



COVID-19 vaccination program – RUSON/RUSOM activation process and checklist

April 2021

OFFICIAL

Background

In February 2021, third year (or equivalent) nursing and midwifery students were authorised to administer COVID-19 vaccinations under a [Public Health Emergency Order](#) (the order).

<<https://www.dhhs.vic.gov.au/short-term-public-health-emergency-order-authorisation-administration-students-covid-19-doc>>

Eligible nursing and midwifery students participating in the COVID-19 vaccination program are proposed to be employed by health services as either a Registered Undergraduate Student of Nursing (RUSON) or Midwifery (RUSOM). The Department of Health (DH) and the Australian Nursing and Midwifery Federation (ANMF) established a set of conditions needed to activate this workforce.

Note that these restrictions **do not apply** to medical students and paramedic students. Medical students in their fourth year of study or later (or equivalent) and final year paramedic students are also authorised to administer COVID-19 vaccinations under the order. All students require indirect supervision¹ by an experienced immuniser at a ratio of 1:10 where students are to form no more than 50% of this supervision quota. Refer to the [Victorian COVID-19 Vaccination Guidelines](#) for more information.

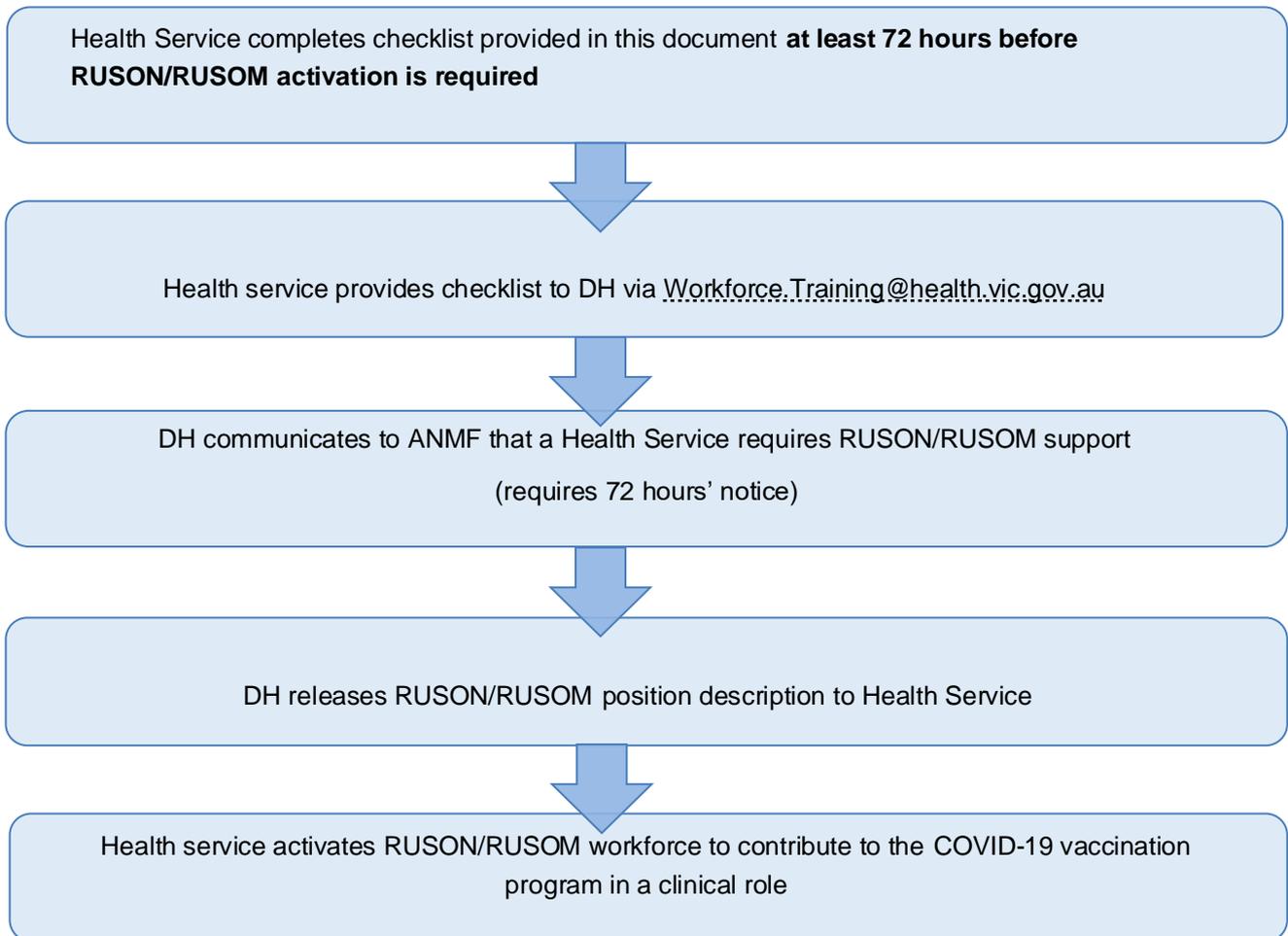
<[https://www.dhhs.vic.gov.au/sites/default/files/documents/202103/Victorian COVID19 vaccination guidelines_V9 %28%29.pdf](https://www.dhhs.vic.gov.au/sites/default/files/documents/202103/Victorian_COVID19_vaccination_guidelines_V9%28%29.pdf)>

All student types can be employed to act as non-clinical support staff without requiring approval. The approval process is only for students that will be employed and involved in the possession, preparation and administration of COVID-19 vaccines.

¹ **Indirect supervision I** means that the supervisee must consult with the nominated supervisor, with the nominated supervisor required to be always physically present in the workplace during opening hours and available during those times to observe and discuss management of clients and/or the performance of the supervisee when necessary. Supervision of nursing and midwifery students is by nurse practitioners or nurse immunisers. A nurse immuniser is a registered nurse who has successfully completed an 'immuniser program of study' that has been recognised by the Victorian Chief Health Officer and aligns with the National Immunisation Education Framework for Health Professionals and meets all requirements of the 'Secretary Approval: Nurse Immuniser SARS-CoV-2 (COVID-19) VACCINE'

RUSON/RUSOM activation process

Figure1: Activation process for RUSONs/RUSOMs to be employed in a clinical role (possess, prepare and/or administer COVID-19 vaccines) as part of the Victorian COVID-19 vaccination program



Please note:

The ANMF requires 72 hours' notice of the decision to activate the RUSON/RUSOM workforce to deliver COVID-19 vaccinations in a particular health service and build this into the timeline

RUSON/RUSOM requirements to deliver COVID-19 vaccinations

Health Services are required to meet the following requirements to use nursing/midwifery students to possess, prepare and/or administer COVID-19 vaccines.

| Item | Requirement |
|----------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Authorisation | <ul style="list-style-type: none"> • Currently enrolled in the third year of a nursing or midwifery Bachelor's program of study or the second year of a post-graduate/Master's program • Registered with Ahpra • Can demonstrate evidence of completion of a module of study covering medication administration.* • Require supervision by a nurse practitioner or nurse immuniser at a ratio of 1:10 where students are to form no more than 50% of this supervision quota. |
| Training | <ul style="list-style-type: none"> • Successfully completed the following training programs: <ul style="list-style-type: none"> – National COVID-19 Vaccination Training Program – Victorian COVID-19 eLearning Package – Victorian COVID-19 AstraZeneca Supplementary eLearning |
| Clinical Skills & Competency Assessment | <ul style="list-style-type: none"> • Victorian COVID-19 Clinical Skills and Competencies Certificate assessment must be completed by an appropriately experienced and qualified authorised immuniser. |
| Employment | <ul style="list-style-type: none"> • As per the Nurses and Midwives (Victorian Public Health Sector) (Single Interest Employers) Enterprise Agreement 2016 – 2020 or its successor, RUSONs/RUSOMs must be employed by a Health Service on fixed-term contract • Students can nominate for additional shifts as required |
| Recruitment | <ul style="list-style-type: none"> • Health Services are encouraged to recruit students directly. • Students will also be able to register their interest with Torrens Health (via a student registration portal). |

^ Where the nursing/midwifery student has not demonstrated practical competence in all authorised vaccination activities within the workplace, their supervisor will demonstrate, teach and supervise all authorised vaccination activities, until such a time as the nursing/midwifery student's supervisor is confident the student demonstrates practical competence prior to undertaking authorised vaccination activities.

* Nursing / Midwifery students administering the COVID-19 vaccine must have also demonstrated competency in the administration of intramuscular injections as assessed by their education provider.

RUSON/RUSOM Student Activation Checklist

Victorian COVID-19 Vaccination Program

Please ensure the checklist below is complete and **returned 72 hours prior to workforce activation.**

Health Service:.....

Date:.....

Authorised By:

(Please sign and insert, name and title)

Contact Person

(include email & contact number):

Health Services only need to submit a request to activate the RUSON/RUSOM workforce once, and can continue to draw on this workforce once activation has occurred.

| Step | Action | Complete |
|------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------|
| 1 | Health Service reports that their vaccination clinics experience amber* status in DH vaccination workforce huddles. *between 10% to 30% of shifts unfilled <u>or</u> equivalent stress anticipated (e.g. due to opening new mass vaccination site) | <input type="checkbox"/> |
| 2 | Health Service has attempted to use external recruitment to fill vaccination roles and has not been successful | <input type="checkbox"/> |
| 3 | Health Service has requested part-time staff to increase work hours (where practical) to fill shifts and has not been successful | <input type="checkbox"/> |
| 4 | Health Service has attempted to use their internal bank and agency processes to fill shifts and has not been successful | <input type="checkbox"/> |
| 5 | Health Service has requested support from the Surge Clinical Workforce Pool (Torrens Health, contacted via covidstaffing@dhhs.vic.gov.au) and has not received a sufficient response or known to be insufficient staff in that geography in the workforce pool to respond adequately. | <input type="checkbox"/> |
| 6 | Health Service is aware of and can meet RUSON/RUSOM requirements to possess, prepare and/or administer COVID-19 vaccines and has appropriate supervision arrangements in place. Students are expected to form part of a team including nurse immunisers and/or nurse practitioners as supervisors. | <input type="checkbox"/> |
| 7 | Complete and return this checklist to DH via Workforce.Training@health.vic.gov.au 72 hours prior to time when RUSON/RUSOM workforce activation is required. | |

Appendix

Position Description

3rd Year RUSON (Registered Undergraduate Student of Nursing) Generalist COVID-19 Support Model –

COVID-19 Close contact tracing, specimen collection (oropharyngeal and nasal swabs), noninvasive temperature testing and COVID vaccination clinic support.

Position Title

Registered Undergraduate Student of Nursing (RUSON) Covid19

Directorate:

Department of Health

Department:

Nursing & Midwifery

Reporting to:

- Direct: Nurse Unit Manager
- Indirect: Director of Nursing

Appointment Terms/Conditions

- **Classification and Code:**

YP2 Grade 2 Year 1 (RUSON - Year 1 75%, Year 2 80%, Year 3 + 85%)

- **Award Coverage:**

Nurses & Midwives (Victorian Public Health Sector) (Single interest employers) Enterprise Agreement 2016 – 2020 or its successor

- **Time Fraction (hrs/wk):**

As per contract

Organisational Information

Vision

- Excellence in health care.
- Our patients / Our Staff / Our community

Mission

Health Services' primary role is to deliver quality care to the communities we serve by providing safe, accessible and integrated health services resulting in positive experiences and outcomes.

Values

1. Teamwork

We commit to common goals based on open and honest communication while showing concern and support for all.

We are dedicated to working together for common interests and responsibilities.

2. Respect

We acknowledge everyone's unique strengths and values diversity.

We operate in a spirit of co-operation and honour human dignity.

3. Accountability

We personally commit to delivering our best, taking responsibility for all of our decisions and actions

4. Compassion

We treat people with kindness and empathy.

We care about our patients, our people and our community

Position

The RUSON works as an assistant to the health care team in managing COVID 19, completing noninvasive testing of temperature (and documentation of findings and contact details), collecting specimens for testing, undertaking close contact tracing and within the COVID 19 Vaccination Clinic, supporting with data entry, patient flow, administering the COVID vaccination and monitoring of patients post vaccination.

These above activities will be delegated in accordance with the professional judgement of the supervising registered nurse and in accordance with the level of achieved educational preparation and assessed competence of the individual RUSON. These activities relate to supporting Victorian's health response to COVID 19 and are limited to:

1. Collecting specimens for COVID 19 testing including obtaining oropharyngeal and deep nasal swabs (serology testing is excluded)
2. Completing non-invasive temperature checks and documenting findings and contact details
3. Undertaking tracing of persons who are deemed to be close contacts of suspected or confirmed cases of COVID 19
4. Working in the COVID 19 Vaccination Clinic Support Role, this may include; data entry, patient flow support and post vaccination observation.
5. Administration and preparation of the COVID 19 Vaccination following completion of the mandatory training packages and sign off from the employing health service.

The RUSON will be allocated to a specific health service and where possible, a specific facility/site.

Key Accountabilities

A RUSON is required to work under the supervision and delegation of a Registered nurse (RN) at all times, and work within the parameters of this RUSON COVID 19 position description.

A RUSON will complete performance appraisals/reviews in accordance with hospital policy.

A RUSON must maintain their academic obligations in the Bachelor of Nursing and remain as an active student throughout their fixed term employment.

A RUSON will work with one or more Registered nurses to provide delegated activities in accordance with this position description.

Function in accordance with legislation and the organisation's local policies and procedures, conducting practice within a professional and ethical framework to deliver delegated care.

Collaborate and consult with the Registered Nurse and other multidisciplinary team members

Ensure all residents, families, clients, visitors and staff are treated with respect, dignity and courtesy; an environment that is free from harassment and discrimination.

Accept accountability and responsibility for practicing safely within the scope of this position description.

Works collaboratively with both the employer and the University to ensure the requirements of both organisations are met.

Comply with all [redacted] Policies and Procedures.

Adhere to infection control policies and procedures as identified in the [redacted] Infection Control Manuals.

Participate in [redacted] integrated risk management

and quality improvement systems by being aware of responsibilities to identify, minimise and manage risks and identifying opportunities for continuous improvement in the work setting through communication and consultation with managers and colleagues.

Ensure that the affairs of the [redacted],

and its partnering organisations, clients and staff remain strictly confidential and are not divulged to any third party except where required for clinical reasons or by law. Such confidentiality shall extend to the commercial and financial interests and activities of [redacted]

Recognise and respect diversity. Each person has a right to high-quality health care and opportunities regardless of diversity factors, which might include aspects such as cultural, ethnic, linguistic, religious background, gender, sexual orientation, age, and socioeconomic status. Inclusiveness improves our service to our community and promotes engagement amongst employees.

Key Selection Criteria

Qualifications & Experience

Currently completing second or third year of Bachelor of Nursing at a participating University

[redacted]

Registered as a student nurse with AHPRA with no conditions or undertakings

Technical/Professional Knowledge and Skill

Demonstrated satisfactory academic progress in the Bachelor of Nursing (Credit or above for all subjects and competency in clinical placements preferred but not essential).

Other

Ability to work AM and PM shifts hours over a 7 day roster

Personal Attributes

- **Adaptability:** Maintaining effectiveness when experiencing major changes in work responsibilities or environment; adjusting effectively to work within new work structures, processes, requirements, or cultures.
- **Work Standards:** Setting high standards of performance for self and others; assuming responsibility and accountability for successfully completing assignments or tasks; self-imposing standards of excellence rather than having standards imposed.
- **Stress Tolerance:** Maintaining stable performance under pressure or opposition (such as time pressure or job ambiguity); handling stress in a manner that is acceptable to others and to the organization.
- **Initiating Action:** Taking prompt action to accomplish objectives; taking action to achieve goals beyond what is required, being proactive.
- **Continuous Learning:** Actively identifying new areas for learning; regularly creating and taking advantage of learning opportunities; using newly gained knowledge and skill on the job and learning through their application.
- **Managing Work (includes Time Management)** – Effectively managing one's time and resources to ensure that work is completed efficiently.

Interpersonal Skills

- **Communication:** Clearly conveying information and ideas through a variety of media to individuals or groups in a manner that engages the audience and helps them understand and retain the message.
- **Collaboration:** Working effectively and cooperatively with others; establishing and maintaining good working relationships.

Occupational Health, Safety and Quality Responsibilities

Responsibilities and Accountabilities

All public health employees share responsibility for occupational health and safety, (OH&S) with specific responsibilities and accountabilities allocated to positions within the organisational structure.

Employees also have a responsibility to the National Safety and Quality Standards (NSQHS) in ensuring the effective and safe delivery of healthcare services.

Any employee who fails to meet his/her obligations concerning health and safety may, depending on the circumstances, face disciplinary action up to, and including, dismissal.

Employees

Employees have a responsibility to comply with all relevant OH&S management system policies, procedures and programs. This includes the Injury Management Program.

Employees have a responsibility to take all reasonable care to prevent incident or injury to themselves or to others in the workplace. Employees are expected to learn and follow approved standards and Procedures that apply to their activities and check with their Manager when they have any doubts concerning potential hazards.

Employees have a responsibility for:

- Looking after their own health and safety and those of others in the workplace;
- Follow safe work practices and use personal protective equipment as required;
- Participate in OH&S consultation and OH&S training initiatives;
- Report any accidents, incidents, injuries “near misses”, safety hazards and dangerous occurrences, assist with any investigations and the identification of corrective actions;
- Cooperate with managers and supervisors so that they can meet their OH&S responsibilities;
- Not willfully interfering with or misusing anything provided in the interest of health and safety or willfully put anyone at risk;
- Performing only those tasks for which they have received appropriate training and instruction;
- Ensuring that they understand and comply with those responsibilities which apply to them while performing their duties at the workplace/site;
- Participate in emergency evacuation exercises.

Other Relevant Information

Appointment is subject to a satisfactory Staff Immunisation clearance and a satisfactory current Police Record Check.

- Statements included in this Position Description are intended to be all inclusive.
- Management may alter this Position Description if and when the need arises. Any such changes will be made in consultation with the affected employee(s).

How to apply

Your application should include:

- Clearly stated Job No. specified on the advertisement for this position.
- A statement addressing each “Key Selection Criteria” clearly demonstrating your ability to meet the objectives of the role. Note: Read the Position Description carefully so you have a good understanding of what is required and remember to address what skills, knowledge and attributes you have.
- General resume
- Copies of any formal qualifications. Note: If emailing your application note that hard copies of your qualifications will need to be produced at interview.
- Two (2) professional referees

Authorisations

Employee:

Department Manager:

Chief Executive Officer/Director:

Date
Written

Date
Revised