

JOB DESCRIPTION/PERSON SPECIFICATION – Registered Vaccinator

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| Job title: | Registered Vaccinator |
| Responsible to: | Project and Business Support Manager |
| Accountable to: | Clinical Director |
| Contract/hours: | 20 hours per week, fixed term 1 year |
| Rate of pay: | £34,710 pro rata (£18,512) |

JOB DESCRIPTION**1. Job Role and Purpose:**

Network 4 Primary Care Network (PCN) is based in South Gloucestershire and comprises four general practices (Downend Health Group, Green Valleys Health, The Orchard Medical Centre, and Three Shires Medical Practice) and together serve a patient population of approximately 69,000.

We are looking for motivated and flexible registered health care professionals to work for our vaccination service. The primary purpose of this role is to work as part of a small and friendly team as a Registered Healthcare Professional, delivering a safe and effective service for the delivery of vaccinations delivered in primary care. Specifically, this role will be responsible for the:

1. Delivery Covid and Flu vaccinations as part of our bi-annual vaccination campaign team.
2. Support practices in the delivery of year-round vaccinations requirements for adults and children (including Shingles, RSV...) The role will work at all of our practice sites across the PCN.
3. Delivery of vaccinations to people who are in care homes or housebound, in particular enhancing our housebound offer under the principle of Making Every Contact Count so may be required to undertake phlebotomy or support household vaccinations.
4. Support addressing inequalities through specific out-reach to groups where vaccination uptake is low finding new and innovative ways to engage these groups.

This role would be suitable for anyone who is a registered health professional who has had some experience of vaccination. You do not need to be a prescriber.

The role holder will be supported by the Primary Care Network Clinical Lead and will work closely with the Projects and Business Support Manager.

The role holder must have a positive can-do approach and be willing to work flexibly. We currently run bi-annual covid vaccination campaigns (April-June & Sep-Dec) with our clinics

being delivered over a range of days and hours (Monday-Friday 8am-8pm, Saturdays 9-5pm).

2. Key Duties and Responsibilities:

Role specific

- Undertake both routine and specially identified tasks for which the post holder has been trained and assessed as competent, such as below:
- Conduct pre-vaccination clinical assessments to confirm if the patient meets the criteria for safe vaccination, including previous vaccinations undertaken, current health condition, assessment of any clinical conditions (medical history) and allergies
- Complete the clinical triage questionnaire based on the above
- Ensure knowledge of conditions that affect suitability for vaccination and previous vaccination history
- Address any potential adverse reaction risks and provide patient with information and advice on any adverse reactions and contra indications
- Address any concerns that may arise regarding the vaccine and contra- indications
- Ensure appropriate patient understanding of the vaccination implications and get consent agreement on vaccination
- Record clinical assessment and consent into point of care systems
- Direct any patients with accessibility needs to an accessible area when appropriate
- May be required to prepare the vaccine (reconstitution, drawing up), using non-touch aseptic technique, as per the standard operating procedure (SOP) and manufacturer's instructions
- May be required to administer the vaccine via intra-muscular route (either in the deltoid muscle of the patient's upper arm or the antero-lateral aspect of the thigh if indicated) in accordance with training and local and national policies, procedures, and standards
- Wear adequate PPE equipment in line with current national guidelines
- Conduct hand hygiene, either alcohol hand gel or hand washing according to guidance before and after each vaccination
- Ensure proper disposal of clinical and non-clinical waste and change of PPE and ensure surfaces are wiped down as per national guidelines
- Be able to respond to and raise issues or concerns on complications or emergency situations, such as anaphylaxis
- Respond to queries appropriately and liaise with the clinical supervisor where necessary to gain further advice or information

Behaviour / Ways of working / Work approach

- Manage and prioritise own workload
- 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
- Demonstrate concise, accurate, timely record keeping and ensure that all work carried out is recorded accurately
- Provide skilled, evidence-based care which adheres to agreed policies and procedures

Patient Safety and Clinical Governance

- Use clinical judgement and risk assessments to keep the patients as safe as possible
- Follow the centre and national policies including national protocols, Patient Group Directions (PGDs), Patient Specific Directions (PSDs) and standard operating procedures (SOPs). These

include SOPs on the safe storage, administration and disposal of the vaccine, needle stick injury, Hep B management

- 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. Report and mitigate these risks
- 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
- Ensure that the practice complies with Data Protection/ Confidentiality/ Caldicott principles in addition to Statutory and Regulatory guidelines of the Professional Bodies
- 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
- Reflect on everyday practice to identify areas where improvements in safety or quality can be made
- Maintain compliance with staff mandatory training requirements

MAIN DUTIES AND RESPONSIBILITIES

Responsibilities for direct/indirect patient care

- Required to work independently, under reduced supervision
- Handle difficult conversations (sensitive, language barriers, hostile atmosphere) and convert complex technical information into easily to understand communication

Responsibilities for policy and service development implementation

- Follows policies in relation to the vaccination programme
- Adheres to local and national policies including all applicable local standard operating procedures
- Adheres to Professional Code of conduct, and maintains own professional development ensuring fit for practice
- Follow local and national policy
- Contribute to requirement to optimise productivity and efficiency, participating in group and team discussion to identify best practice

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

Responsibilities 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, health promotion and MECC resources in immediate work area are ordered and monitored appropriately

Responsibilities for human resources (including training)

- Undertake mandatory and clinical training and any other training relevant to the role as required. This can include vaccine specific training, basic life support, safeguarding and anaphylaxis
- Improve and maintain personal and professional development by participating in in-house forums and meetings
- Understand current and emerging factors related to workplace health and the issues facing those working to deliver health services to the UK population

- Have an awareness of policies and procedures that affect the management of staff
- Involved in the induction and supervision of new and existing staff

Responsibilities for information resources (including systems access)

- 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
- Ensure correct recording of patient data information

Freedom to act

- To make judgements and decisions within the confines of own professional code of conduct boundaries, within national and trust guidelines/policies and within legal mechanisms in place
- Interpret overall health service policy and strategy
- Work independently with some supervision

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

Emotional effort

- Frequent need to cope with difficult emotional situations
- Occasional exposure to aggressive patients and/family members

3. Other Responsibilities

Health and Safety

- To comply with the Health and Safety at Work etc. Act 1974 - take reasonable care for your own health and safety, as well as the health and safety of others who may be affected by their acts or omissions at work.

Equality and Diversity

- To carry out at all times their responsibilities in line with Equal Opportunities Policy and Procedure.

Risk Management and Clinical Governance

- To work within the Clinical Governance Framework of the practice, incorporating Risk Management and all other quality initiatives and all aspects of CQC implementation.

Confidentiality

- To maintain confidentiality of information relating to patients, clients, staff and other users of the services in accordance with the General Data Protection Regulations 2018 including outside of the work environment. Any breach of confidentiality may render an individual liable for dismissal and/or prosecution.

Safeguarding

- Whilst in post, staff are expected to acquire and update their knowledge on safeguarding as part of their statutory mandatory training.

Professional development

- The post holder will participate in any training programme implemented by the practice as part of this employment
- To participate in an annual individual performance review, including taking responsibility for maintaining a record of own personal and/or professional development

General

- To undertake any other duties commensurate with the role, within the bounds of his/her own competence as guided by the attached management framework.
- In light of national policy and due to the needs of the business it may be necessary for the Partnership to alter the opening hours of the surgeries. This could incorporate different opening hours and weekend working which may affect when you are required to work. The post holder is expected to be flexible and accommodating, following consultation, in terms of any changes to operating times in the future.

Please Note

This job description is intended as a guide to the duties and responsibilities of the post and should not be regarded as a complete list of those required to be fulfilled under the 'written statement of the main terms and conditions of employment'

All job descriptions are subject to review. Post holders are expected to be flexible and be prepared to carry out similar or related duties which do not fall within this job description.

PERSON SPECIFICATION

| | Essential | Desired |
|---|------------------|----------------|
| Qualifications | | |
| Educated to degree level in relevant subject or equivalent level of experience of working at a similar level in specialist area | x | |
| Registered Health Care Professional (i.e. NMC for nurses, GPhC for pharmacists, Health and Care Professions Council (HCPC) for paramedics or GMC for Doctors or equivalent) | x | |
| Current immunisation training / update or willingness to undertake | x | |
| Knowledge and Experience | Essential | Desired |
| Commitment and willingness to undertake learning and development courses as required to ensure competency for role, this will include vaccine specific training, basic life support, anaphylaxis and NHS statutory and mandatory training | x | |

| PERSON SPECIFICATION | | |
|---|------------------|----------------|
| | Essential | Desired |
| Willingness to undertake competency assessments | x | |
| Understanding of Confidentiality and Data Protection Act | x | |
| Previous experience in similar clinical role | | x |
| Experience of working as part of a multi-disciplinary team | x | |
| Practical skills and knowledge of cold chain procedures and medicines management | | x |
| Working knowledge and literate with computer skills to use of word document, internet access and email correspondence and electronic record keeping | x | |
| Evidence of continuous personal and professional development and willingness to commit to ongoing CPD | x | |
| Skills and Capabilities | Essential | Desired |
| Effective skills in communicating complex and sensitive information and in difficult situations, requiring empathy, reassurance, persuasion and influence | x | |
| Skills for nurturing key relationships and maintaining networks | x | |
| Ability to analyse and interpret information, pre-empt, and evaluate issues, and recommend an appropriate course of action to address the issues | x | |
| Problem solving skills and ability to respond to sudden unexpected demands | x | |
| Ability for decision-making where there may be a number of courses of action | x | |
| Ability to engender trust and confidence and demonstrate integrity in the provision of advice and support | x | |
| Able to work under limited supervision using own initiative, organising and prioritising own workload to changing environment | x | |
| Values and Behaviours | Essential | Desired |
| Commitment to and focused on quality, promotes high standards | x | |
| Flexible approach to work and ability to cope with uncertainty and change | x | |
| Values diversity and difference, operates with integrity and openness | x | |
| Works well with others, is positive and helpful, listens, involves, respects and learns from the contribution of others | x | |
| Actively develops themselves and supports others to do the same | x | |
| Ability to work in a variety of settings | x | |
| Understanding of and commitment to equality of opportunity and good working relationships | x | |
| Other | Essential | Desired |
| Effective written and verbal communication skills | x | |

PERSON SPECIFICATION

| | Essential | Desired |
|--|-----------|---------|
| Awareness of the need to adhere to Policies | x | |
| Able to work in a flexible manner in order to meet changing work patterns and service needs. | x | |