

Position Description

Workforce Immunisation Nurse

Classification:	Clinical Nurse Consultant, Level A (ZF4)
Business unit/department:	Workforce Immunisation / Infectious Diseases and Immunology
Work location:	Austin Hospital ☒ Heidelberg Repatriation Hospital ☒ Royal Talbot Rehabilitation Centre ☐ Other ☐ (please specify)
Agreement:	Nurses and Midwives (Victorian Public Sector) (Single Interest Employers) Enterprise Agreement 2024-2028 Choose an item. Choose an item.
Employment type:	Part-Time
Hours per week:	24
Reports to:	Nurse Practitioner, Workforce Immunisation
Direct reports:	Nil
Financial management:	N/A
Date:	October 2025

Austin Health acknowledges the Traditional Custodians of the land on which we operate, the Wurundjeri Woi Wurrung People of the Kulin Nation. We pay our respects to Elders past and present and extend that respect to all Aboriginal and Torres Strait Islander peoples.

Position purpose

The primary objective of the Workforce Immunisation program is to ensure the safety, and protection of patients, staff and visitors from infection by exposure to Vaccine Preventable Diseases. The team ensures compliance with the requirements of the National Safety and Quality Health Services (NSQHS) Standards. The Workforce Immunisation Clinic is run by the Workforce Immunisation Department and provides Vaccine Preventable Vaccinations to staff, as a risk reduction initiative. The success of the Immunisation program involves close collaboration with other departments such as Human Resources, Infection Prevention & Control, Infectious Diseases and the Microbiology and Pathology Services.

The Workforce Immunisation Nurse works as part of the Immunisation team to deliver vaccinations to Austin Health employees, recording immunisation data and ensuring ongoing compliance with the requirements of the National Safety and Quality Health Services Standards. This position also acts as a clinical resource, providing consultation and advice to staff and managers.

About the Directorate/Division/Department

The Medical & Cancer Services Division, part of the Chief Operating Directorate, comprises the following departments:

• Clinical Pharmacology • Nephrology • General Medicine • Paediatrics • Dermatology • Oncology • Haematology • Palliative Care • Genetic Services • Neurosciences	• Endocrinology • Rheumatology • Infectious Diseases and Infection Prevention & Control • Respiratory and Sleep Medicine • Radiation Oncology • Day Oncology and Apheresis • Cancer Clinical Trials • Wellness and Supportive Care • Victorian Spinal Cord Service
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The Infectious Diseases and Immunology department at Austin Health is a busy unit providing both in-and-out-patient services. It is staffed by the Director supported by a team of Senior Medical Staff (SMS), junior medical, nursing staff and medical scientists.

The Infectious Diseases and Immunology department is a professorial department that provides infectious diseases and immunology care to inpatients and outpatients at Austin Health and the Mercy Hospital for Women, medical infection control advice for these two institutions and has an active research program in important areas such as antibiotic resistance, appropriate antibiotic use, mycobacterial disease and public health interventions such as pandemic influenza planning and improving hand hygiene among healthcare workers. The department conducts daily inpatient ward-rounds, twice-weekly outpatient clinics and outreach services to Bendigo hospitals. The ID department has a major national and international leadership role in infection control and interventions to limit the emergence of antibiotic resistance.

The department prides itself in the level of teaching and clinical research activity supported within the department.

Position responsibilities

Role Specific:

Direct Comprehensive Care

- Coordination of the workforce immunisation clinic, including safe & effective preparation and delivery of vaccines to Austin Health staff in accordance with Infection Prevention and Control Standards.
- Completion of relevant documentation and input of vaccine information into the Australian Immunisation Register (AIR) as required by the Mandatory Reporting of NIP vaccines Act 2021.
- Escalate and respond to clinical deterioration when providing care in the clinical environment in accordance with appropriate medical emergency response.
- Assist in outbreak management of vaccine preventable disease.
- Provide consultations to Austin health employees and Managers regarding vaccinations and/or serology to ensure compliance with Austin Health Immunisation policies
- Facilitate referrals to appropriate care providers for staff serology and/or further investigations as indicated.
- Practices in accordance with the Australian Nursing and Midwifery Accreditation Council (ANMAC) National Standards for the registered Nurse. For further details see under 'competency standards' via the following link



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<http://www.nursingmidwiferyboard.gov.au/codes-Guidelines-statements/codesGuidelines.aspx>

Support systems

- Completion of all relevant documentation and input of staff immunisation information into various systems to ensure the maintenance of the workforce immunisation data base with accurate records to facilitate program compliance.
- Ensure immunisation data is captured and maintained in accordance with relevant privacy and data protection legislation.
- Respond within appropriate time frames to data queries as they arise.

Education

- Provide education to departments or individuals on Austin Health immunisation requirements and enhance their understanding.
- Undertake appropriate and specific training related to immunisation management.
- Maintain up to date knowledge of current issues and clinical practice in immunisation care.

Research & Quality

- Assist to ensure immunisation standards meet professional, organizational, legal and ethical requirements.
- Participate in research relevant to immunisation health to add to the body of evidence, which guides practice.
- Continue to monitor and review contemporary practice to ensure alignment with best practice models of care, Department of Health requirements and ATAGI recommendations.
- Comply with the Requirements of the National Safety & Quality Health Service Standards.
- Complete and maintain all mandatory training relevant to area practice.
- Contribute to a safe and healthy working environment.
- Maintain working knowledge of emergency procedures and location of emergency equipment.
- Demonstrates a commitment to personal continuing professional development and participate in Performance review/appraisal.
- Support, as required, the broader activities of the Infectious Diseases and Immunology team

Selection criteria

Essential skills and experience:

- RN Division 1, with accredited Health Practitioner immuniser qualifications.
- Interest in developing hospital wide networks.
- Ability to provide clinical expertise to Austin Health's workforce on the value and safety of vaccines.
- Ability to maintain records of staff immunisation against vaccine preventable diseases.
- Ability to work with limited direction and deliver projects on time.
- Knowledge of compliance requirements outlined in National Safety and Quality Health Service Standards, particularly 1; 2; 3; 4 and 6.
- PRODA registered with access to the Australian Immunisation Register.

Desirable but not essential:

- Project management experience.



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- Data analysis and report writing and presentation experience.
- Familiarisation with HR information systems (i.e. Successfactors).
- Supervision and/or management of direct reports.
- Post graduate qualifications in Infection Control or Hospital/Clinical Epidemiology.

Professional qualifications and registration requirements

- Current Registration as a Registered Nurse with the Nursing and Midwifery Board of Australia (NMBA) administered through the Australian Health Practitioner Regulation Agency (AHPRA).
- Accreditation as a Nurse Immuniser, having satisfactorily completed an approved program of study for Immunisers recognised by the Chief Health Officer.

Quality, safety and risk – all roles

All Austin Health employees are required to:

- Maintain a safe working environment for yourself, colleagues and members of the public by following organisational safety, quality and risk policies and guidelines.
- Escalate concerns regarding safety, quality and risk to the appropriate staff member, if unable to rectify yourself.
- Promote and participate in the evaluation and continuous improvement processes.
- Comply with the principles of person-centered care.
- Comply with requirements of National Safety and Quality Health Service Standards and other relevant regulatory requirements.

Other conditions – all roles

All Austin Health employees are required to:

- Adhere to Austin Health's core values: *our actions show we care, we bring our best, together we achieve, and we shape the future.*
- Comply with the Austin Health's Code of Conduct policy, as well as all other policies and procedures (as amended from time to time).
- Comply with all Austin Health mandatory training and continuing professional development requirements.
- Provide proof of immunity to nominated vaccine preventable diseases in accordance with Austin Health's immunisation screening policy.
- Work across multiple sites as per work requirements and/or directed by management.

General information

Cultural safety

Austin Health is committed to cultural safety and health equity for Aboriginal and/or Torres Strait Islander People. We recognise cultural safety as the positive recognition and celebration of cultures. It is more than just the absence of racism or discrimination, and more than cultural awareness and



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cultural sensitivity. It empowers people and enables them to contribute and feel safe to be themselves.

Equal Opportunity Employer

We celebrate, value, and include people of all backgrounds, genders, identities, cultures, bodies, and abilities. We welcome and support applications from talented people identifying as Aboriginal and/or Torres Strait Islander, people with disability, neurodiverse people, LGBTQIA+ and people of all ages and cultures.

Austin Health is a child safe environment

We are committed to the safety and wellbeing of children and young people. We want children to be safe, happy and empowered. Austin Health has zero tolerance for any form of child abuse and commits to protect children. We take allegations of abuse and neglect seriously and will make every effort to mitigate and respond to risk in line with hospital policy and procedures.



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