



POSITION DESCRIPTION

POSITION TITLE:	IMMUNIZATION CLERK
DEPARTMENT:	PUBLIC HEALTH
CLASSIFICATION:	IMMUNIZATION CLERK 1
UNION:	MGEU – FACILITY SUPPORT

REPORTING RELATIONSHIPS

POSITION REPORTS TO:	IMMUNIZATION COORDINATOR, MANAGER HEALTH SERVICES, PUBLIC HEALTH
POSITIONS SUPERVISED:	NOT APPLICABLE

POSITION SUMMARY

The Immunization Clerk plays a key role in ensuring that clients attending vaccine clinics feel welcome and safe. Immunization Clerks assist with screening, client flow, client questions and client registration. May be required to setup and take down clinic equipment. The Immunization Clerk enters immunization data into PHIMS. The position of Immunization Clerk 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:

- Assists the public health staff with school and community immunization clinics.
- Welcomes clients and performs initial screening per provincial protocols for screening prior to entry to clinics.
- Refers clients who fail the screening protocol or have questions to the appropriate staff member (e.g. Clinical Supervisor) if appropriate
- Confirms the client has an appointment and updates appointment list to indicate client's attendance.
- Provide guidance to clients that walk-in, if applicable.
- Assists with navigation through the site.
- Encourages anyone entering the clinic to clean their hands with alcohol-based hand sanitizer and follow any other current infection prevention control guidelines.

- Determines whether the client has any accessibility requirements (e.g., mobility issues, sight or hearing impaired) that require additional supports and refers to the appropriate staff member if appropriate (e.g. Clinical Manager).
- Facilitates crowd control and clinic flow, ensuring physical distancing as per the current infection prevention control guidelines is maintained.
- Ensures that signage is in place and visible, including screening protocols, eligibility criteria, clinic instructions and clinic flow, as appropriate.
- Directs clients to immunization area.
- Provides paper documents for completion as required; assists clients with completion of consent forms at community immunization clinics.
- Refers clients to appropriate staff member (e.g. Clinical Supervisor) for discussion of any potential contraindications to immunization or questions.
- Supports clinic flow by directing clients to the next available Immunizer.
- Participates in and demonstrates an understanding of patient safety principles and practices in all daily activities.
- Enters data into PHIMS (Provincial Health Information Management System).
- Adheres to all safety and health regulations and safe work practices.
- May be required to perform other duties and functions related to this job description not exceeding above stated skills and capabilities.
- Pursuant to the Regional Health Authority Act, Interlake-Eastern RHA is designated bilingual (English/ French). Accordingly, all employees accept the responsibility to support clients in their official language of choice.

OTHER

- Performs other duties as assigned.
- Must be able to lift and carry equipment weighing up to 15 lbs.
- Required to stand for long periods of time.

QUALIFICATIONS

EDUCATION/CERTIFICATION:

- Grade 12 Manitoba Standards required.

EXPERIENCE REQUIRED:

- Demonstrated proficiency with Microsoft programs (Outlook, Word, Excel, Access and PowerPoint) as well as Internet applications.
- Experience using PHIMS (Provincial Health Information Management System) is an asset.
- Excellent verbal communication skills.

SKILLS/COMPETENCIES:

- Demonstrated organizational skills, and the ability to work independently and as part of a multi-disciplinary team.
- Demonstrated problem solving and decision-making skills with ability to manage in a fast-paced environment.
- Ability to respect and promote confidentiality
- Valid Manitoba drivers license.

- Mental and physical ability to meet the demands of the position.
 - Given the cultural diversity of our region, the ability to communicate in more than one language would be considered an asset.
 - Proficiency of both official languages is essential for target and designated bilingual positions.
 - Completes and maintains a satisfactory pre-employment security check.
 - Satisfactory employment record.
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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.
 - No hazardous or significantly unpleasant conditions.
 - All health care workers are required to be immunized as a condition of employment in accordance with the Interlake-Eastern RHA Policy GA-13-P-110 Required Immunizations for Health Care Workers.
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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 facilities' 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. Follow all safe work practices and procedures and immediately communicates any activity or action which may constitute a risk to patient safety.

Created:	_____	_____
		Date
Revised:	_____	_____
	October 2023	
Approved by:		_____
	Regional Manager/ Supervisor	October 17, 2023
		Date
Approved by:		_____
	Regional Lead/ CEO	October 17, 2023
		Date
Reviewed by:		_____
	Regional Lead, Human Resources	October 18, 2023
		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.