

POSITION DESCRIPTION

Position Funding (please check one)

Budget-funded

Grant-funded

Default FOP: _____

Position Type (please check one)

Continuing

Project/Term

Project/Term _____

Seasonal

Weekly hours (please check as appropriate)

Full-time

Part-time

Hours/week: 1.0 EFT(35 hours)

Variable hours: _____

Schedule: _____

Immunization Clinician – Level G (EMAPS)

E-II1	E3 (33%)	D+N+4	353
200	66	87	40

393

4	10	16	10	(40)
NOC	JOB TITLE		POSITION #	
010 3011	Immunization Clinician – Level G (EMAPS)		29699	

GENERAL INSTRUCTIONS

Complete all sections of the position description and type or print the final version. Use words that apply to both genders. Contact the Human Resources Department if you need assistance.

SECTION 1. IDENTIFICATION

NAME OF INCUMBENT: _____

EMPL. # _____

PRESENT CLASSIFICATION (IF KNOWN): _____

TITLE OF POSITION: _____

Immunization Clinician

INTERNAL CAMPUS ADDRESS OR _____

LOCATION OF POSITION: _____

Pathology

DEPARTMENT OR UNIT: _____

Rady Faculty of Health Sciences

NAME AND TITLE OF PERSON _____

SUPERVISING THIS POSITION: _____

William Libich, Director Immunization program

SECTION 2. SUMMARY

This section is intended to be a capsule summary of the position and its relationship to the work unit in which it is located. Therefore, you may wish to complete it after completing Section 3.

A. THE UNIT (Briefly indicate the size, purpose and goals of the Faculty/School, Department and Unit. Start with Faculty or Unit; then move to immediate work unit. Include sizes of budget, staff, students, etc.)

The University of Manitoba includes its community of health educators, experts and researchers in the Rady Faculty of Health Sciences. The Rady Faculty of Health Sciences includes all academic and support staff members of the Colleges of Dentistry, Medicine, Nursing, Pharmacy and Rehabilitation Sciences, as well as the School of Dental Hygiene. It has positioned the University of Manitoba as a leader in health education, training, research and practice.

The Rady Faculty of Health Sciences reflects the health sector's evolving focus on inter-professional models of care and forthcoming expanded roles for health professionals under the Province's Regulated Health Professions Act. As a faculty, we recognize the importance of collaboration in inter-disciplinary research, inter-professional education and training and service delivery to students in the health professions.

The integrated Rady Faculty of Health Sciences will facilitate the following:

- Enhanced research competitiveness;
- Exemplary community outreach and service, particularly to underserved populations;



- Train future generations of health professionals in IPE and practice models;
- Better prepare graduate students to practice in a multi-disciplinary environment;
- Expand rural distributed education models to recruit and retain more health professionals in Manitoba;
- Collaborative research opportunities/more flexible programs of study for students; and
- Singular, more effective liaison with government resulting in greater opportunities for partnerships and external support.

The mission of the University of Manitoba, Max Rady College of Medicine, is to develop, deliver and evaluate high quality educational programs for undergraduate and postgraduate students of medicine for graduate students and postdoctoral fellows in basic medical sciences and for physicians to practice. To conduct research and other scholarly enquiry into the basic and applied medical sciences. To provide advice, disseminate information to health professions and plan for the development and delivery of health care services and to help improve health status and service delivery to the Province of Manitoba and the wider community. The Max Rady College of Medicine is comprised of 27 departments and administrative units involved in teaching, research, service, and clinical activities with an academic staff of approximately 744 full-time and , 196 part-time, approximately 134 Research Associates, a support staff of approximately 596 and a student population of 1855 (2011-12). The college has an operating budget of approximately \$73M (2014/15), sponsored research contracts and special funds of approximately \$95M (2014/15) and trust and endowment accounts of approximately \$85M (2014/15). With continued increased enrolment (commencing the 2011/2012 academic year), there will be additional faculty and support staff joining the college throughout the coming years.

- B. THE POSITION (Briefly explain: why this position exists, what it is intended to do, and how it assists in meeting the work unit's goals.)

The Immunization Clinician is responsible for oversight and coordination of the Rady Faculty of Health Sciences Immunization program which includes running Influenza clinica.

SECTION 3. KEY RESPONSIBILITIES AND DUTIES

1. Identify KEY RESPONSIBILITIES by category, in descending order either by percentage or impact on the work unit, with one annual percentage for each category.
2. Under each KEY RESPONSIBILITY provide descriptive statements, in non-technical language, that explain the duties performed, in their normal sequence, to meet each KEY RESPONSIBILITY. Address the questions: What is done? Why is it done? How is it done? How frequently is it done? e.g. KEY RESPONSIBILITY: A. CLERICAL - 50%. 1. Daily checks registrations for errors by comparing with printout.

Purpose

The clinician will provide clinical support within the Rady Faculty of Health Sciences Immunization Program, and provide immunization and testing services to healthcare students in various programs including:

- Dental Hygiene
- Dentistry (including undergraduate and graduate programs)
- Genetic Counselling
- Medicine (undergraduate only)
- Nursing (including Bachelor, Masters, and PhD programs)
- Occupational Therapy
- Pathology Assistant
- Pharmacy
- Physical Therapy
- Physician Assistant Studies
- Respiratory Therapy

The clinician will also provide university staff specific items such as influenza immunizations and travel health assessments; this role may expand in the future.

The clinician will keep up to date with published immunization and tuberculosis guidelines.

The clinician will respond to questions from staff and students on immunization and tuberculosis, particularly those related to healthcare worker immunizations and tests; also immunizations for the university population, general public, and travellers.

The clinician will review new healthcare student immunization records, and ask questions of clarification of students and clinicians as necessary. Such records may include:

- The incoming Immunization Package (questionnaire) completed by students
- Previous immunization and testing records, including provincial immunization registry records and childhood records
- Documentation from clinicians

The clinician will document a list of outstanding immunization and testing requirements for each student.

The clinician will provide a letter of outstanding items to students who wish to obtain services from their own provider.

The clinician will assist with planning and implementation of immunization clinics on campus. There are two types of clinics:

Mass clinics where a large number of individuals are invited to receive immunizations over a brief period of time (e.g., 1-3 hours). At some of these clinics senior healthcare students may assist with the delivery of items. Mass clinics will also involve the organization of staff and student influenza clinics.

Individual clinics held in the Immunization Program Office, where students are seen one-on-one by the clinician. Appointments will be scheduled for 15-30 minutes in duration.

Immunizations

Students will be offered a number of immunizations required for their healthcare programs, particularly:

- Tetanus, diphtheria, and pertussis vaccines
- Polio vaccine
- Measles, mumps, and rubella vaccines
- Hepatitis B vaccine
- Varicella vaccine
- Influenza vaccine
- Hepatitis A vaccine (required for one program)
- Pneumococcal vaccine (required for one program)
- Meningococcal vaccine (required for one program)

In addition, students may be offered optional vaccines, including:

- Hepatitis A vaccine
- Human papillomavirus vaccine

Tuberculosis screening

Approximately 1100 tuberculin skin tests (TSTs) are required for new students each year, this will make up a significant portion of the clinician's duties. After a positive TST is found the clinician will offer the student will require a brief

assessment, education, chest X-ray, and (for some) referral to a specialized clinic for consideration of treatment for latent TB infection (LTBI). Some students would also benefit from an interferon gamma release assay (IGRA) test, ordered through the Immunization Program.

Urgent assessments

The clinician should be familiar with the procedures and processes to follow in the event of:

- A blood or bodily fluid exposure experienced by staff or students
- A severe reaction after an immunization or tuberculin skin test, including anaphylaxis

Forms and necessary medications will be available at all clinics.

Travel assessments

Periodically university staff and students request travel health advice. The clinician will offer limited support in terms of education and immunizations.

Elective forms

As necessary, the clinician will complete immunization forms for students seeking electives in other provinces and countries.

As well, the clinician will review immunization records for students seeking an elective placement in Manitoba, and follow-up with students regarding outstanding items.

SECTION 4. SUPERVISORY RESPONSIBILITIES

1. Responsibility for the direction or supervision of employees (YES/ NO): No
2. _____ Full-Time _____ Part-Time _____ Temporary _____ Casual
number number number Students number
number number number number
3. Highest classification of employee supervised:

4. Nature of supervision exercised ("X" the appropriate description(s) and explain below)
(a) Hires [X] (b) Recommends [X] (c) Interviews [X] (d) Trains [X] (e) Evaluates Performance [X]
(f) Motivates [X] (g) Disciplines [X] (h) Assigns and Distributes Work [X] (i) Other []

SECTION 5. SUPERVISION RECEIVED

What degree of supervision, direction or guidance does this position receive? Check the appropriate box.

- Detailed verbal/written instruction
- Standard practices, occasional referral to supervisor
- Considerable independence in choosing methods used to complete well-defined projects

Significant independence in establishing practices and procedures and maintaining objectives

- Administrative guidance governed only by University policies and goals

SECTION 6. CONTACTS AND RELATIONSHIPS

TITLE OF CONTACT	FREQUENCY	REASONS
A. <u>INTERNAL</u> (e.g. Deans, Admin. Assistants, etc.) Director of Immunization Program RFHS Leadership Associate Heads of Departments Support Staff	(Daily, monthly, regularly, etc.) Regularly Regularly Regularly Regularly	(To get information, coordination etc.) To keep feedback loop in place Coordination of activities Coordination of activities Provide direction
B. <u>EXTERNAL</u> (e.g. Govt. Agencies, Suppliers, Professional Organizations, Journals, Publishers, the media, the community, etc.) Manitoba Health Leadership Health Leadership Distributed Medical Education Sites	 As required As required As required	 Coordination of activities. Coordination of activities Coordination of activities

SECTION 7. EQUIPMENT USED

(List only those major items that would contribute to an understanding of the complexity of the position and the percentage of time spent using them.)

<u>TYPE OF EQUIPMENT</u>	<u>PURPOSE IT SERVES (IF NOT OBVIOUS)</u>
HP Desktop computer, Windows 7 Network Multifunction printer, copier, fax, scanner	

SECTION 8. INDEPENDENCE OF ACTION

1. What decisions/actions does the incumbent make/take on own initiative? Give specific examples.
Anything within the parameters as listed above in the JD>
2. What decisions/actions does incumbent share with others? Give specific examples.
Any immunization related decision that the clinician needs to bounce off someone else. This will be sent to the Director of the Immunizations to deal with.
3. What decisions/actions does the incumbent refer to others? Give specific examples.
Any new immunization or policy decision would go to the Director of Immunizations.

SECTION 9. WORKING CONDITIONS FOR THE POSITION

In describing working conditions, assume a reasonable match between the incumbent and this position and address the question: How would most people describe these conditions?

1. Physical Effort

Provide examples of following types of physical effort, showing how much, how long, how often.

Lifting material: Some lifting of boxes, equipment, etc.

Stretching, pulling, pushing: Very limited - only pertaining to fixing computer, printers, etc.

Moving material: Some moving of equipment, files/binders, etc.

Climbing, walking: Walking from the incumbent's office to other areas of the hospital and University daily

Working in awkward positions or circumstances: At times, when spending long hours working on documents on the computer

Sitting or standing: At times, when spending long hours working on databases and files.

Manual dexterity: Required for typing.

Other:

2. Physical Environment

Describe your specific work area(s) by providing examples of physical or environmental factors such as noise, smell, dust, lighting, temperature, dirt or hazardous substances that you are exposed to; how long, how often?

Bannatyne Campus: Work area is well lit with window and area is air-conditioned and heated appropriate for season

3. Sensory Attention

Provide a statement showing concentrated levels of sensory attention ie. touching, seeing, tasting, hearing etc., how much, how long, how often? One sense at a time. Example - "Reconciling the accounts. This takes concentration to ensure accuracy - every week for six hours." Two or more senses at a time. Example - "Troubleshooting electronic circuits, reading the test equipment, listening to the speakers, analyzing the information in order to find and replace the defective parts, most of each day."

Attention to detail around Immunizations to ensure appropriate clinical care is being provided.

4. Mental Stress

Provide a statement to show factors inherent in your job that increase tension or anxiety. These can range from lack of privacy or emotionally disturbing experiences through to interruptions to your concentration on a task to the number of tasks you must handle at one time. How much, how long, how often?

There are constant interruptions on a daily basis from phone calls, visitors, urgent matters that arise that need to be resolved

What control do you have over your work pace? Explain:

Most work is repetitive and requires to be done on a regular basis, work pace can be set if the incumbent develops a pattern to performing the regular duties.

Is the nature of your job repetitive? Explain:

There is a balance between tasks that are repetitive and can be organized accordingly, and those that are unique or infrequent

Is your lifestyle disrupted by work schedules or travel requirements? (Show how much, how long, how often).

SECTION 10. MANDATORY TRAINING

The incumbent is responsible for ensuring they complete all indicated training and the supervisor is responsible for enabling the incumbent to receive that training. Supervisors must arrange for all required training to be completed during regular working hours. All training is to be completed within the first year of employment in this position and refresher training conducted as is appropriate.

ACCESSIBILITY TRAINING (CUSTOMER SERVICE)

Accessibility training must be completed by all University of Manitoba employees as required by the Accessibility for Manitobans Act (AMA). The incumbent can access online training by going to: [UMLearn Accessibility Training \(Customer Service\)](#). This will take the incumbent to the UM Learn login page.

ENVIRONMENTAL HEALTH AND SAFETY TRAINING

By law, the University of Manitoba is responsible for providing a safe and healthy working environment for its staff and students. As part of this responsibility, the University must ensure that all employees receive Environmental Health and Safety training appropriate to their positions. In this section, indicate which training is appropriate for this position and indicate the priority for that training.

In order to determine what training is currently offered and when it is offered, contact the Environmental Health and Safety Office at 474-6633 or refer to their website at http://www.umanitoba.ca/admin/human_resources/EHSO. In addition to the general courses offered, list specific training for this position under “Other” in the list below and indicate its priority.

	<u>Required</u>	<u>Recommended</u>	<u>Voluntary</u>	<u>Not Applicable</u>
1. Health and Safety Orientation Module	<input checked="" type="checkbox"/>	--	--	--

All employees are required to complete the “Health and Safety Orientation Module”, preferably during the probation or trial period. Completion of this module from a previous trial period will be accepted. This module is available online at: http://www.umanitoba.ca/admin/human_resources/EHSO.

1. Accident Investigation & Worker’s Compensation	?	?	?	?
2. Supervisory “Due Diligence”	?	?	?	?
3. Basic Lab Safety with WHMIS	?	?	?	?
4. Fire Safety	?	?	?	?
5. Radiation Safety	?	?	?	?
6. First Aid, including CPR	?	?	?	?
7. Workplace Hazardous Materials Info System (WHMIS)	?	?	?	?
8. Computer “Ergonomics” (Workstation Design)	?	?	?	?
9. Other:				
_____	?	?	?	?
_____	?	?	?	?
_____	?	?	?	?
_____	?	?	?	?

SECTION 11. QUALIFICATIONS

NOTE: This section is to be completed as if the position were vacant, as it is used when preparing a position vacancy. **The qualifications required in Section 11 must be consistent with the key responsibilities and duties assigned in Section 3.** For example if Section 3 has assigned budgeting responsibilities, then Section 11 must include a corresponding level of budgeting training or experience. This will vary with the level of position, from bookkeeping knowledge or experience to formal accounting designations.

