

DEPARTMENT OF HEALTH

# Statement of Duties

<b>Position Title:</b>	Clinic Observation Support Officer - Tasmanian Vaccination Emergency Operations Centre (TVEOC)
<b>Position Number:</b>	526052, 526053
<b>Classification:</b>	Health Services Officer Level 4
<b>Award/Agreement:</b>	Health and Human Services (Tasmanian State Service) Award
<b>Group/Section:</b>	Community, Mental Health and Wellbeing - TVEOC
<b>Position Type:</b>	Fixed-Term/ Full-Time, Part-Time/Casual
<b>Location:</b>	South, North, North West
<b>Reports to:</b>	Clinical Nurse Consultant – Clinic Team Leader
<b>Effective Date:</b>	July 2021
<b>Check Type:</b>	Annulled
<b>Check Frequency:</b>	Pre-employment
<b>Desirable Requirements:</b>	Graduate or experienced under-graduate in a health science field, such as paramedic science, nursing, medicine or allied health.  Current Driver's Licence

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 COVID-19 vaccinations to individuals/groups as identified within the National rollout strategy.

Under the on-site supervision and direction of the Clinical Nurse Consultant – Clinic Team Leader - Immunisation and COVID-19 Vaccine Program the Officer:

- Supports the delivery of the COVID-19 vaccination program to the Tasmanian population in the Department of Health community clinic settings.
- Provides care and support to assist in the delivery of COVID 19 vaccinations in Tasmania.
- Monitor clients' symptoms and immediately communicate pertinent observations to the Clinical Nurse Consultant - Clinic Team Leader.

## Duties:

1. Provide on-site supervision and post vaccination observation for members of the community within a clinic environment.
2. Identify and alert the Clinical Nurse Specialists - Authorised Nurse Immunisers and / or the Clinical Nurse Consultant - Clinic Team Leader of the signs and symptoms of a potential or emerging adverse reaction.
3. Immediately escalate the care of clients whose condition is deteriorating due to adverse reactions.
4. Deliver and provide educational material and resources to members of the community, including answering questions within the scope of practice and seeking support from the Clinical Nurse Specialists - Authorised Nurse Immunisers and / or the Clinical Nurse Consultant - Clinic Team Leader for complex enquiries.
5. Promote the AusVaxSafety system survey to participants to assist with monitoring adverse events following immunisation (AEFI) and detect possible vaccine safety signals.
6. Ensure AEFI and other incident reports are completed on adverse reactions as and when needed.
7. Attend meetings and contribute to the development and review of relevant TVEOC policies and procedures in relation to the COVID-19 Vaccination Program, as requested by the Clinical Nurse Consultant - Clinic Team Leader.
8. Ensure personal compliance with the *Work Health and Safety Act 2012* and the Service's Workplace Health and Safety Policy and Procedures. Cooperate in the fulfilment of personal, employer and other employees' duty of care obligations.
9. 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.
10. 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:

- Works under the direction of the Clinical Nurse Consultant - Clinic Team Leader and in accordance with Standard Operating Procedures. This position is expected to work somewhat autonomously, seeking guidance and direction only as required.
- Assists in maintaining a professional environment and awareness of COVID-19 vaccination developments.
- Exercise reasonable care in the performance of duties consistent with the relevant Work Health and Safety legislation.
- Participate in maintaining a supportive and positive workplace culture.

- Perform the duties allocated consistent with the Department's organisational values and promote, model and support workplace values in the workplace.
- Promote AusVaxSafety system survey.
- 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 experience and knowledge in safety measures used during the monitoring of patient care within a clinical setting.
2. Demonstrated capacity to apply, under supervision, knowledge and skills in recognising when to activate emergency measures due to adverse reactions within an immunisation clinic environment.
3. Ability to communicate effectively with members of the community and relevant state service position holders.
4. Ability to work efficiently and cooperatively with the immunisation clinic team in maintaining clinic standards and a safe working environment.
5. Demonstrated commitment in upholding, modelling and supporting positive workplace behaviours that reflect respect and courtesy.
6. Awareness of, and ability to comply with, the *Work Health and Safety Act 2012* and the Service's Workplace Health and Safety Policy and Procedures.

## 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](#).