

POSITION DESCRIPTION

Position Title: Co-ordinator/Facilitator - Outreach Immunisation Service (OIS)
Date: December 2011
Business Area: Te Tai Tokerau PHO
Location: Northland
Reports To: Te Tai Tokerau PHO through PHO CEO

1.0 Purpose of the Position

The primary objective of the Outreach Immunisation service is to increase access to vaccination opportunities, thereby improving immunisation rates in the 0-5 population amongst Maori, Pacific Island and other priority groups with high rates of vaccine-preventable disease and low rates of immunisation. The area to be serviced covers the geographical boundaries of the following organisations:

- Te Tai Tokerau PHO
- Hauora Hokianga
- Whangaroa Health Trust
- Tihewa o Kaikohe.

The Outreach Immunisation Coordinator will support Primary Health Care services to ensure an increased range of vaccination opportunities are available and taken up by community. These may include mobile clinics, outreach clinics, assistance to access existing clinics or home vaccination, and will be developed in consultation with communities.

2.0 Key Areas of Accountability

The Immunisation Outreach Co-ordinator will be responsible for the implementation of the OIS strategic plan by:

- identifying tamariki between 0-6 years who have not accessed scheduled immunisation services
 - completing a stock-take of provider capacity to provide acceptable, accessible and effective immunisation services to the priority groups including identification of barriers and enhancing links between existing services
 - developing clear referral and feedback processes with other primary health care providers
 - ensuring effectiveness, acceptability and [accessibility of services to all clients at all times](#)
 - ensuring systems are in place to accurately document vaccine information
 - ensuring data collected is consistent with regional and national register requirements.
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3.0 WORKING RELATIONSHIPS

- [Te Tai Tokerau CEO](#)
- [Te Tai Tokerau PHO contracted](#) providers (primary practitioners & their practice staff) and stakeholder organisations
- [Primary Health Nursing Practitioners and Leaders](#)

- NDHB Immunisation Co-ordinator
- Iwi providers
- General Practitioners and other relevant medical personnel e.g. Kaupapa Maori Medical Services, Midwives
- Northland DHB Primary and Public Health Manager
- Medical Officer of Health
- Community Paediatrician
- Health Promotion Services iwi and mainstream
- Community Health Workers iwi, Northland Health and Ringa Atawhai
- Community networks e.g. Maori Women's Welfare League, Plunket volunteers
- Whangarei Well-child Coalition
- M.V.S personnel??
- National Immunisation Register Northland project implementation group.
- Immunisation Advisory Centre (IMAC)

4.0 EDUCATION, KNOWLEDGE, EXPERIENCE & SKILL REQUIREMENTS

PERSON SPECIFICATION:

Formal Qualifications:

Registered General or Comprehensive Nurse
 Authorised Independent Vaccinator with current practising certificate and membership of a professional nursing organisation.

Skills and Experience:

Essential:

- Proven ability to work in partnership with Maori providers and community
- Proven ability to build strong relationships with whanau
- Computer skills e.g. Microsoft Word & Excel
- Proven project management skills
- Proven teaching /mentoring skills
- Excellent presentation skills
- Ability to self-manage
- Teamwork skills
- Networking skills
- Confident vaccinator

Desirable:

- Familiarity with PMS systems used in the Primary Health Care Setting
- Familiarity with te reo me nga tikanga o te iwi o Te Tai Tokerau
- Post graduate qualification in the primary health care field or working towards same

Preferred Personal Attributes or Competencies

- Understands Treaty of Waitangi, and its implications and application in the New Zealand health sector
- Excellent written and verbal communication and interpersonal skills; able to relate to a wide variety of people in different situations, with sensitivity to cultural diversity
- Autonomous; able to work unsupervised with good time management skills
- Adaptability to sudden changes in the health environment
- Flexibility to adapt to a multitude of different tasks and project requirements.
- Current clean driver's licence

5.0 OTHER INFORMATION

Outreach Immunisation Service is being reviewed at a district wide level. This will impact on how the role is defined over time and may result in changes to the parameters of the role. The successful applicant will need to be accepting of the role changes that may result as a consequence of this.

The person in this role will be expected to work autonomously at an advanced level of practice and with a variety of health professionals. Challenges within the PHO are varied and require some innovative solutions. The health sector is constantly changing and this requires adaptability and flexibility. This is a very challenging and rewarding position with the chance to make a very real difference for providers and the enrolled population of Te Tai Tokerau PHO.