

Job Description

Cold Chain Advisor

Community Clinical Services

Position Title:	Cold Chain Advisor/Technician
Organisation Unit:	Community Clinical Services
Location:	Commerce Street, Health NZ
Responsible to:	Service Manager, Community Clinical Services Clinical Nurse Manager, Community Clinical Services
Primary Functions of the position:	To Provide Comprehensive Cold Chain Coordination & Support for providers of Immunisation Services across Northland

Values

Te Whatu Ora Te Tai Tokerau has established a set of values by which the organisation will respond, in part, to achieving its goals and objectives through their workforce. The following Values and supporting statements are expected behaviours of each individual employed with Te Whata Ora Te Tai Tokerau:

Functional Relationships

The Cold Chain Advisor/Technician will develop and maintain excellent relationships with:

Internal	External
<ul style="list-style-type: none"> • Clinical Nurse Managers Community Clinical Services • Medical Officers of Health • Immunisation Co-ordinator • Immunisation RN Secondary services • Public Health Nurses • Communicable Disease Nurse Educator • Specialty Nurse Communicable Disease • Clinical Nurse Managers Health NZ • Associate Clinical Nurse Managers • Clinical Nurse Educators • Laboratory • Pharmacy • Occupational Health & Safety • AIR Coordinator & Administration 	<ul style="list-style-type: none"> • All Hauora Maori Partners • All Northland PHOs • Practice Nurses • General Practitioners • ProPharma, Whangarei • NorthTec • Occupational Health Nurses • Immunisation Advisory Centre (IMAC) • Rollex Medical • Private Sector Immunisation Providers • Bell Technology • Tech Sense Ltd

Key Responsibilities and Expected Outcomes

Health NZ has established a set of values by which the organisation will respond, in part, to achieving its goals and objectives through their workforce. The following Values and supporting statements are expected behaviours of each individual employed with Health NZ:

Values	Supporting Statement
Tāngata i te tuatahi People First	He whakapapa, he mokopuna, he tamariki, he mātua, he tūpuna. He aha te mea nui. He tāngata, he tāngata, he tāngata Our people are central to all we do
Whakaute (tuku mana) Respect	He whakaaro nui ki ētahi atu We treat others as they would like to be treated
Manaaki Caring	Ko te manaaki – he whāngai, he kākahu, he ropiropi. Akona e te whānau whānui We nurture those around us, and treat all with dignity and compassion
Whakawhitiwhiti Kōrero Communication	Whakawhitiwhiti kōrero i runga te tika, te pono me te We communicate openly, safely and with respect to promote clear understanding and aroha
Te Hiranga Excellence	Kia kaha, kia māia, kia manawa nui Our attitude of excellence inspires confidence and innovation

The position of Cold Chain Advisor/Technician, Community Clinical Services encompasses the following major functions or key result areas:

- Te Tiriti o Waitangi
- Provides comprehensive cold chain coordination and support
- Quality Improvement
- Professional development
- Health and Safety
- Privacy & Confidentiality.

The outcome requirements of the above key responsibility areas are outlined below:

Key Responsibility Area	Expected Outcomes
Te Tiriti o Waitangi	<ul style="list-style-type: none"> • Contribute to the promotion of the articles and principles of Te Tiriti o Waitangi and the involvement of Māori within the decision-making process for their health and independence, within Health NZ management processes and procedures • Include the articles and principles of Te Tiriti o Waitangi within all aspects of the role and its outcomes • Ensure that consultation and engagement processes include appropriate mechanisms to meet the need of Māori in a culturally appropriate and safe manner • Attend the Health NZ Te Tiriti o Waitangi Training
To Provide Comprehensive Cold Chain Advice, Coordination & Support for Service Providers that are Cold Chain compliant	<ul style="list-style-type: none"> • Ensuring immunisation providers adhere to the National cold chain management standards for the safe storage and handling of vaccines across Northland. • Promotes a high standard of vaccine storage, administration & documentation. • Provides direction and oversight to Immunisation Service Providers regarding vaccine storage and monitoring of refrigerators. • Reviews, advises and assesses immunisation providers to ensure cold chain Accreditation as per national standards. • Provides cold chain education for all immunisation providers within Northland with up-to-date, accurate information on cold chain that enables high quality standards & informed decision making. • Advises cold chain protocol for School based and other mass immunisation programmes developed by the MOH. • Responds to and advises immunisation services in the management of cold chain breach, excursion or failures. • Implements reporting procedures following cold chain breach, excursion or failures as per national reporting procedures.
Professional Responsibility	<ul style="list-style-type: none"> • Attends in-service training and team meetings. • Identifies own learning needs and discusses same with Clinical Nurse Manager. • Documentation meets Health NZ policy requirements and that all reports are submitted and received by due dates.
Health & Safety	<ul style="list-style-type: none"> • Observe and promote safe work practices, rules and instructions relating to work, and be pro-active in hazard management • Willingly co-operate in the achievement of all health and safety goals and initiatives by: <ul style="list-style-type: none"> • Practicing and observing safe work methods; • The use of safety equipment; • Reporting unsafe conditions or equipment; and • Reporting and documenting all accidents or incidents
Privacy and Confidentiality	<ul style="list-style-type: none"> • Undertake all duties and responsibilities in accordance with the Privacy Act 2020, Health Information Privacy Code 2020, and Privacy Policies and Procedures of Health NZ • Complete mandatory induction training on Privacy responsibilities

Variation of Duties

Duties and responsibilities described above should not be construed as a complete and exhaustive list as it is not the intention to limit in any way the scope or functions of the position. Duties and responsibilities can be amended from time to time either by additional, deletion or straight amendment by the Clinical Nurse Manager, Community Clinical Services to meet any changing conditions.

Person Specification

Education and Qualifications

Essential	Desirable
<ul style="list-style-type: none"> • Current Driver's License. • Proven accurate computer skills – MS Word and Excel. 	<ul style="list-style-type: none"> • Experience working in the Health Sector. • Knowledge of the National Immunisation Schedule. • Assessors Unit Standard, US 4098 – Use Standards/Assess Candidate Performance.

Experience

Essential	Desirable
<ul style="list-style-type: none"> • A demonstrated understanding of the Treaty of Waitangi and equity issues • High level of interpersonal, verbal and written communication skills • Proven organisational and time management skills • High accuracy in data entry 	<ul style="list-style-type: none"> • Experience in cold chain / vaccine storage

Awareness and Understanding of

Essential	Desirable
<ul style="list-style-type: none"> • The Treaty of Waitangi and its application to the health setting • Vaccine Storage and Distribution National Standards 	<ul style="list-style-type: none"> • Privacy Act (1993) and Health Information Privacy Code (1994) • Health and Safety at Work Act 2015 • Health and Disability Commissioner (Code of Health and Disability Services Consumers' Rights) Regulations (1996) • New Zealand Council of Healthcare Standards

Skills & Personal Attributes

Skills

- Developed effective communication and interpersonal skills
- Ability to use initiative
- Ability to work to deadlines and be self-motivated

Personal Attributes

- Excellent time management skills
- Problem solving skills
- Ability to be flexible and versatile
- Ability to work as an effective member

Performance Development Review

An initial review of performance will be conducted after three months, with an annual review thereafter.

An individual Development Plan will be developed to reflect the contribution this position is expected to make towards achieving the team's objectives and measures. Key result areas will be developed and agreed at this time.

Authorised by: _____

Signature: _____

Date: _____

Acceptance

Acceptance of the position implies acceptance of this position description.

Position Title: _____

Signature of employee: _____

Date: _____