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## POSITION DESCRIPTION

<b>POSITION TITLE:</b>	IMMUNIZATION NURSE – LICENSED PRACTICAL NURSE
<b>DEPARTMENT:</b>	PUBLIC HEALTH
<b>CLASSIFICATION:</b>	LICENSED PRACTICAL NURSE
<b>UNION:</b>	MNU

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## REPORTING RELATIONSHIPS

<b>POSITION REPORTS TO:</b>	CLINICAL TEAM MANAGER – PUBLIC HEALTH
<b>POSITIONS SUPERVISED:</b>	NOT APPLICABLE

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## POSITION SUMMARY

As a member of the regional public health team, the Immunization Nurse – Licensed Practical Nurse (LPN) works under the leadership and direction of the Immunization Coordinator/Public Health Nurse to provide publicly funded vaccines such as but not limited to Influenza/Pneumococcal, School and Covid immunizations. The Immunization Nurse – LPN will promote immunization as an effective means to prevent the spread of vaccine preventable diseases. The position of Immunization Nurse – LPN functions in a manner consistent with, and supports the Mission, Vision and Values of the Interlake-Eastern Regional Health Authority.

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## ESSENTIAL FUNCTIONS AND DUTIES

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

- Immunizes in accordance with standards and clinical practice guidelines of Interlake-Eastern Regional Health Authority.
- Assesses the immunization status of clients, administers vaccines, and educates clients and caregivers about immunizations matters. Provides information and administers vaccines to clients of all ages including infants and children.
- Assesses patients' health histories to identify any health issues that may be a contraindication to vaccination.

- Provides information regarding vaccines to patients, parents, and other healthcare providers.
- Administers vaccines according to established guidelines from the Public Health Agency of Canada (PHAC), the National Advisory Council on Immunization (NACI) and Manitoba Health.
- Maintains accurate records of patient visits by recording information for each patient vaccination onto the consent or directly in an electronic medical record system (PHIMS)
- Educates patients about the risks and benefits of vaccines and other methods of disease prevention and documenting consent from the client or their legal decision maker for each vaccine.
- Coordinates with other members of the Immunization team, including Clinic lead /Public Health Nurse, Navigators/clerical staff, school staff and volunteers.
- Assists other clinic staff with set up and take down of equipment in a variety of clinic settings as required.
- 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.

**QUALIFICATIONS**

**EDUCATION/CERTIFICATION:**

- Current registration with the College of Licensed Practical Nurses of Manitoba (CLPNM) and a member in good standing.
- Basic Life Support (BLS) certification.
- Completion of the Immunization Competence Education Program (ICEP) for Health Care Professionals.

**REQUIRED KNOWLEDGE:**

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

**EXPERIENCE REQUIRED:**

- Two years current nursing experience.
- Experience providing Intramuscular injections preferred.

**SKILLS/COMPETENCIES:**

- Excellent oral and written communication skills.
- Valid Manitoba drivers license.
- Mental and physical ability to meet the demands of the position.
- Ability to work independently with a minimum of supervision.
- Ability to maintain positive working relationships with public health staff, school and clinic staff and clients.
- Ability to interact positively with children.

- 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.
  - Will 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.
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Created: February, 2023  
Date

Revised: \_\_\_\_\_  
Date

Approved by: \_\_\_\_\_  
Regional Manager/ Supervisor Date

Approved by: \_\_\_\_\_  
Regional Lead/ CEO Date

Reviewed by: \_\_\_\_\_  
Regional Lead, 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.*