pharmacy Board of Australia.• Authorised Pharmacist immuniser.• Possess current certificate as a Pharmacist Immuniser registered with Public Health within Tasmania.
Desirable Requirements:	<ul style="list-style-type: none">• Current Driver's Licence.• Current first aid and CPR certificate (workplace level 2 or equivalent).

NB. The above details in relation to Location, Position Type and Work Pattern may differ when this position is advertised – please refer to these details within the actual advert. The remainder of the content of this Statement of Duties applies to all advertised positions.

Primary Purpose:

The Tasmanian Vaccination Emergency Operations Centre (TVEOC) is responsible for the delivery of the COVID-19 vaccination to individuals/groups as identified within the National rollout strategy.

Pharmacist Immuniser – COVID-19 Vaccine Program:

- Delivers high-quality care including vaccination and education to members of the Tasmanian community presenting for COVID-19 vaccination consistent with Department of Health (DoH) policies, procedures, standards of practice and Poisons Regulations.
- Applies vaccination knowledge, skills, and experience within a community vaccination site, and under the direction of the TVEOC Clinical Nurse Consultant and/or the Nurse Manager, provides services in assessment, advice, and management on all aspects of the COVID-19 Vaccination Program.
- Supports the delivery of the COVID-19 Vaccination Program to the Tasmanian population in community settings.
- Provides dedicated specialist care and support as required to ensure the safe roll out of the COVID-19 Vaccination Program.

Duties:

1. Administer COVID-19 vaccines and provide appropriate evidence-based information and resources to the Tasmanian community regarding the COVID-19 vaccine program in accordance with national and state regulations, guidelines, and DoH policy.
2. Identify and treat adverse reactions to COVID-19 vaccines.
3. Comply with requirements for documentation related to consent, vaccine administration and adverse reactions.
4. Provide advice on storage and cold chain management for vaccines.
5. Practice within legal requirements relevant to vaccination administration, documentation, recording and reporting.
6. Support the coordination of the COVID-19 Vaccination Program within community settings.
7. Actively participate in and contribute to the organisation's Quality & Safety and Work Health & Safety processes, including in the development and implementation of safety systems, improvement initiatives and related training.
8. The incumbent can expect to be allocated duties, not specifically mentioned in this document, that are within the capacity, qualifications and experience normally expected from persons occupying positions at this classification level.

Key Accountabilities and Responsibilities:

- Operate under supervision and broad support provided by the CNC and/or the Nurse Manager and other senior staff within TVEOC.
- Contribute to a strong professional environment through being responsible for maintaining awareness of developments, particularly within the field of COVID-19 vaccination, as well as undertaking self-development as necessary.

- Where applicable, exercise delegations in accordance with a range of Acts, Regulations, Awards, administrative authorities and functional arrangements as mandated by Statutory office holders including the Secretary and Head of State Service. The relevant Unit Manager can provide details to the occupant of delegations applicable to this position.
- Comply at all times with policy and protocol requirements, including those relating to mandatory education, training and assessment.

Pre-employment Conditions:

It is the Employee's responsibility to notify an Employer of any new criminal convictions during the course of their employment with the Department.

The Head of the State Service has determined that the person nominated for this job is to satisfy a pre-employment check before taking up the appointment, on promotion or transfer. The following checks are to be conducted:

1. Conviction checks in the following areas:
 - a. crimes of violence
 - b. sex related offences
 - c. serious drug offences
 - d. crimes involving dishonesty
2. Identification check
3. Disciplinary action in previous employment check.

Selection Criteria:

1. Demonstrated clinical competence and expertise in the delivery of patient care as a pharmacist, coupled with experience within the area of immunisation.
2. Ability to apply communication and interpersonal skills to promote an optimal multidisciplinary team environment, including negotiation and conflict resolution skills.
3. Demonstrated knowledge of contemporary immunisation programs, including knowledge of the legal and ethical requirements related to immunisation.
4. Ability to undertake a range of computing skills, and the ability to develop and maintain relevant documentation associated with this role.
5. Understanding of appropriate Work Health and Safety legislation and codes of practice.

Working Environment:

The Department of Health is committed to improving the health and wellbeing of patients, clients and the Tasmanian community through a sustainable, high quality and safe health system. We value leading with purpose, being creative and innovative, acting with integrity, being accountable and being collegial.

The Department seeks to provide an environment that supports safe work practices, diversity and respect, including with employment opportunities and ongoing learning and development. We value the diverse backgrounds, skills and contributions of all employees and treat each other and members of the community with respect. We do not tolerate discrimination, harassment or bullying in the workplace. All employees must uphold the *State Service Principles* and *Code of Conduct* which are found in the *State Service Act 2000*. The Department supports the [Consumer and Community Engagement Principles](#).