



POSITION DESCRIPTION

POSITION (TITLE):	Registered Nurse - VPD Program	DIVISION:	Health Protection and Clinical Services
REPORTS TO:	Manager, Clinical Programs	UNION AFFILIATION:	O.N.A. Local 14
REVIEWED: Direct Supervisor	Manager, Clinical Programs	DATE:	November 1995
APPROVED: MOH/CEO, Director	Director, Health Protection and Clinical Services	DATE:	November 1995
AUDITED:	Human Resources	DATE:	November 1995
ORIGINAL VERSION DATE:		REVISION DATES:	November 2006

POSITION SUMMARY:

The VPD Registered Nurse is responsible for the provision of immunization throughout the life cycle to individuals, families, groups and communities to prevent disease and promote health. Provides education and consultation in the area of immunization. Collaborates with physicians, health care agencies, industries, and community groups to coordinate services for the provision of immunization

DUTIES AND RESPONSIBILITIES:

- Plans, implements and evaluates school immunization programs, general immunization, travel and special clinics (in consultation with assigned manager) as required.
- Plans, implements and evaluates the Universal Influenza Immunization Program.
- Maintains and orders supplies/equipment for the VPD program including emergency supplies as per VPD procedures.
- Orders and distributes biologicals and drugs from Ontario Government Pharmacy to physicians, hospitals, clinics and Branch Offices.
- Maintains a system which monitors the ordering and distribution of biologicals and drugs.
- Ensures the proper disposal of sharps and outdated biologicals according to Health Unit procedures.
- Assesses the immunization records of each student entering and attending school according to the Immunization of School Pupils Act, 1992.

DUTIES AND RESPONSIBILITIES: Cont'd

- Assesses the immunization records of children and staff at Daycare/Nursery Schools as recommended by the Medical Officer of Health. Advises school of deficiencies and monitors for compliance.
- Administers vaccine according to Health Unit procedures.
- Acts as a resource person to individuals, families, communities and professionals re vaccines and approved immunization schedules.
- Investigates reported adverse vaccine reactions, informs the Ministry of Health and Long Term Care and enters information using the Integrated Public Health Information System (iPHIS)
- Enters vaccine administered in a school clinic into the computer using the Immunization Reporting Immunization System (IRIS).
- Provides educational presentations upon request.
- Participates in the development and review of the objectives, procedures and medical directives of the VPD program.
- Participates in the evaluation, review and development of VPD programs.
- Maintains competence relevant to current practice and participates in continuing education opportunities.
- Participates in program and divisional meetings and other Health Unit committees as required.
- Contributes to the development and the implementation of the VPD annual operational plan.
- Collects and analyzes relevant data and submits reports as required.
- Other related responsibilities as assigned.

QUALIFICATIONS / REQUIREMENTS:

- Graduate from an approved School of Nursing.
- Current Certificate of Competence from the College of Nurses of Ontario.
- Current CPR Certificate and venipuncture skills.
- Sound nursing knowledge and the ability to apply theory to immunization practices.
- Evidence of nursing experience in a related field.
- Maintains current knowledge of practices and trends in the field of immunization.
- Ability to plan and implement immunization programs.
- Demonstrates effective communication skills with both individuals and groups.
- Knowledge of emergency response, policies and procedures.
- Demonstrates skills required for clinical practice.
- Basic computer and word processing skills an asset.
- Works within the policies of the Nursing department and those of the Thunder Bay District Health Unit.
- Required to provide the use of an automobile as per signed employment agreement.
- May be required to work irregular hours.
- Valid Ontario Drivers License as travel in the district will be required.
- Must provide a current Criminal Reference Check.

OCCUPATIONAL HEALTH AND SAFETY:

- Follows all policies and procedures to ensure personal safety and safety of others
- Reports any equipment or safety problems to supervisor.