

COVID-19 Vaccination Programme: Workforce and Training Workstream  
 Job Description Registered Health Care Professional – Immunisations Band 5 – Cover Sheet

<b>Sponsor: Workforce Workstream</b>	<b>Date: 18/11/2020</b>	
<b>Executive Summary:</b>		
<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 5 Registered Healthcare Professional - Immunisations.</i>	<b>This paper is for (delete as appropriate):</b>	
	<b>Approval</b> – <i>To formally receive and discuss a report and approve its recommendations OR a particular course of action</i>	
	<b>Receipt</b> – <i>To discuss, in depth, a report noting its implications for the programme without formally approving it</i>	
	<b>Note</b> – <i>For the intelligence of the Group without the in-depth discussion as above</i>	✓
	<b>Assurance</b> – <i>To reassure the Group that controls and assurances are in place</i>	
<b>Reason for Consideration and Previous Consideration:</b>		
<i>Updated version control.</i>	<b>Risks:</b> N/A	
<b>Financial / Commercial Implications:</b>		
N/A	<b>Equality, Diversity and Inclusion Impact:</b> N/A	

## Job description and person specification

Position			
<b>Job title</b>	COVID-19 Vaccination Programme - Registered Health Care Professional (Immunisations)	<b>Region</b>	
<b>Pay band</b>	AFC Band 5	<b>Responsible to</b>	
<b>Salary</b>	£24,907 - £30,615	<b>Accountable to</b>	
<b>Tenure</b>	Fixed Term Contract	<b>Responsible for</b>	Responsible for day to day work assigned to .....team.[insert name of team]
<b>Funding Arrangements</b>	Choose an item.	<b>Base</b>	
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 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 COVID-19 vaccinations. The post holder will undertake activities such as clinical assessment, dilution and drawing up of the vaccine from multi-dose vials.</p> <p>In particular, the post holder will be responsible for:</p> <ul style="list-style-type: none"> <li>• Assisting with the configuration of the vaccination pod and vaccination station.</li> <li>• Conducting clinical assessments.</li> <li>• The review of complex medical histories and potential adverse reactions.</li> <li>• Preparation of the vaccine prior to administration by the immunisers using aseptic technique.</li> <li>• Ensuring the best possible clinical outcomes by using up-to-date skills and adhering to evidence-based policies and procedures.</li> </ul>	

Key Job specifics and responsibilities	Key accountabilities
<p><b>Responsibilities for direct/indirect patient care</b></p> <ul style="list-style-type: none"> <li>Responsible for providing specialist advice and technical services in relation to the care of patients</li> <li>Required to work independently, under supervision</li> <li>Plan, advise and recommend treatment when necessary</li> <li>Handle difficult conversations (sensitive, language barriers, hostile atmosphere) and convert complex technical information into easily to understand communication</li> </ul> <p><b>Responsibilities for policy and service development implementation</b></p> <ul style="list-style-type: none"> <li>Observe infection control procedures</li> <li>Adheres to Professional Code of conduct, and maintains own professional development ensuring fit for practice</li> <li>Ensures that all NHS statutory &amp; mandatory training is kept up to date. Attends all mandatory training as needed. This includes BLS, Anaphylaxis and Immunisation training.</li> <li>Follow local and national policy making comments on proposals for change</li> <li>Respond to queries or escalate to the clinical supervisor</li> <li>Support more junior staff in the provision of care including training in the use of protocols as needed.</li> </ul> <p><b>Responsibilities for financial and physical resources</b></p> <ul style="list-style-type: none"> <li>Responsible for the safe and effective use of equipment and other resources, ensuring equipment is maintained in good working order</li> <li>Ensure vaccine, stationery and health promotion resources are available in immediate work area and monitored appropriately</li> </ul> <p><b>Responsibilities for human resources (including training)</b></p> <ul style="list-style-type: none"> <li>Improve and maintain personal and professional development by participating in continuing professional development activities.</li> </ul>	<p><b>Role specific</b></p> <ul style="list-style-type: none"> <li>Undertake multiple roles such as: clinical assessment, dilution and drawing up of the vaccine from multi-dose vials and additional clinical support.</li> <li>Enable the delivery of vaccinations to all eligible citizens by assisting with the overall coordination of the site activity and day to day delivery of the vaccination programme.</li> <li>Ensure clinic rooms and equipment are available at the start of each session.</li> <li>Clinical assessment:             <ul style="list-style-type: none"> <li>Conduct pre-vaccination clinical assessments to confirm if the citizen meets the criteria for safe vaccination, including previous vaccinations undertaken, current health condition, assessment of any clinical conditions (medical history) and allergies.</li> <li>Complete the clinical triage questionnaire based on the above, digitally or on paper.</li> <li>Ensure knowledge of conditions that affect suitability for vaccination and previous vaccination history.</li> <li>Address any potential adverse reaction risks and provide the citizen with information and advice on any adverse reactions and contra indications.</li> <li>Address any concerns that may arise regarding the vaccine and contra-indications with patients/citizens.</li> <li>Ensure the citizen's understanding of the vaccination implications and get consent agreement on vaccination.</li> <li>Record the medical check list and consent in the records system.</li> <li>Where available, direct any citizens with accessibility needs to an accessible pod.</li> </ul> </li> <li>Drawing-up:             <ul style="list-style-type: none"> <li>Ensure vaccine preparation (drawing-up, ensuring correct storage and providing pre-prepared syringes to the vaccination station) as per the standard operating procedure (SOP).</li> <li>Ensure the reconstruction of the vaccine as per manufacturer's instructions.</li> </ul> </li> </ul>

- 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.

#### **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 Supervisor and Vaccination Site Lead
- 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 (drawing-up, patient assessment and observation)
- Work pattern altering to meet service need and prioritising work issues accordingly with changes faced

- Perform a visual check of the vaccine type, serial number and thawing/expiry date.
- Assist with the configuration of the vaccination pod: pod setup, recording of required vaccine stocks and consumables, PPE and sanitisation materials.

#### **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.
- Display good analytical ability and sound decision making in changing clinical situations.
- 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 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
- Work with team to maintain high standards of infection control in the clinical area and a well-maintained department environment

**Emotional effort**

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

- 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*
<b>Qualifications</b>	Educated to degree level (level 5) in relevant subject or equivalent level of experience of working at a similar level in specialist area Registered Health Care Professional e.g. NMC for nurses, GPhC for pharmacists and equivalent for other healthcare professionals. Current immunisation training / update or willingness to undertake	√  √  √		A/I
<b>Knowledge and experience</b>	Specialist knowledge in a relevant subject to post graduate level Previous experience in similar clinical role Knowledge of immunisation schedules in accordance with national recommendations Experience of working as part of a multi-disciplinary team Practical skills and knowledge of cold chain procedures and medicines management Working knowledge and literate with computer skills to use of word document, internet access and email correspondence and electronic record keeping. Evidence of continuous personal and professional development and willingness to commit to ongoing CPD	√ √  √ √  √	√	A/I
<b>Skills Capabilities &amp; Attributes</b>	Clear communicator with excellent oral, writing, and presentation skills. Effective skills in communicating complex and sensitive information and in difficult situations, requiring empathy, reassurance, persuasion and influence Skills for nurturing key relationships and maintaining networks Problem solving skills and ability to respond to sudden unexpected demands Independent thinker with demonstrated good judgement, problem-solving and analytical skills	√ √  √ √  √	√	A/I

	Able to work on own initiative, organising and prioritising own workloads to changing and often tight deadlines An ability to maintain confidentiality and trust	√		
<b>Values and Behaviours</b>	Commitment to and focused on quality, promotes high standards in all they do 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	√ √ √ √  √ √ √		A/I

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