POSITION DESCRIPTION

Position Title: Immunisation Compliance Nurse

Organisation Unit: Occupational Health and Safety Division

Type of Employment: Part Time 0.6 (Temporary position to 21 December 2018)

Classification: HEW Level 7

THE UNIVERSITY OF QUEENSLAND

The University of Queensland (UQ) contributes positively to society by engaging in the creation, preservation, transfer and application of knowledge. UQ helps shape the future by bringing together and developing leaders in their fields to inspire the next generation and to advance ideas that benefit the world. UQ strives for the personal and professional success of its students, staff and alumni. For more than a century, we have educated and worked with outstanding people to deliver knowledge leadership for a better world.

UQ ranks in the world’s top universities, as measured by several key independent ranking, including the Performance Ranking of Scientific Papers for World Universities (45), the US News Best Global Universities Rankings (52), QS World University Rankings (51), Academic Ranking of World Universities (55), and the Times Higher Education World University Rankings (60). UQ again topped the nation in the prestigious Nature Index; and secured a greater share of Australian Research Council grants in 2016 ($24.5 million) than any other university nationally.

UQ has an outstanding reputation for the quality of its teachers, its educational programs and employment outcomes for its students. Our students remain at the heart of what we do. The UQ experience –the UQ Advantage – is distinguished by a research enriched curriculum, international collaborations, industry engagement and opportunities that nurture and develop future leaders. UQ has a strong focus on teaching excellence, winning more national teaching excellence awards than any other in the country and attracting the majority of Queensland’s highest academic achievers, as well as top interstate and overseas students.

UQ is one of Australia’s Group of Eight, a charter member of edX and a founding member of Universitas 21, an international consortium of leading research-intensive universities.

Our 50,000-plus strong student community includes more than 13,000 postgraduate scholars and more than 12,000 international students from 144 countries, adding to its proud 230,000-plus alumni. The University has about 7,000 academic and professional staff and a $1.7 billion annual operating budget. Its major campuses are at St Lucia, Gatton and Herston, in addition to teaching and research sites around Queensland and Brisbane city. The University has six Faculties and four University-level Institutes. The Institutes, funded by government and industry grants, philanthropy and commercialisation activities, have built scale and focus in research areas in neuroscience, biomolecular and biomedical sciences, sustainable minerals, bioengineering and nanotechnology, as well as social science research.
UQ has an outstanding track-record in commercialisation of our innovation with major technologies employed across the globe and integral to gross product sales of $11billion+ (see http://uniquest.com.au/our-track-record).

UQ has a rapidly growing record of attracting philanthropic support for its activities and will have further success in this area as an important strategic aim going forward.

Organisational Environment

The Immunisation Compliance Nurse works within the multidisciplinary team environment of the University’s Occupational Health and Safety (OHS) Division. The OHS Division is comprised of team members which include generalist OHS practitioners, occupational hygienists, ergonomists, biological safety and quarantine advisors, diving and boating advisor, radiation safety specialist, workers’ compensation specialists and administrative support staff. The UQ Wellness program also operates from the Occupational Health and Safety Division.

The goal of the Occupational Health and Safety Division is to promote the highest practicable standard of occupational health, safety and wellness within the University of Queensland, drive a positive OHS culture and facilitate compliance with legislation and national standards. The OHS Division is a central operational work unit of the University, and works closely with a network of work health and safety managers and co-ordinators across the Faculties, Schools and Institutes of the University.

The Immunisation Compliance Nurse is responsible for providing specialist advice and services to the University and its staff in relation to the compliance of Vaccine Preventable Diseases

The person that would be a suitable fit for the position would possess following attributes:

- A demonstrated ability to be able to work independently, enthusiastically and with initiative
- A demonstrated ability to communicate effectively, in both written and oral forms.
- A demonstrated reliability to meet deadlines and be effective in achieving results
- Possess an ability to apply compassion, integrity, tact and discretion when required.
- A demonstrated willingness to participate in further professional development
- A positive, constructive and consultative approach to working in a team.
- An ability to apply professional judgement and discretion to make effective decisions.
- A meticulous attention to detail.

Information about the Occupational Health and Safety Division may be accessed on the Division’s web site at http://www.uq.edu.au/ohs/

Information for Prospective Staff

Information about life at UQ including staff benefits, relocation and UQ campuses is available at - http://www.uq.edu.au/current-staff/working-at-uq
DUTY STATEMENT

Primary Purpose of Position

The Immunisation Compliance Nurse is a specialist advisory role which provides professional and administrative input to ensure efficient compliance monitoring of immunisation requirements for staff and students at the University of Queensland. The Immunisation Compliance Nurse will work in conjunction with the University’s Health Service and wider safety and human resource networks, in co-ordinating and maintaining a system to ensure compliance with University vaccination procedures and to protect workers by reducing the risk of vaccine preventable disease occurring. This role will also provide specialist advice to Student Administration teams in relation to student vaccination compliance for clinical placements.

Duties

Duties and responsibilities include but are not limited to provision of specialist advice relevant to immunisation compliance, verification of immunisation evidence, vaccination data entry, written communications with medical practitioners, providing reports to the University, contributing to and maintaining University vaccination documentation and procedures, co-ordination with external healthcare providers and other stakeholders as required.

Professional

Management functions

- Initiate, prepare and review the University of Queensland Vaccine Preventable Diseases related OHS policy.
- Develop effective internal and external communication networks with all departments and in particular between the UHS, HR Division and Student Administration teams
- Co-ordinate and manage University wide staff vaccination programs and compliance requirements.
- Communicate with health, safety and management committees as required.
- Participate in occupational health and safety advisory activities appropriate to role, training and requirements of the OHS division.

Assessment of Worker’s Immunisation Status

- Assess the health status of employees or prospective employees before being assigned tasks which may be hazardous to their health
- Monitor vaccination compliance as required by policy
- Assisting HR, supervisors and managers in conducting risk assessments in relation to immunisations needed for employee recruitment and placements.
- Provide accurate clinical information to employees and students when requested, e.g. vaccination, infection control information.
Maintenance of records

- Develop and maintain records to comply with statutory, organisational and ethical requirements
- Contribute to the upkeep and maintenance of a range of databases within the OHS Division
- Provide Occupational Health statistical data to appropriate personnel when requested
- Any other duties as reasonably directed by your supervisor

Other

Ensure you are aware of and comply with legislation and University policy relevant to the duties undertaken, including:

- the University’s Code of Conduct
- requirements of the Queensland occupational health and safety (OHS) legislation and related OH&S responsibilities and procedures developed by the University or Institute/School
- the adoption of sustainable practices in all work activities and compliance with associated legislation and related University sustainability responsibilities and procedures requirements of the Education Services for Overseas Students Act 2000, the National Code 2007 and associated legislation, and related responsibilities and procedures developed by the University

Organisational Relationships

The position reports to the Director, Occupational Health and Safety
SELECTION CRITERIA

Qualifications

Essential
- Registered Nurse with current AHPRA registration
- Nurse Immuniser qualification
- A demonstrated ability to communicate effectively with management, peers and worker groups in both written and oral forms, and to apply professional judgement and discretion across particular sets of rules or regulations to make effective decisions.

Desirable
- Knowledge of the principles and legislation related to Work Health and Safety, particularly relating to Occupational Health.
- At least 6 years post-graduate experience in nursing and previous experience in immunisation project management
- Knowledge of the principles and legislation related to work health and safety, particularly relating to occupational health issues and vaccination requirements.
- Previous experience working in the field of immunisation, occupational health, public health or travel medicine
- Demonstrated ability in using standard computer packages such as word and excel and web based OHS programs and medical health care data systems.

The University of Queensland values diversity and inclusion.

Applications are particularly encouraged from Aboriginal and Torres Strait Islander peoples. For further information please contact our Australian Indigenous Employment Coordinator at: atsi_recruitment@uq.edu.au
Applications are also encouraged from women.

This role is a temporary part time position