Victorian Specialist Immunisation Service (VicSIS) Coordinator
Alfred Health • Middle Park VIC 3206

**Perks**
- SALARY PACKAGING

**Skills**
- REGISTERED NURSE
- PROJECT MANAGEMENT
- BENEFITS
- DATA COLLECTION

**Full job description**

**Alfred Health**

Alfred Health is a leader in health care delivery, improvement, research and education. We are the main provider of health services to people living in the inner southeast suburbs of Melbourne, from ambulatory, to inpatient and home and community based services.

- **Fixed term - Until 30 June 2022 (extension dependant on funding)**
- **Full time - 76 hours per fortnight (0.8EFT considered)**
- **Classification - Grade 4B (YX12)**
- **Alfred Location**
- **Staff benefits**

**THE DEPARTMENT**

The Department of Infectious Diseases is one of the largest medical units within the Alfred and is also a Department within Monash University. The clinical services incorporate General Infectious Diseases and a busy consult service to other specialist units, Victorian HIV Service, Clinical Research Unit.
and Infection Prevention and Health Care Epidemiology. The Victorian HIV Service is the major treating service in Victoria with a wide range of services to people living with HIV, a large proportion of the patients. The Department has a large research and teaching portfolio and works closely with the Burnet Institute and Monash University.

THE ROLE

Alfred Health provides one of the networked Victorian Specialist Immunisation Services (VicSIS) for Department of Health. The VicSIS network provides a specialist vaccination consult service for people who have experienced an adverse event following immunisation (AEFI) with a COVID-19 vaccine, or for those who are identified as at-risk of experiencing an AEFI. VicSIS clinicians provide comprehensive consultations and individualised advice, both pre- and post-vaccination. Alfred Health’s VicSIS receives referrals from AH staff, Hotel Quarantine staff, GPs, SAFEVIC and vaccination hubs. The service includes GPs, VMOs and nurses and provides phone consultations. The Coordinator will coordinate the service under the clinical direction of A/Prof Giles. The role will provide specialist COVID immunisation information and advice to staff members with enquiries, members of the public and GPs. They will triage GP referrals to GPS working in VicSIS and into the VMO led VicSIS clinic. They will also receive referrals from GPs, self-referrals from staff who have had an AEFI along with AEFI referrals direct from SAFEVIC and vaccination sites. The role will coordinate the VicSIS clinic and work closely with the Infectious Diseases VMOs working in the clinic. The service will also track people admitted to The Alfred with an AEFI and determine if the patient had an AEFI and report this to SAFEVIC. Working closely with A/Prof Giles they will also develop clinical pathways for referrals. They will provide clinical consultations, providing advanced immunisation practice, to clients seeking COVID vaccination and following AEFI under the clinical supervision of A/Prof Giles. With A/Prof Giles the Coordinator will develop an advanced nursing scope of practice.

They will be responsible for Department of Health reporting and participating the VicSIS nurses network. They will supervise the VicSIS Grade 3 nurse and the administration worker in the service.

Key activities:

- Assist in coordination and promotion of Alfred Health’s VicSIS and its associated clinic
- Provide information and advice to staff, patients and community members regarding COVID vaccination
- Triage referrals, emails and phone enquiries with the medical team
- Provide clinical consultations under the direction of A/Prof Giles within an advanced nursing scope of practice
- Develop an advanced nursing scope of practice for VicSIS
- Provide a key point of contact for The Alfred Immunisation Service for referrals, information and advice
- Assist with data collection and reporting and the overall service
evaluation
• Provide a seamless link between The Alfred COVID vaccination staff and the Specialist Immunisation Service
• Build strong and effective working relationships with Infectious Diseases Clinic and COVID vaccination clinic/staff

QUALIFICATIONS/EXPERIENCE REQUIRED

• Registered as a Registered Nurse with the Nursing and Midwifery Board of Australia via AHPRA.
• Accredited nurse immuniser with at least 7 years’ immunisation experience
• Experience in providing a wide range of immunisations, as per the National Immunisation Program
• Experience vaccinating groups with special vaccination requirements such as immunosuppression
• Experience in project management or service management
• Strong clinical nursing background and strong professional identity
• Current and satisfactory Police Check
• Current and satisfactory Working With Children Check

STAFF BENEFITS

• Staff benefits
• Salary packaging
• Onsite gym
• Close to public transport and shopr

Enquiries: Brian Price M: 0404816429

Alfred Health is an equal opportunity employer and is committed to attracting and retaining a diverse workforce that reflects the community we serve. Applications from Aboriginal and Torres Strait Islanders are encouraged.

Website: www.alfredhealth.org.au