

COVID-19 Vaccination Programme: Workforce and Training Workstream
 Job Description RHCP Clinical Supervisor – Immunisations Band 6 – Cover Sheet

Sponsor: Workforce Workstream	Date: 18/11/2020	
Executive Summary:		
<i>This document provides the HR signed-off job description for the new role created to enable the delivery of the COVID-19 Vaccination Programme – Band 6 Clinical Supervisor Immunisations.</i>	This paper is for (delete as appropriate):	
	Approval – <i>To formally receive and discuss a report and approve its recommendations OR a particular course of action</i>	
	Receipt – <i>To discuss, in depth, a report noting its implications for the programme without formally approving it</i>	
	Note – <i>For the intelligence of the Group without the in-depth discussion as above</i>	✓
Assurance – <i>To reassure the Group that controls and assurances are in place</i>		
Reason for Consideration and Previous Consideration:		
<i>Updated version control.</i>	Risks: N/A	
Financial / Commercial Implications:		
N/A	Equality, Diversity and Inclusion Impact: N/A	

Job description and person specification

Position			
Job title	COVID-19 Vaccination Programme - RHCP Clinical Supervisor (Immunisations)	Directorate/ Region	
Pay band	AFC Band 6	Responsible to	
Salary	£31,365 - £37,890	Accountable to	
Tenure	Fixed Term Contract	Responsible for	Responsible for day to day work assigned toteam. <i>[insert name of team]</i>
Funding Arrangements	Choose an item.	Base	
Service and team		About the role	
<p><i>This role forms an integral part of mass vaccination delivery within a Region.</i></p> <p><i>To be added once sites commissioned,</i></p> <p><i>Add further detail about the service and team - include mass model infographic.</i></p>		<p>As a Clinical Supervisor for immunisations, the post holder will work as part of a dynamic team in delivering a safe and effective service for the mass delivery of COVID-19 vaccinations. The post holder will undertake a clinical supervisory role, overseeing a team of Immunisers.</p> <p>In particular, the post holder will be responsible for:</p> <ul style="list-style-type: none"> • Delivery of a safe immunisation service, assisting to influence and facilitate change within the setting and service areas. • The supervision of clinical assessment prior to vaccination. • Supporting the reviews of complex medical histories and potential adverse reactions and offering specialist advice as needed. • The supervision of the configuration of the vaccination pod and vaccination station within the mass vaccination delivery model. • The clinical supervision of safe vaccination delivery. 	

Key Job specifics and responsibilities	Key accountabilities
<p>Responsibilities for direct/indirect patient care</p> <ul style="list-style-type: none"> Responsible for clinical supervision of a team of immunisers. Responsible for providing highly specialist advice and technical services in relation to the care of patients Required to work with minimal supervision Plan, advise, recommend and evaluate treatment when necessary Handle difficult conversations (sensitive, language barriers, hostile atmosphere) and convert complex technical information into easily to understand communication <p>Responsibilities for policy and service development implementation</p> <ul style="list-style-type: none"> Observe infection control procedures 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 Basic Life Support, Anaphylaxis and Immunisation training. Follow local and national policy making comments on proposals for change Act as a mentor or respond to any escalations or queries from more junior staff. Support staff in the provision of care including training in the use of site protocols for implementing safe delivery of the service. <p>Responsibilities for financial and physical resources</p> <ul style="list-style-type: none"> Responsible for the safe and effective use of equipment and other resources, ensuring equipment is maintained in good working order 	<ul style="list-style-type: none"> The supervision of drawing up and preparation of the vaccine prior to administration and ensuring that each activity is recorded. Ensuring the best possible clinical outcomes by using up-to-date skills and adhering to evidence-based policies and procedures. <p>Role specific</p> <ul style="list-style-type: none"> Undertake a clinical supervisory role, overseeing several Band 4 immunisers, Band 5 Clinical Assessor and Draw-upper and post vaccination observation SJA volunteers, delivering a safe immunisation service, assisting to influence and facilitate change within the setting and service areas. Assist with the overall coordination of the POD activity and day to day delivery of the vaccinations, ensuring clinic rooms and equipment within own area are prepared and sufficient stock of clinic supplies are available. Supervise the pre-vaccination clinical assessments to confirm the correct vaccination, the consent agreements and consult on the provision of specialist advice on contra indications. Address any concerns that may arise regarding the vaccine and contra-indications. Supervise the review of citizens' medical history and address any potential adverse reaction risks; provide citizens with information on what to do in the event of adverse reactions. Supervise and coordinate the vaccine preparation (drawing-up, ensuring correct storage and providing injections to the vaccination station). Supervise vaccination delivery (oversee paperwork and vaccine confirmation activity, ensure national guidelines are respected regarding PPE, clinical and non-clinical waste, sanitisation). Supervise the vaccinators and HC Assistants in the delivery of vaccinations. Exchange PPE equipment if the individual has come into contact with a patient when overseeing the vaccination process. Supervise the configuration of the vaccination pod (layout, equipment, PPE, consumables, vaccine stocks, sanitisation and waste materials) and vaccine station (vaccine, vaccine batch numbers recorded, staff member administering vaccination, date and site confirmation).

- Ensure vaccine, stationery and health promotion resources are ordered and monitored appropriately
- Corporate responsibility for the financial resources and physical assets of the vaccination site

Responsibilities for human resources (including training)

- Improve and maintain personal and professional development by participating in in-house forums, clinical meetings and clinical supervision and support the development of others by acting as a mentor and role model
- Attend statutory and mandatory training in compliance with national requirements
- 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, and clinical supervisor to named staff within the team.
- Mentors other staff frequently

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

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 Site Managers.
- Interpret overall health service policy and strategy
- Act with minimal guidelines and set goals and standards for others

- May be required to assess and sign-off competence training of new vaccinators.
- Coordinate the infection control and waste disposal, ensuring that all activities are adhered to the highest H&S standards.

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 and others may be infringed
- Display good analytical ability and sound decision making in changing clinical situations. Develop insight into evidence underpinning care
- Demonstrate ability to assess, plan, implement and evaluate the needs of patients
- Demonstrate concise, accurate, timely record keeping and ensure that all work carried out is recorded accurately
- Be a confident and competent computer user with good IT skills and experience of using applications such as Outlook, Word, Excel
- 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 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.
- 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.
- Practise in accordance with the professional, ethical and legal codes of the site and its protocols and guidelines

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 (supervisory responsibility, 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

- 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 (NMC, GPhC, HCPC and others)
- 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

Organisational structure

[insert organisational structure]

Person specification

Criteria		Essential	Desirable	Evidence*
Qualifications	Educated to degree level in relevant subject or equivalent level of experience of working at a similar level in specialist area	√		A/I
	Registered Health Care Professional e.g NMC for nurses, GPhC for pharmacists, HCPC for allied health care professionals.	√		
	Current immunisation training / update or willingness to undertake	√		
	Further training or experience in a clinical supervisory position	√		
Knowledge and experience	Specialist knowledge in a relevant subject to post graduate level		√	A/I
	Previous experience in similar role in public sector	√		
	Previous experience in clinical supervision	√		
	Previous experience in immunisation and vaccination	√		
	Knowledge of immunisation schedules in accordance with national recommendations	√		
	Experience of working as part of a multi-disciplinary team	√		
	Working knowledge and literate with computer skills to use of word document, internet access and email correspondence and electronic record keeping.	√		
Skills Capabilities & Attributes	Evidence of continuous personal and professional development and willingness to commit to ongoing CPD	√		A/I
	Effective skills in communicating complex and sensitive information and in difficult situations, requiring empathy, reassurance, persuasion and influence.	√		
	Practical skills and knowledge of cold chain procedures and medicines management	√		
	Skills for nurturing key relationships and maintaining networks	√		
	Ability to analyse and interpret information, pre-empt and evaluate issues, and recommend and appropriate course of action to address the issues	√		
	Problem solving skills and ability to respond to sudden unexpected demands	√		
	Ability to make decisions on difficult issues where there may be a number of courses of action	√		
	Ability to engender trust and confidence and demonstrate integrity in the provision of advice and support	√		
	Able to work under limited supervision using own initiative, organising and prioritising own and others' workloads to changing and often tight deadline	√		

Values and Behaviours	Commitment to and focused on quality, promotes high standards in all they do	√		A/I
	Flexible approach to work and ability to cope with uncertainty and change	√		
	Values diversity and difference, operates with integrity and openness	√		
	Works well with others, is positive and helpful, listens, involves, respects and learns from the contribution of others	√		
	Actively develops themselves and supports others to do the same	√		
	Ability to work in a variety of settings	√		
	Understanding of and commitment to equality of opportunity and good working relationships	√		

* Evidence will take place with reference to the following information:	
A	Application form
I	Interview
T	Test or Assessment
C	Certificate