

Senior Immunisation Advisor

College/Division	College of Health and Medicine
School/Section	College Office
Location	Rozelle, NSW
Classification	HEO 7 (0.6 FTE)
Reporting line	Reports to Manager, Professional Experience Placement (PEP) Safety in Practice
Date	November 2020

Position Summary

The University of Tasmania is building a vision of a place-based University with a mission to enhance the intellectual, economic, social and cultural future of Tasmania (and NSW), and from Tasmania (NSW), contribute to the world in areas of distinctive advantage. The University recognises that achieving this vision is dependent on the people we employ as well as creating a people-centred University that is values-based, relational, diverse, and development-focused.

We are seeking to appoint a Senior Immunisation Advisor in the [College of Health and Medicine](#). The College of Health and Medicine brings together five key entities: The School of Nursing, the School of Health Sciences, the School of Medicine, Menzies Institute for Medical Research and the Wicking Dementia Research and Education Centre. This structure enables the University of Tasmania to boost health and medical research performance, deliver evidence-based learning and practice (or develop our healthcare workforce), and transform health outcomes for the Tasmanian community.

Within the College, the School of Health Sciences and the School of Medicine are large multi-campus schools specialising in Nursing, Midwifery, Allied Health Sciences, Medical Laboratory Science, Rural Health, Pharmacy, Psychology, Medicine and Paramedicine. Central to both School's operations is the ability for students to undertake Professional Experience Placement (PEP) as part of their course.

The University has a duty of care to ensure that all students meet a range of compulsory pre-placement requirements including vaccination compliance prior to undertaking PEP. Vaccination compliance is a complex process, with varying legislative and regulatory requirements across campuses and states. These legislative and regulatory requirements ensure the student is safe to practice and remains safe in practice.

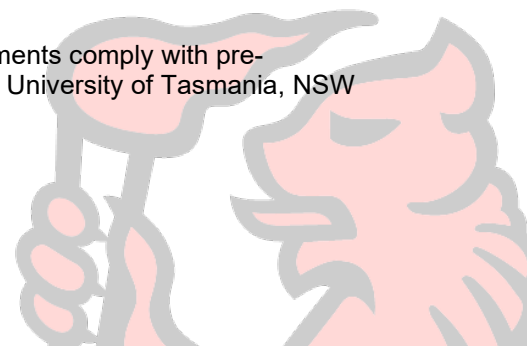
The Senior Immunisation Advisor (NSW) is responsible for ensuring staff and students across the College of Health and Medicine comply with pre-placement legislated vaccination requirements. The incumbent provides high level guidance and advice to staff, students and partners to ensure students meet these requirements. This is an autonomous position with travel required between relevant campuses. This position contributes to the delivery of the College's strategic and operational plans, playing a key role in students' experience of a high-quality Professional Experience Placement.

This position upholds the important function of the reciprocal relationship between the University and its partners, therefore the key elements in this position are industry expertise, collaboration, communication, guidance and support.

We are an inclusive workplace committed to 'working from the strength that diversity brings' reflected in our Statement of Values. We are dedicated to attracting, retaining and developing our people and are committed to inclusive principles. We celebrate the range of diverse assets that gender identity, ethnicity, sexual orientation, disability, age and life course bring. Applications are encouraged from all sectors of the community. Tell us how we can make this job work for you.

What You'll Do

- Provide expert guidance to staff and students to ensure that all placements comply with pre-placement legislated vaccination requirements in line with established University of Tasmania, NSW Health and other jurisdictional policy and procedures.



- Maintain up to date knowledge of the Australian Immunisation Handbook guidelines (online edition), state-based health policy and public health alerts impacting placements, and provide prompt and accurate notification to staff, students and partners of any potential risks to student placements.
- Review and provide expert advice on vaccination records pertaining to all students who undertake PEP locally, nationally and internationally.
- Maintain student vaccination compliance data within the University's placement management system - InPlace and partner systems, to ensure students are safe to enter the practice environment and have met established University of Tasmania and healthcare partner policy and procedures.
- In collaboration with College staff, implement and review partner and university procedural guidelines and communications related to infectious diseases and vaccination, to ensure contemporary information is provided to students in a timely manner.
- As a recognised authority, ensure students' vaccination record card reflects history of current vaccination, screening and serological evidence.
- Provide guidance and expert opinion to PEP staff members and relevant healthcare professionals, to ensure students are compliant and able to attend PEP as scheduled.

What We're Looking For (success criteria)

- Evidence of a bachelor's degree, an Immunisation for Registered Nurses course and extensive relevant experience.
- Current/recent employment as a Registered Nurse with evidence of current Registration with AHPRA.
- Demonstrated initiative and ability to work independently and autonomously.
- Demonstrated high-level administration and organisational skills, ability to prioritise tasks and meet deadlines.
- Demonstrated high level oral, written and interpersonal skills, including conflict resolution and a proven capacity to build productive relationships with staff and students.
- Experience with policy development and implementation, including the ongoing review of administrative systems, processes and procedures to ensure provision of quality outcomes.
- Demonstrated capability in the use of a range of computer software applications including word processing, database, spreadsheets, and emails.
- Experience in a university setting and/or knowledge of University operations, policies and procedures.
- Ability to adapt quickly within a complex organisation of multiple campuses.
- Experience student placement management programs.

Other position requirements

- Current Drivers Licence

University of Tasmania

The University of Tasmania is an institution with an enduring commitment to our state and community, and a strong global outlook. We are committed to enhancing the intellectual, economic, social and cultural future of Tasmania. Our [Strategic Direction](#) strongly reflects the University community's voice that our University must be place based but globally connected as well as regionally networked and designed to deliver quality access to higher education for the whole State.

We believe that from our unique position here in Tasmania we can impact the world through the contributions of our staff, students and graduates. We recognise that achieving this vision is dependent on the people we employ, as well as creating a university that is values-based, relational, diverse, and development-focused.

More information:

<https://www.utas.edu.au/jobs>

<https://www.utas.edu.au/careers/our-people-values-and-behaviours>

The intention of this position description is to highlight the most important aspects, rather than to limit the scope or accountabilities of this role. Duties above may be altered in accordance with the changing requirements of the position.

