



POSITION DESCRIPTION

POSITION TITLE: SCHOOL IMMUNIZATION CLINIC PLANNER

DEPARTMENT: PUBLIC HEALTH

CLASSIFICATION: NURSE II

UNION: MNU

REPORTING RELATIONSHIPS

POSITION REPORTS TO: IMMUNIZATION COORDINATOR – PUBLIC HEALTH

POSITIONS SUPERVISED: NOT APPLICABLE

POSITION SUMMARY

The School Immunization Clinic Planner is responsible for planning and implementing the school based immunization programs. The School Immunization Planner works with the Immunization Coordinator, Public Health Nurses, public health immunization clerical staff, and school staff to provide immunization services to eligible students in various grades according to the Manitoba Immunization Schedule for publically funded vaccines. The School Immunization Planner also works with families and youth in coordination and delivery of the school based vaccines. The School Immunization Planner works to provide good access to these programs by working in partnership with the schools in the Interlake-Eastern RHA catchment area, with a focus on improving immunization coverage rates for these vaccine programs. The position of School Immunization Clinic Planner functions in a manner consistent with, and supports the Mission, Vision and Values of the Interlake-Eastern Regional Health Authority.

ESSENTIAL FUNCTIONS AND DUTIES

Function and duties include but are not limited to the following:

- Works with the Immunization Coordinator to ensure all consent forms, fact sheets, letters to parents, and letters to schools are up to date, based on the current provincial immunization schedule

- Contacts all schools within the Interlake-Eastern RHA catchment area to organize and schedule clinic dates for the appropriate vaccine programs for eligible grade levels.
- Contacts parents of students with missing consent forms to ensure parent has received consent form, and consents or refuses to have their child immunized. Makes arrangements to have consent form returned to school or sends a replacement form.
- Reviews all student consent forms for completeness, allergies, health issues, etc.
- Contacts parents of students where issues have been identified on the consent form, with regards to health concerns, allergies, previous immunization issues, etc. with a view toward student safety with applicable vaccine product and/or the immunization procedure.
- Applies consent directives to student health records within the Panorama electronic health record
- Applies warnings and/or notes to student records within Panorama as indicated on the consent form.
- Reviews student records in the grade 8 vaccine program to provide students with incomplete immunization records an opportunity to get caught up during the school-based immunization clinics. Contacts parents of said students to inform them of the incomplete record and to obtain consent for missing vaccines, if parents so desire.
- Orders immunization supplies and vaccines for the appropriate programs, based on the number of students to be immunized.
- Works with Immunization Coordinator, Public Health Nurses and clerical staff to schedule appropriate number of staff required for the school clinics.
- On clinic day, organizes vaccine supplies maintaining appropriate vaccine storage and handling protocols.
- Provides on-site coordination of school immunization clinic, working with the public health staff and school staff to ensure safe immunization services are provided to students.
- Ensures consent forms are submitted to the public health immunization clerical for entry into the Panorama system.
- Ensures accurate amount of vaccine product is decremented within the Panorama vaccine inventory, after completion of the school clinic.

OTHER

- Performs other duties as assigned.

QUALIFICATIONS

EDUCATION/CERTIFICATION:

- Diploma in Nursing
- Current registration with the College of Registered Nurses of Manitoba (“CRNM”) and a member in good standing
- Basic Life Support (BLS) certification

REQUIRED KNOWLEDGE:

- completion of the Immunization Competence Education Program (ICEP) for Health Care Professionals

EXPERIENCE REQUIRED:

- Two years current nursing experience

- Knowledge of vaccines and immunization experience preferred
- Knowledge and training within the Panorama electronic public health record preferred

SKILLS/COMPETENCIES:

- Excellent oral and written communication skills
- Good physical and mental health to meet the demands of the position
- Ability to work independently and with a minimum of supervision
- Ability to maintain positive working relationships with public health staff and school staff
- Ability to interact positively with children
- Completes and maintains a satisfactory pre-employment security check.
- Satisfactory employment record.

WORK CONDITIONS

- The incumbent functions autonomously on a day-to-day basis and manages assigned duties accordingly.
- May be required to travel throughout the region as duties may require.
- Require a road worthy vehicle, a valid driver's license and liability insurance of at least \$1,000,000.00.
- No hazardous or significantly unpleasant conditions.

WORKPLACE SAFETY AND HEALTH

The incumbent contributes to making the organization safe for clients and staff and recognizes the importance of reporting unsafe situations and participating in follow up reviews as a learning opportunity.

- Provides a safe environment by ensuring the adherence to Workplace Safety and Health regulations and Policies and Infection Control Guidelines. Obeys all safety and health rules and follows recommended Safe Work Procedures. Informs supervisor of any unsafe acts, work conditions, incidents, near misses, injuries or illnesses immediately.
- Demonstrates a working knowledge of Workplace Hazardous Materials Information Systems (WHMIS) and adheres to procedures for handling and storing controlled substances as described in the Material Safety Data Sheets (MSDS). Uses personal protective equipment as required.
- Demonstrates understanding of role and responsibilities in fire prevention and disaster preparedness and participates in safety and health training programs including the health facility's Fire, Disaster and Evacuation Plan.

PATIENT SAFETY

- Participates in and demonstrates an understanding of patient safety principles and practices into all day to day activities. Follows all safe work practices and procedures and immediately communicates any activity or action which may constitute a risk to client safety.
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Created: _____
Date

Revised: _____
June 2016
Date

Approved by: _____
Regional Manager/ Supervisor
Date

Approved by: _____
Vice President/ CEO
Date

Reviewed by: _____
Vice President, Human Resources
Date

Position descriptions assist organizations in ensuring that the hiring process is fairly administered and that qualified employees are selected. They are also essential to an effective appraisal system and related promotion, transfer, layoff, and termination decisions. Well constructed position descriptions are an integral part of any effective compensation system.

All descriptions have been reviewed to ensure that only essential functions and basic duties have been included. Peripheral tasks, only incidentally related to each position, have been excluded. Requirements, skills and abilities included have been determined to be the minimal standards required to successfully perform the position. In no instance, however, should the duties, responsibilities, and requirements delineated be interpreted as all inclusive. Additional functions and requirements may be assigned by supervisors as deemed appropriate.