

## Immunisation Advisory Role

### Summary of role

The Eastern Melbourne PHN Immunisation Advisor is a role established to provide a subject matter advice regarding issue identification within the sector and provide an opportunity to develop solutions for integration into general practice. The role will ensure engagement regarding immunisation within and across the region and is current and relevant to general practice. Resource analysis and direction regarding general practice engagement activities around immunisation will be sort as required.

### Selection process

The Immunisation Advisor will be chosen by EMPHN for the purpose of ensuring the EMPHN has an appropriate level of influence, current clinical experience and the ability to make sensible, astute decisions and recommendations about our Immunisation program strategic and process.

A standard EOI process to fill of Immunisation Advisor will be undertaken. Selection will be based on the ability to contribute an informed clinical perspective and represent the interests of clinicians at a strategic level.

### Role definition and functions

The functions of the EMPHN GP Immunisation Advisor will include:

#### Strategic advisory role

- report on current issues in immunisation to ensure EMPHN is cognisant of the unique needs of the community and local providers
- provide recommendations regarding strategic, cost-effective and innovative opportunities to improve immunisation activities and services in the region
- work with key EMPHN staff to develop local strategies to improve the immunisation rates in the catchment

#### Advocacy role

- represent and strongly advocate for the interests of EMPHN at networking opportunities

#### Planning role

- review and provide expert input regarding local population health and health service delivery data gathered by EMPHN
- provide advice regarding additional sources of relevant data to inform prioritisation of local needs

### Meeting frequency

Quarterly meetings with key EMPHN staff are anticipated. This can be arranged to suit the GP as staff can visit the GP at their place of work to meet. Also, some meetings may be held with phone and email contact.

### **Remuneration**

The EMPHN GP Immunisation Advisor will be remunerated for attendance in line with EMPHN's sitting fees, and based on the signing of the meeting attendance form and completion of a Recipient Created Tax Invoice (RCTI) form to facilitate direct payment into a nominated bank account.

### **Review**

This position will be reviewed by EMPHN on an annual basis.