

JOB DESCRIPTION

JOB TITLE:	Maternity Immunisation Nurse
BAND:	5
SALARY:	
HOURS:	Full & Part time hours available. Flexible to cover 7 day per week service
TYPE OF CONTRACT:	Permanent
DEPARTMENT:	Maternity-Antenatal and Newborn Screening
SPECIALITY / DIVISION:	Family and Specialist Service
RESPONSIBLE TO:	Antenatal and Newborn Screening Co-Ordinator (tbc)

JOB SUMMARY

The post holder will work as part of a dynamic team delivering a flexible, safe and effective vaccination service for pregnant women and babies across the remit of Bath Royal United Hospital Bath NHS Trust services.

The successful candidate will lead on the vaccination service for the delivery of influenza, covid, pertussis vaccinations in pregnancy and the BCG vaccination for newborns. They will in future support the roll out of the Respiratory syncytial virus (RSV) vaccination programme.

The successful applicant will also be involved in the promotion of vaccinations and screening in pregnancy and support staff to increase awareness of healthy pregnancy choices to our maternity service users.

MAIN DUTIES & RESPONSIBILITIES:

Professional

- Observe the Nursing and Midwifery Council (NMC) Code of professional standards that nurses, midwives and nursing associates must uphold in order to be registered to practise.
- Competent in all aspects of immunisation including knowledge of contraindications to specific vaccines and the recognition and treatment of anaphylaxis
- Promote professional behaviour by example.
- Be visible and accessible to service user their families and staff, ensuring all women and their families have the opportunity to seek information, help and support
- Advocate for woman and empower them to promote their own health and well being

- Commitment to providing non-discriminating and non-judgemental care.

Clinical

- Perform robust health pre-assessments including-but not exclusive to- previous reactions to vaccination, immunisation history
- Address any concerns and ensure consent and clinical assessment is completed and recorded within maternity records prior to vaccination
- Promote a parent and baby friendly environment adapting to the needs of the individual.
- Effectively prioritise clinical caseload to meet client need.
- Escalate any concerns where necessary, to appropriate health care professional in order to gain further advice and support.
- Assume responsibility for the safe custody and administration of drugs in accordance with the Trust Policies and Statutory Rules and Regulations
- Ensure correct syringes, needles and all other equipment pertaining to safe vaccination and phlebotomy is used.
- Ensure correct disposal of syringes and sharps as per the clinical waste policy
- Ensure vaccines, stationery and health promotion resources are monitored appropriately and replacements requested through line manager.
- Ensure that vaccine batch numbers are recorded under the correct patient, documented in the hand held notes, patient electronic record and national database.
- Report complaints, incidents and accidents using the Trust DATIX system, escalating as required. Assist in the investigation and resolution.
- Maintain local records evidencing all service users that have been vaccinated.
- Promote healthy living choices in relation to safe pregnancy.
- Ensure concise, accurate, timely record keeping.

Education, Training and Development in Practice

- Be sufficiently flexible to change and develop practice in light of knowledge gained through reflection, research and audit.
- Attend statutory and mandatory training and associated updates/refresher training as required by the Trust
- Provide feedback from study events as agreed in your appraisal to enhance the learning opportunities of other staff.
- Ensure attendance at department training sessions as required for professional, personal, service development.
- Ensure attendance at NHS England immunisation meetings and keep up to date with best practice.
- Participate in or undertake training needs analysis

Personal

- Be professional in appearance and adhere to the Trust and local uniform policy.
- Work within the Trust Grievance, Disciplinary and Equal Opportunities Procedures as required.
- Participate in formal and informal review of own performance with your manager or their deputy.
- Access and facilitate appropriate mentorship and clinical supervision
- Demonstrate a willingness to be flexible to meet the changing needs of clients and the service

Family Experience

- Use the collected data to feed into other maternity projects including the maternity transformation
- Collaboratively work with System partners, the Maternity Voices Partnership and community service user representatives
- To collect, analyse and identify themes captured in feedback to improve quality and family experience
- Participate in audits to monitor the efficacy of the programmes and identify health inequalities
- All staff will strive to create a positive patient experience at each stage of the patient's/service users care journey

Team Work

- Act as an effective team worker who works with others towards a common goal, being respectful and supportive of each member of the multi-disciplinary team.
- Promoting interdisciplinary working with outcomes aimed at the best interests of women and cohesive service delivery
- Provide the opportunity for discussion of local issues, appropriate sharing and cascading of organisational and professional information and discussion of the areas performance

Quality Centred Care

- To assist in establishing and monitoring guidelines, protocols and care pathways
- To ensure the rights, dignity, privacy and confidentiality of the service users are protected at all times

Infection Control

- All Trust employees are required to be familiar with, and comply with, Trust policies and guidelines for infection control and hand hygiene in order to prevent the spread of healthcare-associated infections.
- For clinical staff with direct patient contact, this will include the uniform and dress code policy, the use of personal protective equipment guidance, the guidance on aseptic techniques and the safe handling and disposal of sharps.
- All staff are required to attend mandatory training in Infection Control and be compliant with all measures known to be effective in reducing healthcare-associated infections.

POLICIES AND EXPECTED STANDARDS

The post holder is required to familiarise themselves with all Trust policies and procedures and to comply with these at all times. The Code of Expectations of Employees in particular sets out what you as a post holder are required to follow at all times, and you should study this carefully. Failure to comply with any of the Trust's policies may result in disciplinary action up to and including dismissal.

All staff must have an understanding of their responsibilities in relation to being accountable for knowing who is in and has access to their area of work. Staff must recognise the need to challenge appropriately and understand their duty of care relevant to their position within

the organisation. Staff must be familiar with and understand the correct reporting process where there has been a potential breach.

OUR VALUES & BEHAVIOURS

All staff are required to adopt and follow the Trust values and behaviours at all times. Our values and behaviours are:



New staff will be presented with a leaflet outlining the values and behaviours expected of them at trust induction.

CONFIDENTIALITY & INFORMATION GOVERNANCE

All post holders must comply with all relevant legislation & Trust Policy with regards to Confidentiality & Information Governance, including the Data Protection Act (2018) ensuring that no information obtained through work is communicated to any persons other than those requiring it to complete their duties.

SAFEGUARDING ADULTS & CHILDREN

All Trust staff have a responsibility to safeguard adults & children which includes an understanding of the relevant Trust & Local Safeguarding Adults & Children's Board Policies.

HEALTH AND SAFETY

Employees must act at all times in line with relevant Trust Policies & the Health and Safety at Work Act (1974) to ensure a safe environment for patients, visitors and staff.

HEALTHCARE ASSOCIATED INFECTIONS (HCAIs)

All Employees are responsible for ensuring that:

- Your practice so far as is reasonably practicable, protects patients, staff and other persons against risks of acquiring HCAIs;
- Where patients present with an infection or acquire an infection during treatment, that they are identified promptly and managed according to good clinical practice to treat the infection and reduce the risk of transmission.
- You follow all Trust policies, procedures and processes to meet the duties set out in the NHS Hygiene Code and assist in their full compliance by all staff within your department.

HEALTH & WELLBEING

The Royal United Hospital is committed to promoting the Health & Wellbeing of its staff. The Trust is a smoke free site; smoking is not permitted anywhere in the grounds. The Trust has a Stress Management Policy, which staff should familiarise themselves with to ensure that they have adequate support for the management of their own, and their colleagues stress. The Trust has an onsite Employee Assistance Programme (EAP) which is available to all staff, offering support to staff & their families.

EQUALITY & DIVERSITY

The Trust values Diversity and actively works towards promoting Equality both in terms of its healthcare provision and within its current and potential workforce. It is the aim of the Trust to ensure that no job applicant or employee receives less favourable treatment because of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex, or sexual orientation.

PATIENT AND CARER EXPERIENCE

The Trust continuously aims to improve the experience of patients and carers using the RUH. All staff are expected to follow the guidance contained in the Patient Experience Strategy for the RUH;

The 3 main points to remember are:

- 1) Communicate clearly with people;
- 2) Involve patients and carers in their care and with the hospital;
- 3) Seek out and use patient and carer feedback in all services.

Also refer to the Carer Policy, Respect behaviours and references to improving experience contained in policy and guidance; all staff will be aware of Equality and Diversity and will assist with accommodating people with special needs. Your individual behaviour can make a significant difference to patient and carer experience.

FLEXIBILITY

This job description is intended to provide a broad outline of the main responsibilities only. The post holder is required to be flexible in developing their role in agreement with their designated manager. In addition they may be required by their manager to carry out any other duty commensurate with their banding and expertise.

STRUCTURE CHART

DIRECTOR OF MIDWIFERY

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DEPUTY DIRECTOR OF MIDWIFERY

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MATRONS

|
ANTENATAL & NEWBORN SCREENING CO-ORDINATOR/MANAGER

|
MATERNITY IMMUNISATION NURSE

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IMMUNISATION CO-ORDINATOR/FAILSAFE OFFICER

ANNUAL LEAVE ENTITLEMENTS:

Length of Service	Annual leave and public holidays
On appointment	202.5 hours plus 60 hours (27 days + 8 days) pro rata for part time staff
After five years' service	217.5 hours plus 60 hours (29 days + 8 days) pro rata for part time staff
After 10 years' service	247.5 hours plus 60 hours (33 days + 8 days) pro rata for part time staff

NOTICE PERIODS:

Band	Notice Period
Band 1 – 3	4 weeks
Band 4	6 weeks
Band 5 – 6	8 weeks
Band 7 – 9	12 weeks

PERSON SPECIFICATION

CRITERIA REQUIRED	ESSENTIAL	DESIRABLE
Qualifications & Training	<p>NMC Registered Nurse/Midwife</p> <p>Evidence of CPD including vaccine training, admin training and basic life support</p>	<p>First Aid training</p> <p>Anaphylaxis training</p>
Knowledge & Experience	<p>Manage and prioritise own workload.</p> <p>Good communication skills both written and verbal.</p> <p>Ability to work as part of a team and actively participate in team meetings.</p> <p>Able to maintain and record accurate documentation.</p> <p>Work according to protocols under clinical supervision.</p> <p>Able to work flexibly and respond to changing demands in workload.</p> <p>Broad understanding of public health matters, in relation to pregnancy and immunisations</p> <p>IT literate</p> <p>Understanding of Confidentiality and Data Protection.</p> <p>Phlebotomy skills</p> <p>Thorough understanding of equality and diversity and its application to managing self, staff and patients Understanding of the principles and application of Clinical Governance.</p> <p>An understanding of management of COSHH and health and safety of patients, staff and visitors.</p>	<p>Experience in administration of vaccination/IM medication.</p> <p>Involvement with the immunisation programme.</p> <p>Experience with delivering educational sessions.</p> <p>Knowledge of using Windows Office applications and experience in producing and reports</p>
Values	Values and respects others, treats everyone as an individual, is non-judgemental	

	<p>Motivated to be genuinely kind and caring</p> <p>Helps and co-operates with colleagues</p> <p>Pro-active and takes responsibility</p> <p>Willing to learn, open to change</p> <p>Motivated to make a difference in whatever way they can</p> <p>Takes pride in themselves, their appearance, their role and where they work.</p>	
Specific Skills	<p>Competent at giving Intramuscular injections</p> <p>Specialist knowledge and experience in a relevant subject</p> <p>Excellent organisational and prioritisation skill and able to delegate appropriately.</p> <p>Able to act as an advocate to service users.</p> <p>Highly effective communication skills and able to facilitate difficult conversations and conflict.</p>	
Physical Skills & Effort Emotional Effort	<p>Undertake specific vaccination procedures involving physical skills.</p> <p>Manual dexterity in use of PC.</p> <p>Ability to sensitively deliver vaccine information to service users.</p> <p>To work rotating shifts including some evenings and weekends to meet the needs of the service</p>	
Requirements due to Working Environment	<p>May be exposed to risks of verbal aggression and physical violence from service users.</p> <p>Involves direct contact with body fluids, products, blood etc., on a number of occasions per shift.</p>	

	Ability to travel to Maternity Hubs and Community units.	
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