

POST TITLE:	Clinical Lead for Immunisations
BAND:	7
ACCOUNTABLE TO:	The Associate Director of Nursing
RESPONSIBLE TO:	Matron - Community Division CHFT
LINE MANAGEMENT RESPONSIBILITY FOR:	The School Aged Immunisation Team and the Child Health Information Service

JOB OVERVIEW

The Immunisation Lead will have the overall responsibility of leading the Child Health Information Service (CHIS) and the Immunisation Team in organising, planning, delivering, recording, and evaluating the immunisation and vaccination programmes for Calderdale school-based immunisation programmes and other targeted groups as appropriate. The post holder will manage and be responsible for immunisation sessions at school, in clinics and the home, assessing risk, and ensuring the safety of children and young people. They will ensure the provision and delivery of a safe, effective, and quality immunisation service which will include the safe implementation of new vaccination schedules within Calderdale, and the maintenance of health records for 0-19yrs within Calderdale and South Kirklees. The post holder will be an experienced Registered Nurse and will provide effective line management and supervision for all members of the Immunisation and CHIS Teams.

DETAILED JOB DESCRIPTION AND MAIN RESPONSIBILITIES

- Lead and operationally manage the immunisation and the CHIS team ensuring the delivery of a comprehensive effective service commissioned by NHS England. Working closely with the commissioners in implementing immunisation programmes.
- Provide specialist professional nursing leadership and guidance, clinical advice, and management in relation to the Calderdale School Aged immunisation programme.
- Plan and ensure the targets set by NHS England for all School Aged Immunisation programmes are achieved.
- Adapt to changes with current and new immunisation programmes introduced by NHS England.
- Manage the CHIS team with support from the CHIS team lead to ensure all aspects of their role are achieved and delivered effectively including maintaining 0-19yrs health records and scheduling vaccination appointments and 6-8 week health checks for Calderdale and South Kirklees.
- Direct work with NHS England, and partner organisations.
- Present outcomes to the commissioning team in a timely manner.
- Actively participate in commissioning meetings and having an input in to how best to deliver the immunisation service in a cost-effective way and improve service delivery for the trust.

- Co-ordinate and direct the Immunisation Team to deliver the school-based programme of immunisations and vaccinations and to deliver to other groups as appropriate.
- Plan, assess, implement, and evaluate immunisation and vaccination programmes.
- Clinically prioritise and organise the immunisation and vaccination schedule for the school year, making sure all eligible school aged children are offered the correct vaccination at the correct time.
- Manage and be responsible for immunisation sessions at school, in clinic and the home as appropriate providing supervision for staff, assessing risk, and ensuring the safety of the young people.
- Work with children, young people, families, schools, and communities to provide advice and support to children, families, schools, and communities on a range of immunisation issues.
- Work with schools to help the uptake of immunisation within schools and the community, building on current relationships and partnerships.
- Plan, deliver and evaluate vaccination sessions and health promotion sessions relating to immunisation and vaccinations, to target both local and national drivers for childhood immunisation schedules.
- Contribute to the development, implementation, and review of integrated clinical pathways.
- Ensure timely and accurate data entry to demonstrate improving data quality on the electronic system.
- Participate and contribute to the development of training programmes, protocols, care pathways, and procedures as directed by the Community Matron.
- Identify children and young people who need protection, which may include the interpretation of complex information about the child and family.
- Represent the team and the organisation at local/regional network meetings.
- Lead the planning, delivery, and evaluation of immunisation programmes to school age children and other targeted groups as appropriate, ensuring that required data inputting is completed following the programmes.
- Lead the planning and administration of the process needed to deliver the immunisation programmes i.e., ordering and delivery of supplies and equipment, storage of vaccines (ensure the cold chain is maintained) and waste disposal.
- Lead the scheduling of dates with schools for school immunisation programmes within the recommended vaccination time frame.
- Lead in the planning and delivery of health promotion programmes to children, young people, families, schools, and communities to improve the uptake of immunisations.
- Ensure that high standards of infection control are integral to all aspects of nursing practice.
- Maintain contemporaneous, factual records with the child the focus of all assessments and actions.
- Use evidence-based practice to develop process and procedures for the purpose of providing a quality service which is based on current research.
- Liaise and work collaboratively with schools, the Children Looked After Team, Social Care, and the Local authority to ensure children who are vulnerable, and or with complex health needs or are home-educated receive any scheduled immunisations.
- Provide signposting to other services and agencies, referring onwards in a timely manner, and liaising appropriately seeking first any necessary consent.

- Utilise all opportunities to promote healthy lifestyles, and raise wider health issues with, children, young people, and their families.
- Ensure that records of the immunisations are delivered in a timely way to child health team.
- Advise the Divisional Matron regarding changes in the immunisation service delivery, including feedback from network/commissioning meetings.
- Promote a culture of integrated health care which strives for continuous quality improvement and seamless service provision.
- Create an environment in which staff are valued and respected.
- Contribute to service development, audit, and clinical policy development.
- Address the concerns of children, young people, their families, and schools and respond to their suggestions for local quality improvements and participate in the management of complaints.
- Ensure the views of children, young people, their families, and schools are sought and included in service developments and reviews.
- Maintain a safe working environment, being aware of the necessity to comply with Health & Safety regulations and Lone Working policies.
- Contribute to components of in-service training programmes as required.
- Comply with mentor update training.
- To be managerially and operationally responsible for the Calderdale school aged immunisation programme and CHIS.
- Manage complaints and learning using Datix and actively implement learning.
- Lead and manage the performance of the Immunisation and CHIS team and individuals to achieve both team and organisational goals.
- Complete appraisals for all team members and ensure they maintain their competencies.
- Organise and chair team meetings to enable monitoring of standards of care by the clinical team.
- Support new members of staff completing their probationary period and mentor them to facilitate their development.
- Monitor quality measures and performance indicators and assist in their development and review.
- Ensure effective and efficient use of resources.
- Lead and contribute to components of in-service training programmes as necessary.
- Participate in the recruitment and selection of staff and induct staff in line with trust policies.
- Be responsible for the immunisation team budget and contribute to budget proposals and business plans to enable the delivery of services which reflect appropriate value for money.
- Participate in regular supervision.

This job description is an outline only and is not definitive or restrictive in any way. It will be regularly reviewed and may be amended in the light of changing circumstances following consultation with the post holder.

PERSON SPECIFICATION

ROLE TITLE: Clinical Lead for Immunisations

BAND: 7

REQUIREMENTS	Essential or Desirable	Application	Interview	Reference
QUALIFICATIONS / TRAINING				
Active registration with NMC on part 1 or 2 of the register	E	x		
Educated to degree level or equivalent knowledge and experience.	D	x		
Registered mentor	D	x		
KNOWLEDGE, EXPERIENCE & EXPERTISE				
Significant experience in the delivery of immunisation and vaccination programmes	E	x	x	x
Significant post registration experience working with children and young people and their families in the community.	E	x	x	
Experience of supervising registered and non-registered staff	E	x	x	
Experience of leading a team	E	x	x	
Knowledge of the current Childhood National Immunisation Programme	E	x	x	
IT awareness including use of electronic patient record systems and electronic consent platforms.	E	x	x	
Knowledge of child protection and safeguarding procedures	E	x	x	
Knowledge of Clinical Governance and patient group directions	E	x	x	
Knowledge of consent legislation	E	x	x	
Knowledge of interagency working	E	x	x	
Evidence of continuing professional development	E	x	x	
COMMUNICATION AND RELATIONSHIPS (INCLUDING MANAGEMENT RESPONSIBILITIES)				
Excellent interpersonal and communication skills including the ability to liaise at all levels	E	x	x	
Experience of leading, managing, and motivating others	E	x	x	
Ability to work as part of a team as well as an autonomous practitioner.	E	x	x	
Ability to work under pressure.	E	x	x	
Able to prioritize and manage rapidly changing priorities.	E	x	x	
Evidence of delivering presentations/training to groups and individuals. presentation skills	E	x	x	
Delegation and supervision skills	E	x	x	
DBS REQUIREMENT				
This position is eligible for an enhanced check with adults and children's barred list				