



**DATE ISSUED:** 07/14  
**FLSA:** Non-Exempt  
**PTO:** COVS

## **JOB DESCRIPTION**

### **TITLE**

Immunization Compliance Specialist

### **JOB SUMMARY**

The Immunization Compliance Specialist performs complex immunization compliance and regulatory analysis in order to monitor regulations and support business operations according to goals and objectives of TWU Student Health Services and in compliance with state and federal standards, policies, and guidelines. Responsible for managing and coordinating various activities necessary for the maintenance of an efficient student program for the University immunization services. Coordinates and communicates information regarding immunization compliance for health science and identified academic programs for students participating in clinical rotations in accordance to policies and state law requirements. Work is performed under general supervision and performance evaluation is based upon completion of assignments and results obtained. The performance evaluation is conducted through the performance evaluation system and in accordance with the University Policies & Procedures.

### **ORGANIZATIONAL RELATIONSHIPS**

*Reports to:* Assistant Director, Student Health Services

*Supervises:* May supervise Student Assistants

### **ESSENTIAL DUTIES - May include, but not limited to the following:**

- Coordinates and directs the daily operation of the University Immunization Compliance program serving as the immunization specialist for the department, including coordination of semester immunization clinics for all TWU campuses.
- Plans, develops, administers and evaluates immunization services to ensure conformance with the goals and objectives of the department and program requirements set by university affiliated clinical rotation sites.
- Analyze all submitted immunization records and provide medical consultation to students regarding immunizations currently needed and any subsequent immunization does, including recall and reminder letters.

- Inputs and maintains immunization records in the compliancy software database for all TWU identified academic programs for the Denton, Dallas and Houston campuses; to include weekly and ad hoc reports to faculty and staff regarding student compliancy status.
- Responds to immunization inquiries and concerns from faculty, staff, students and health department affiliates regarding immunization requirements.
- Resolves unusual and difficult situations that are not covered by immunization guidelines or department policy and procedures.
- Assists with the development and annual review of immunization guidelines, establishment of immunization standards, policies and procedures for the TWU Immunization Compliance program.
- Acts as immunization advocate for the University to promote safe and effective administration of immunizations and compliancy. Enforces and maintains strict compliance with state and all TWU Tuberculosis screening policy requirements applicable to Allied Health, International and SB 1528 students.
- Keeps current on immunization subject matter by reviewing new CDC guidelines and recommendations, reading and assessing internet immunization updates and professional journals, and attending applicable continuing education programs.
- Ensures student records are kept secure and confidential and maintained consistent with department policies and procedures and HIPAA/FERPA standards. Educates students and faculty on their rights as related to privacy of medical information.
- Serves as liaison to faculty, staff and external agencies regarding procedures and expectations related to resolving compliance issues.

### **ADDITIONAL DUTIES**

- Performs other duties as requested.
- Fulfills front office duties in absence of other front office staff.
- Reviews scanned records and documents for accuracy and proper placement with Electronic Health Record.
- Reads all TWU announcements and relevant communications relating to job duties.
- Completes successfully mandated training and cash handling testing on an annual basis.
- Prioritizes and completes all work in an accurate, effective and efficient manner.
- Adheres to internal controls established for department.
- Opens office and secure files containing money or confidential information when arrives at workstation and start of business day.
- Properly disposes of printed patient information, logs off computer when leaving workstations and keeps passwords confidential.
- Participates in team meetings/activities and supports the philosophy and goals of the team/departments.

**EDUCATION**

High school diploma, with training and certification as a Medical Assistant. Coursework towards LVN or RN could be considered in lieu of years of experience.

**EXPERIENCE**

Two years' work experience in a clinical setting, including reviewing evaluating immunization schedules approved by the state of Texas and data management.

**REQUIREMENT**

Regular and reliable attendance at the University during regular scheduled days and work hours is an essential function of this position.

**KNOWLEDGE, SKILLS, AND ABILITIES - The following are essential:**

- Working knowledge of medical terminology and medical office operations.
- Working knowledge of immunizations/vaccines and titers required for students and healthcare professionals.
- Ability to establish and maintain effective work relationships with students, faculty, staff, and the public.
- Ability to communicate effectively orally, by phone, in person, and in writing.
- Ability to respond to emergency situations in a timely manner.
- Ability to organize work effectively, conceptualize and prioritize objectives, and exercise independent judgment based on an understanding of organizational policies and activities.
- Ability to represent the department and University in a friendly, courteous, and professional manner.
- Ability to use a personal computer and other office equipment, including related university software and email.

**PHYSICAL DEMANDS**

The physical demands described in the Essential Duties and below are representative of those that must be met by an employee to successfully perform the essential duties of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties.

The employee may be required to travel.

**WORK ENVIRONMENT**

All employees are responsible for maintaining an environment that is free from discrimination, intimidation, harassment, including sexual harassment. Work is normally performed in a typical interior work environment.

**SAFETY**

TWU promotes a safe working environment. Employees are responsible for completing assigned tasks safely and efficiently, and supervisors are responsible for creating and maintaining a safe work environment. Employees must report any unsafe work conditions or practices, as well as any near-miss incidents, to their supervisor and Risk Management. Supervisors and employees should ensure that injury/accident reports are submitted to the Office of Human Resources and Risk Management within 24 hours of the incident.

*The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.*

**Employee Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Employee Printed Name:** \_\_\_\_\_

***Texas Woman's University strives to provide an educational environment that affirms the rights and dignity of each individual, fosters diversity, and encourages a respect for the differences among persons. Discrimination or harassment of any kind is considered inappropriate.***

***Texas Woman's University is committed to equal opportunity in employment and education and does not discriminate on the basis of race, color, religion, gender, sex, sexual orientation, ethnic origin, age, veteran's status, or against qualified disabled persons.***

***All positions at Texas Woman's University are deemed security sensitive requiring background checks.***