



Simcoe Muskoka District Health Unit
POSITION DESCRIPTION

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| POSITION TITLE: REGISTERED PRACTICAL NURSE | POSITION NUMBER: |
| SERVICE AREA: Clinical Service | PROGRAM AREA: Vaccine Preventable Diseases (VPD) |
| REPORTS TO: Manager, Supervisor | REVIEW DATE: May 10, 2006 |
| <p>PURPOSE OF POSITION: To collect and assess the immunization histories of children enrolled in day nurseries and schools through out the county and district, provide immunization services through clinics in various locations, and provide information to parents and health care provider about childhood vaccines and schedules. Responsibilities also include completing annual inspections of facilities that store and handle publicly funded vaccines to ensure proper storage and handling of vaccines, and actively participating within the VPD team to plan and revise implementation strategies.</p> | |
| <p>POSITION SKILLS & COMPETENCIES REQUIRED:</p> <p>Education: Nursing Assistant or Practical Nursing Diploma (two-year program) from a community college AND Administration of Medications Certificate. Current RPN certificate of registration with the College of Nurses of Ontario.</p> <p>Related experience: 1-3 year’s relevant experience.</p> <p>Specific knowledge, skills, abilities:</p> <ul style="list-style-type: none"> • Intermediate oral and written communication skills • Intermediate conflict management and negotiation skills • Intermediate skills in providing public education to individuals and groups • Intermediate organizational and time management skills • Advanced knowledge of all publicly-funded vaccines including details of the product in terms of risk of disease, VS benefit of vaccine • Basic knowledge of proper storage and handling of vaccines • Basic understanding of database applications • Basic skills in Microsoft Word, Outlook • Valid driver’s license and reliable vehicle or the ability to travel in a timely and efficient manner to locations within and outside the health unit district • Able to work independently within established parameters and to function effectively as a member of a team <p><i>Asset: Fluency in a second language</i></p> | |
| <p>KEY AREAS OF RESPONSIBILITY (ACCOUNTABILITY):</p> <p>Plan, organize and coordinate data collection efforts to support program planning Ave. % of time: 10%</p> <ul style="list-style-type: none"> • Demonstrates current knowledge of all childhood vaccines and publicly-funded vaccines, and familiarity with health information databases • Effectively queries databases for relevant information to support program planning • Provides information on all publicly-funded vaccine products including contents, expected side effects, risk of diseases vs. benefits of the vaccine, compared to the disease contraindications • Documents interactions regarding immunization promotions. <p>Conduct Immunization record review Ave. % of time: 30%</p> <ul style="list-style-type: none"> • Updates immunization records into the provincial data bases IRIS as provided by parents, health care providers | |

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| KEY AREAS OF RESPONSIBILITY (ACCOUNTABILITY) Continued ... | |
| <ul style="list-style-type: none"> Interprets various immunization schedules and determines the category of a child immunization history in terms of being at risk, eligible, due for or completed, for a specific vaccine | |
| <p>Provide immunization in various clinic settings: public health office, clinic, school clinics and community clinics</p> <ul style="list-style-type: none"> Administers vaccines according to health unit medical directives, policies and procedures as well as product information inserts Responds to emergency situations that may arise following immunization. Prepares required statistical data for various clinics Coordinates and oversees greeters, volunteers and casual staff to ensure set-up of clinic supports efficient flow of clientele Assist in leasing, planning, coordinating, implementing and evaluating clinic facilities and the immunization clinic program | Ave. % of time: 40% |
| <p>Conduct inspection of any facility that stores & handles publicly-funded vaccine</p> <ul style="list-style-type: none"> Ensures standards of storage and handling of vaccines are met Removes vaccine when unsafe or substandard practices are evident Documents inspections and interventions | Ave. % of time: 20% |
| <p>Contribute to team and agency effectiveness</p> <ul style="list-style-type: none"> Works collaboratively as a member of the team; contributes to positive team functioning Assists service, program and functional units in carrying out their mandates Demonstrates commitment to, and functions in a way that is consistent with, the Agency mission, vision, values and strategic directions Respects and ensures confidentiality in all work performed on behalf of the Agency Demonstrates a strong customer service focus in dealing both internally and externally Participates on Agency-related committees as assigned Understands the need to become redeployed and/or reassigned as part of the public health response to an emergency or natural disaster | Ongoing |
| <i>Management has the right to change position requirements from time to time as Agency conditions dictate.</i> | |
| CONTACTS & COMMUNICATION: | |
| Internal: Manager or Supervisor, VDP team members. | |
| External: Parents, Boards of Education, Health Care Providers. | |
| RESPONSIBILITY FOR RESOURCES: | |
| Staff: Provides orientation and training for other program staff including casual RNs, casual RPNs, nursing students and clinic greeters; provides instruction to greeters and volunteers on clinic set-up | |
| Financial: Inspection of health care provider storage and handling practice, decisions about need to discard and remove stock if inappropriate handling has occurred resulting in significant financial cost. | |
| Information: Receives or collects immunization information on all students entering day care and schools; enters this information into the IRIS data base or CAPS. Enters data and documents in some fields such as memos & affidavits. Runs reports as needed. | |
| Materials & Equipment: Transportation of vaccine stock to various locations/clinics, conducts storage and handling inspections of facilities; use of materials and equipment related to job functions. | |
| EFFORT REQUIRED: | |
| Mental: | |
| <ul style="list-style-type: none"> Considerable attention to detail/audio concentration related to time on phone collecting information or discussing immunization with parents, careful listening at immunization clinics to collect and assess eligibility for immunization | |

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| <p>EFFORT REQUIRED Continued:</p> <ul style="list-style-type: none">• Considerable interruptions from telephone.• Considerable attention to detail/visual concentration related working on IRIS & CAPS databases• Most of the work is time sensitive.• High volume of work.• Analysis required reviewing health histories to make decisions about giving immunization. Also analysis required for crisis situations e.g. adverse reactions to vaccines, need to call 911.• Negotiation and conflict resolution required in work with other staff and clients <p>Physical:</p> <ul style="list-style-type: none">• Moderate lifting/bending/moving at clinics, including clinic supplies packed in large rubber containers/luggage that is transported on wheels; medium weight (up to 35 pounds)• Considerable sitting in health unit office, while traveling• Considerable manual dexterity for data input and giving injections. |
| <p>WORKING CONDITIONS SPECIFIC TO POSITION:</p> <ul style="list-style-type: none">• Work is performed in a standard office environment (health unit office), school or community clinic setting.• Moderate exposure to adverse conditions i.e. noise, temperature (hot, cold), particularly in community settings.• Moderate exposure to health & safety hazards i.e. community acquired infections, potential for needle stick injuries.• Limited evening, weekend and overtime work is expected.• Considerable travel is required |

I have read the Position Description and understand the duties and responsibilities as assigned.

EMPLOYEE'S SIGNATURE: _____ **DATE:** _____

MANAGER'S SIGNATURE: _____ **DATE:** _____

Position Approvals:

DIRECTOR'S SIGNATURE: _____ **DATE:** _____

Director Clinical Service

MOH/CEO SIGNATURE: **Original document signed by Dr. C. Gardner, MOH**
DATE: _____

POSITION HISTORY: Nov. 2/06 – Minor modifications were made to Position Description as a result of the Job Evaluation Committee review of all agency non-union positions, including reconsideration requests.