

DIRECTORATE

JOB DESCRIPTION AND PERSON SPECIFICATION

JOB TITLE: Registered Health Care Professional – Immunisations

BAND: Band 5

REPORTS TO:

BASE:

JOB SUMMARY

As a Registered Health Care Professional working in immunisations, the post holder will work as part of a dynamic team in delivering a safe and effective service for the mass delivery of vaccinations for both influenza and the COVID-19 vaccine(s). The post holder will undertake activities such as: clinical assessment, dilution and drawing up of the vaccine from multi-dose vials and post vaccine observations support.

In particular, the post holder will be responsible for:

- The configuration of the vaccination pod and vaccination station.
 - Conducting clinical assessments.
 - The review of complex medical histories and potential adverse reactions.
 - Preparation of the vaccine prior to administration by the immunisers.
 - Ensuring the best possible clinical outcomes by using up-to-date skills and adhering to evidence-based policies and procedures.
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ORGANISATIONAL CHART



Compassion
in action



Working
together



Respect for
everyone



Seeking
excellence

MAIN RESPONSIBILITIES OF THE POST

Organisational Values:

The post holder will:

Compassion in Action - We listen, are respectful and respond with empathy, humanity and kindness to the emotions and needs of our patients, service users and carers.

Working Together - We put patients at the centre of everything we do. We communicate with and involve patients, service users, families, carers, and the communities we serve and respond to their feedback.

Respect for Everyone - We provide person-centred care and treat everyone with dignity and compassion at all times. We will see each person as unique and valuable. We respect the contribution everyone makes.

Seeking Excellence - We work in partnership with patients, service users and carers to agree and achieve the best possible outcomes.

Deliver vaccinations to all eligible patients and assist with the overall coordination of the site activity and day to day delivery of the vaccination programme

Ensure clinic rooms and equipment are available at the start of each session.

Conduct pre-vaccination clinical assessments to confirm the correct vaccination, obtain consent agreement and provide advice on any contra indications

Address any concerns that may arise regarding the vaccine and contra-indications with patients.

Review medical histories and address any potential adverse reaction risks; provide patients with information on what to do in the event of adverse reactions

Assist with the configuration of the vaccination pod:

- a) Confirmation and recording of pod setup (in terms of layout and equipment)
- b) Confirmation and recording of required vaccine stocks, PPE and vaccine consumables
- c) Confirmation of availability for sanitisation materials and waste/clinical waste receptacles



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Assist with the configuration of vaccine station (as per the Green Book): vaccine, vaccine batch, staff member administering vaccination, date and site confirmation

Ensure vaccine preparation (drawing-up, ensuring correct storage and providing pre-prepared syringes to the vaccination station)

Assist and support the vaccination delivery (ensure national guidelines are respected regarding PPE, clinical and non-clinical waste, sanitisation)

Ensure that the latest PPE guidance is followed.

Work in partnership with patients and carers, gaining consent, and treating all with reassurance, empathy, professionalism and handling difficult conversations

Coordinate the infection control and waste disposal, ensuring that all activities are adhered to the highest health & safety standards

Ensure the correct observation of the patient's post-vaccination and offer any support they may need in case of adverse reactions

Communication

Work as an effective team member, demonstrate good personal communication skills and actively promote excellent team and interdisciplinary relationships

Demonstrate appropriate assertiveness and ability to challenge others when the rights of patients may be affected.

Analytical and Judgemental Skills / Freedom to Act

To make judgements and decisions within the confines of own professional code of conduct boundaries and within national and trust guidelines/policies for self and report to the Vaccination Supervisor and Vaccination Site Lead

Work independently with some supervision

Manage and prioritise own workload

Display good analytical ability and sound decision making in changing clinical situations.

Planning and Organisational Skills



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Assist in the monitoring and maintenance of the health, safety and security of self and others in work area. Assist in the identification and assessment risks in work activities.

Reflect on everyday practice to identify areas where improvements in safety or quality can be made

Maintain compliance with staff mandatory training requirements

Physical Skills

Ensure clinic rooms and equipment are available at the start of each session.

Responsibility for Patients / Clients

Responsible for providing specialist advice and technical services in relation to the care of patients

Required to work independently, under supervision

Plan, advise and recommend treatment when necessary

Handle difficult conversations (sensitive, language barriers, hostile atmosphere) and convert complex technical information into easily to understand communication

Use clinical judgement and risk assessments to keep the patients as safe as possible

Practise in accordance with the professional, ethical and legal codes of the site and its protocols and guidelines

Work with team to maintain high standards of infection control in the clinical area and a well-maintained department environment

Actively promote diversity and sustain relationships that promote dignity, rights and responsibilities. Identify and take action to address discrimination and oppression

Safeguard people by recognising and responding when an adult or child might be at risk from abuse but also recognising their own limits and asking for help and escalate concerns when necessary

Policy and Service Responsibilities

Observe infection control procedures



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Adheres to Professional Code of conduct, and maintains own professional development ensuring fit for practice

Ensures that all NHS statutory & mandatory training is kept up to date. Attends all mandatory training as needed. This includes BLS, Anaphylaxis and Immunisation training.

Follow local and national policy making comments on proposals for change

Respond to queries or escalate to the clinical supervisor

Support more junior staff in the provision of care including training in the use of protocols as needed.

Provide skilled, evidence-based care which adheres to agreed policies and procedures

Follow the centre and national policies including Patient Group Directions (PGD's) and national protocols or standard operating procedures (SOPs) are followed. These include SOPs on the safe storage, administration and disposal of the vaccine.

Responsibility for Financial and Physical Resources

Responsible for the safe and effective use of equipment and other resources, ensuring equipment is maintained in good working order

Ensure vaccine, stationery and health promotion resources are available in immediate work area and monitored appropriately

Responsibility for Staff

Improve and maintain personal and professional development by participating in continuing professional development activities.

Attend statutory and mandatory training in compliance with PHT requirements

Have an awareness of Trust policies and procedures that affect the management of staff

Involved in the induction and supervision of new and existing staff.



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Responsibility for Information

Effectively use IT support systems to enhance direct and indirect care delivery

Use of an electronic patient record system

Submit accurate and timely activity data as required

Demonstrate concise, accurate, timely record keeping and ensure that all work carried out is recorded accurately

Ensure that the practice complies with Data Protection/ Confidentiality/ Caldicott principles in addition to Statutory and Regulatory guidelines of the Professional Bodies (NMC, GPhC, HCPC and others)

Research and Development

Audits as required.

Physical Effort

Manual handling of equipment (e.g. records, vaccination equipment)

Frequent requirement to exert moderate physical effort (walking, standing up)

Sit moderate periods in the office when using visual Display Units / writing records / correspondence

Lift and carry patient records and equipment daily

Mental Effort

Frequent requirement for intense concentration (drawing-up, patient assessment and observation)

Work pattern altering to meet service need and prioritising work issues accordingly with changes faced

Emotional Effort

Occasional need to cope with difficult emotional situations



Occasional exposure to aggressive patients and/family members

Working Conditions

Will be required to use electronic equipment most days

Working with people who may be anxious or distressed

Working with associated bodily fluids

Working with sharps on a daily basis

OTHER DUTIES

1. The post holder will be required to use a computer, either a stand alone or as part of a networked system, and will be responsible for the quality of information. The amount of time spent on this type of work will depend on the job.
2. The Trust embraces the principles of Improving Working Lives and all staff will be required to adhere to the standards laid down in this initiative.
3. The post holder will be required to take part in an annual performance appraisal, where this job description will be reviewed, and objectives set.
4. The Trust has a No Smoking Policy that prohibits any smoking whilst at work.
5. To follow and adhere to the Trust's Health and Safety Policies and instructions and be responsible for your own and others health and safety in the work place.
6. The post holder is expected to contribute to the creation of a working environment where every one feels respected, valued and treated with dignity

This job description is not exhaustive and may be amended in consultation with the post holder. It should be reviewed whenever major changes have been agreed to the post and should be reviewed as part of the annual appraisal process to ensure it remains an accurate reflection of the duties and responsibilities undertaken by the post holder.

Safeguarding Children and Adults

All Trust staff has a responsibility to ensure the safeguarding of children, young people and vulnerable adults. This includes attending statutory and mandatory training, adhering to local Safeguarding Children and Adults boards' policies and procedures and inter-agency guidance as identified in the Trust's Safeguarding policies and procedures.

Confidentiality



Personal information and many of the duties of this post are of a confidential nature and disciplinary action will be taken if confidential information is divulged to inappropriate persons.

Data Protection Act

All staff are reminded of their duties and responsibilities as employees under the General Data Protection Regulations (2018) and in particular to ensure that Personal Data is not negligently or unlawfully handled or disclosed to unauthorised persons.

Infection Control

As an employee of Coventry and Warwickshire Partnership Trust you are responsible for protecting yourself and others against the risk of acquiring a Healthcare Associated Infection. All staff, clinical or non-clinical are expected to comply with infection control policies and procedures. You will attend the mandatory infection control training and updates as required by the Trust.

Environmental Issues

The Trust is committed to reducing its impact on the environment by preventing pollution, continually improving its environmental performance which increases the wellbeing of staff and patients. As a member of staff you are expected to adhere to policies to assist the Trust in meeting its environmental and sustainability targets.

Post holder's Signature

Date:

Post holder's Name:

Manager's Signature

Date:

Manager's Name:



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Person Specification

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		HOW MEASURED? A (Application form) I (Interview)	WEIGHTING 1 – Low 2 – Medium 3 – High
Coventry and Warwickshire Partnership Trust Values	<p>Demonstrable ability to meet the Trust's Values</p> <div>  COMPASSION IN ACTION </div> <div>  RESPECT FOR EVERYONE </div> <div>  SEEKING EXCELLENCE </div> <div>  WORKING TOGETHER </div>	A/I	3
QUALIFICATIONS	<p>Educated to degree level (level 5) in relevant subject or equivalent level of experience of working at a similar level in specialist area</p> <p>Registered Health Care Professional e.g. NMC for nurses, GPhC for pharmacists</p> <p>Current immunisation training / update or willingness to undertake</p>	A/I	3
KNOWLEDGE & SKILLS	<p>Specialist knowledge in a relevant subject to post graduate level</p> <p>Knowledge of immunisation schedules in accordance with national recommendations</p> <p>Practical skills and knowledge of cold chain procedures and medicines management</p> <p>Working knowledge and literate with computer skills to use of word document, internet access and email correspondence and</p>	A/I	3



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	<p>electronic record keeping.</p> <p>Evidence of continuous personal and professional development and willingness to commit to ongoing CPD</p>		
EXPERIENCE	<p>Previous experience in similar role in public sector.</p> <p>Experience of working as part of a multi-disciplinary team</p>	A/I	3
PERSONAL ATTRIBUTES <i>(not covered by values)</i>	<p>Clear communicator with excellent oral, writing, and presentation skills.</p> <p>Effective skills in communicating complex and sensitive information and in difficult situations, requiring empathy, reassurance, persuasion and influence</p> <p>Skills for nurturing key relationships and maintaining networks</p> <p>Problem solving skills and ability to respond to sudden unexpected demands</p> <p>Independent thinker with demonstrated good judgement, problem-solving and analytical skills</p> <p>Able to work on own initiative, organising and prioritising own workloads to changing and often tight deadlines</p> <p>An ability to maintain confidentiality and trust</p>	A/I	3
OTHER <i>(Please specify)</i>	<p>Commitment to and focused on quality, promotes high standards in all they do</p>	A/I	3



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	<p>Flexible approach to work and ability to cope with uncertainty and change</p> <p>Works well with others, is positive and helpful, listens, involves, respects and learns from the contribution of others</p> <p>Actively develops themselves and supports others to do the same Ability to work in a variety of settings</p> <p>Understanding of and commitment to equality of opportunity and good working relationships</p>		
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