



## POSITION DESCRIPTION

<b>POSITION TITLE:</b> Licensed Practical Nurse Immunization Clinic - Immunizer	<b>DEPARTMENT:</b> My Health Team
<b>CLASSIFICATION:</b> Licensed Practical Nurse	<b>APPROVED BY:</b> Regional Lead – Community & Continuing Care
<b>UNION:</b> MNU	<b>DATE APPROVED:</b> May 28, 2024

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### REPORTING RELATIONSHIPS

**POSITION REPORTS TO:** Director, Health Services - Public Health-Healthy Living & Primary Care, and /or Manager, Health Services - Public Health-Healthy Living.

**POSITIONS SUPERVISED:** None

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### POSITION PURPOSE

Reporting through the Public Health- Healthy Living Program and under the general direction of the Manager, Health Services and as a collaborative member of a multi-disciplinary My Health Team, the Immunization nurse participates, assesses and provides immunization services to various populations while demonstrating a commitment to the mission, vision and values of Public Health. Provides immunization services in clinical, community or school-based settings using principles of equity, diversity and cultural safety. The incumbent will maintain professional competence, and utilizes current knowledge that is evidence based and supported by public health practice.

The incumbent exercises the appropriate level of initiative and independent judgment in determining work priorities, work methods to be employed and action to be taken on unusual matters. The position functions in a manner that is consistent with the mission, vision and values; and the policies of Southern Health-Santé Sud.

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### ESSENTIAL FUNCTIONS AND BASIC DUTIES

Duties and functions include but are not limited to the following:

- Ensures cold chain management of vaccine products is maintained.
- Ensures review of consent form documentation requirements and informed consent guidelines.
- Adheres to the provincial immunization vaccine eligibility criteria requirements.
- Provides a clinical assessment for contraindications for vaccination.

- Ensures review of provincial, regional and manufacture vaccine resources (e.g. product monographs, fact sheets, quick reference guides).
- Ensures review and knowledge of immunization clinical practice guidelines and anaphylaxis protocol.
- Communicates effectively with clients and competently provides current evidence-based immunization information.
- Draws up and administers vaccines per clinical practice guidelines and product monographs.
- Monitors for reactions post-immunization and manages any adverse events following immunization as required.
- Complies with workplace safety procedures.
- Follows PPE policies and procedures.
- 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.
- Contributes to making the organization safe for patients, residents, clients and staff, and recognizes the importance of reporting unsafe situations and participating in follow up reviews as a learning opportunity.
- Pursuant to the Regional Health Authority Act, Southern Health-Santé Sud is designated bilingual (English/French). Accordingly, all employees accept responsibility to support clients in their official language of choice.
- Performs other duties as assigned.

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RESPONSIBILITIES AND ACCOUNTABILITIES ARE ASSIGNED IN BROAD ORGANIZATIONAL OBJECTIVES. THE POSITION IS SUBJECT TO REVIEW OF GENERAL EFFECTIVENESS AND ATTAINMENT OF OBJECTIVES THROUGH PERFORMANCE MEASUREMENTS.

## **PERFORMANCE MEASUREMENTS**

Performance will be measured against the above-identified essential functions and basic duties. The incumbent will exercise initiative in carrying out tasks and will demonstrate sound judgment, maintain a high degree of confidentiality and excellent time management skills in determining the methods to apply to tasks. The position functions in a manner that is consistent with the mission, vision, core values and the policies of Southern Health-Santé Sud.

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## **QUALIFICATIONS**

### **EDUCATION/CERTIFICATION:**

- Current active registration with the College of License Practical Nurses of Manitoba (CLPNM) required.
- Responsible for maintaining and providing proof of registration with the College of License Practical Nurses of Manitoba (CLPNM) required.
- Cardiopulmonary Resuscitation (CPR) Training requirements for this position shall be in accordance with regional policy.

### **KNOWLEDGE REQUIRED:**

- Completion of all currently required immunization training modules (provincial or regional).

- Knowledge of Professional Standards of Practice, Competency Profile for Licensed Practical Nurses in Manitoba and Code of Ethics.
- Scope of practice as documented in the Regulated Health Professions Act (RHPA).
- Regional/Facility/Unit policies, procedures, protocols, and guidelines.
- Nursing care knowledge related to clinical area.
- Personal Health Information Act (PHIA), Protection of Persons in Care Act, Mental Health Act, Workplace Hazardous Material Information System (WHMIS), Principles of Routine Practices (Universal Precautions) and other legislated acts.
- Roles and responsibilities of members of the healthcare team.
- Principles of delegation.

**EXPERIENCE REQUIRED:**

- Minimum one-year nursing experience required.

**SKILLS/COMPETENCIES/CONDITIONS OF EMPLOYMENT:**

- Demonstrated effective oral and written communication skills.
- Competence in an Indigenous language and/or knowledge of Indigenous customs, traditions and values is an asset.
- Demonstrated critical thinking/problem solving skills.
- Ability to prioritize care for an individual patient or group of patients.
- Ability to respond to a variety of simultaneous demands.
- Ability to recognize and pursue self-development opportunities.
- Ability to perform independently and as a member of the healthcare team.
- Ability to adapt quickly to changing situations.
- Ability to maintain concentration with frequent interruptions.
- Ability to function in a demanding and stressful environment.
- Physically capable of carrying out clinical skills.
- Physically capable of providing service in a wide variety of community/clinical settings.
- Use of a reliable motor vehicle suitable for all environmental conditions.
- Given the cultural diversity of our region, the ability to respect and promote a culturally diverse population is required.
- Proficiency of both official languages is essential for target and designated bilingual positions.
- Demonstrated ability to respect confidentiality including paper, electronic formats and other mediums.
- Demonstrated ability to meet the physical and mental demands of the job.
- Good work and attendance record.
- Completes and maintains a satisfactory Criminal Record Check, Vulnerable Sector Search, Adult Abuse Registry Check and Child Abuse Registry Check, as appropriate.
- All Health Care Workers are required to be immunized as a condition of employment in accordance with Southern Health-Santé Sud policy.
- Requires a valid Class 5 driver's license, an all purpose insured vehicle and liability insurance of at least \$1,000,000.00.

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**WORK CONDITIONS:**

- No hazardous or significantly unpleasant conditions.

- May work occasionally evenings and weekends as necessary.
  - Will be required to travel to other regional facilities as the position duties may require.
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**SALARY SCALE:**

As per MNU Collective Agreement

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*Job 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 job 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.*