

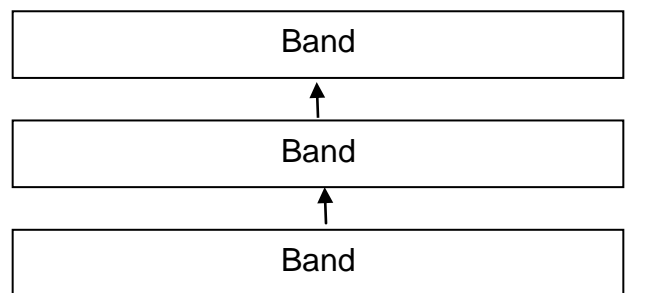
JOB DESCRIPTION

1. Job Details	
Job Title:	Maternity Vaccination Programme- Registered Health Care Professional (Immunisations)
Band:	5
Reports to (Title):	Antenatal clinic / FAU manager
Trust Website	www.royalwolverhampton.nhs.uk
Directorate:	Women's and Neonatal
Department/Ward :	Antenatal clinic
JD Number:	5593
	<div><div><p>Trust Vision:</p><p>An NHS organisation that continually strives to improve the outcomes and experiences for the communities we serve</p></div><div><p>Trust Values:</p><div><div><p>Safe & effective</p><p>We will work collaboratively to prioritise the safety of all within our care environment.</p></div><div><p>Kind & caring</p><p>We will act in the best interest of others at all times.</p></div><div><p>Exceeding expectations</p><p>We always aim for excellence.</p></div></div></div><div><p><u>Strategic Objectives</u></p><ul style="list-style-type: none">❖ Create a culture of compassion, safety and quality❖ Be in the top 25% for key performance indicators❖ Proactively seek opportunities to develop our services❖ To have an effective and well integrated health and care system❖ Attract, retain and develop our staff, and improve employee engagement❖ Maintain financial health – appropriate investment to patient services</div></div>
2. Job Summary	
As a Registered Health Care Professional working in vaccinations, 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 and other maternity vaccinations. The post holder will undertake activities such as clinical assessment, dilution and drawing up of the vaccine from multi-dose vials.	
3. Main Duties & Responsibilities	
<ul style="list-style-type: none">• Responsible for providing specialist advice and technical services in relation to the care of patients• Plan, advise and recommend treatment when necessary• Handle difficult conversations (sensitive, language barriers, hostile atmosphere) and convert complex technical information into easily to understand communication• Observe infection control procedures• Ensures that all NHS statutory & mandatory training as needed. This includes BLS, Anaphylaxis and Immunisation training.	

- Follow local and national policy.
- 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.
- Responsible for the safe and effective use of equipment and other resources, ensuring equipment is maintained in good working order.
- Ensure vaccine, stationery and health promotion resources are available in immediate work area and monitored appropriately.
- Improve and maintain personal and professional development by participating in continuing professional development activities including statutory and mandatory training in compliance with the programme requirements.
- Have an awareness of Trust/ Lead Provider policies and procedures that affect the management of staff.
- Involved in the induction and supervision of new and existing staff.
- 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.
- Manual handling of equipment (e.g. records, vaccination equipment)
- 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
- Occasional need to cope with difficult emotional situations.
- Undertake multiple roles such as: clinical assessment, dilution and drawing up of the vaccine from multi-dose vials and additional clinical support.
- 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.
- Ensure clinic rooms and equipment are available at the start of each session. Including PPE provision.
- 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.
- Complete the clinical triage questionnaire based on the above, digitally or on paper.
- Ensure knowledge of conditions that affect suitability for vaccination and previous vaccination history. Address any potential adverse reaction risks and provide the citizen with information and advice on any adverse reactions and contra indications.
- Address any concerns that may arise regarding the vaccine and contra-indications with patients/citizens.
- Ensure the citizen's understanding of the vaccination implications and get consent agreement on vaccination.
- Record the medical check list and consent in the records system.
- Ensure vaccine preparation (drawing-up, ensuring correct storage and providing pre-prepared syringes to the vaccination station) as per the standard operating procedure (SOP).
- Ensure the reconstruction of the vaccine as per manufacturer's instructions.

- Perform a visual check of the vaccine type, serial number and thawing/expiry date.
- 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
- 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, needle stick injury and 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.
- 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.
- Reflect on everyday practice to identify areas where improvements in safety or quality can be made.
- Maintain compliance with staff mandatory training requirements,

4. Organisational Chart



This job description is not intended to be an exhaustive list of duties and it may be reviewed and altered in the light of changed service needs and developments after discussion with the post holder.

Infection Prevention

Maintain a current knowledge of infection prevention and control practices and policies through annual mandatory updates and role specific training.

Demonstrate a current knowledge of infection prevention and control practices through the delivery of clinical care and maintenance of a safe environment in accordance with infection prevention and control practices and policies. Take part in infection prevention initiatives in the local area. Challenge infection prevention practices, reporting breaches using relevant Trust policies as appropriate (e.g. incident reporting policy).

Equal Opportunities Policy

It is the aim of the Trust to ensure that no job application or employee receives less favourable treatment on grounds of sex, disability, age sexual orientation, race, colour, nationality or ethnic or national origins or is not

placed at disadvantage by conditions or requirements which cannot be shown to be justifiable. To this end, the Trust has an Equal Opportunity Policy and it is for each employee to comply with and contribute to its success.

Health and Safety

Employees must be aware of the responsibilities placed on them under the Health and Safety at Work Act (1974), and associated legislation, to maintain a safe working environment for both staff and visitors, to observe obligations under organisational and departmental Health and Safety Policies, maintaining awareness of safe practices and assessment of risk.

Data Protection

If required to do so, to obtain, process and/or use information held on computerised or manual records in a fair and lawful way in line with the Data Protection Act 2000. To hold data only for specific purpose and not use or disclose it in any way incompatible with such purpose. To disclose data only to authorised persons or organisations, as instructed.

Customer Care

It is the aim of the hospital to provide patients and other service users with the best possible care and services. In order to meet this aim, all our staff are required at all times to put the patient and other service users first and do their utmost to meet their requests and needs courteously and efficiently. In order that staff understand the principles of customer care and the effects on their particular post and service, full training will be given.

Safeguarding

All employees have a responsibility to support the safety and well-being of children, young people and adults at risk of harm and to practice in accordance with legislation. Knowledge, skills and competency are to be maintained according to role and responsibilities in order to fulfil Safeguarding Children and Adults at Risk responsibilities. All employees are expected to comply with existing local Safeguarding policies and procedures, and Trust and Wolverhampton Safeguarding Children Board and Safeguarding Adults at Risk requirements.

Smoking Policy

The Trust provides a smoke-free work environment.

Confidentiality

The Trust is fully committed to encouraging its staff to freely contribute views on all aspects of health service activities, especially those on delivery of care and services to patients. However, you shall not, either during or after the end of your employment (however it is terminated), divulge to any unauthorised person confidential information relating to the Trust. This includes, but is not limited to, information covering patients, individual staff records, industrial relations, financial affairs, contract terms and prices or business forecasts.

Your obligations of confidentiality under this clause shall not prevent you from raising genuine concerns about healthcare, or a belief that criminal conduct, breach of a legal obligation, health and safety breaches or damage to the environment has been, is being, or is likely to be committed, or any information tending to show any of the above has been, is being, or is likely to be, deliberately concealed, provided that such disclosure is made in good faith and in accordance with the provisions of the Public Interest Disclosure Act 1998 and the Trust's Policy on Raising Concerns at Work-Whistle Blowing Policy, a copy of which is available from the Human Resources Department.

Development

The Trust is committed to supporting the development of all staff. All employees have a responsibility to participate in regular appraisal with their manager and identify performance standards for the post. As part of the appraisal process employees have a joint responsibility with their line manager to identify any learning and development needs in order to meet the agreed performance standards required of the post holder.

NHS Constitution

The Constitution establishes the principles and values of the NHS in England. It sets out rights to which patients, public and staff are entitled, and the pledges which the NHS is committed to achieve, together with responsibilities which the public, patients and staff owe to one another.

All NHS Bodies private and third sector providers supplying NHS services are required by law to take account of this Constitution in their decisions and actions.

A handbook accompanying the constitution may be found by going to [NHS Constitution for England - Publications - GOV.UK](#) that essentially provides further and more detailed explanation of each of the rights and pledges.

Criminal Records

This post is subject to the Rehabilitation of Offenders Act (Exceptions Order) 1975 and as such it will be necessary for a submission for Disclosure to be made to the Disclosure and Barring Service to check for any previous criminal convictions.

AfC PERSON SPECIFICATION

This document describes the qualities required for a post-holder that are not captured by the JD.

SPECIFICATION	DESCRIPTION
Qualifications <i>(This must include the level required to appoint to the post. Any requirement for registration should also be recorded here.)</i>	<ul style="list-style-type: none"> Degree related training for Registered Health Care Professional e.g. NMC for nurses, GPhC for pharmacists and equivalent for other healthcare professionals. Current immunisation training in line with Public Health England (PHE) and National Protocol guidelines.
Experience/Skills <i>(Type and level of experience required to fulfil duties)</i>	<ul style="list-style-type: none"> Specialist knowledge and experience in a relevant subject. Knowledge of immunisation schedules in accordance with national recommendations. Competent at giving Intramuscular injections and willing to complete PHE Competencies. 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.
Communication Skills <i>(Indication type of communication and audience. e.g. face-to-face with patients, presentations to colleagues, etc.)</i>	<ul style="list-style-type: none"> 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.
Flexibility <i>(Note here any flexibilities required by the post. e.g. Shift Working required, New tasks may need to be undertaken frequently,)</i>	<ul style="list-style-type: none"> Problem solving skills and ability to respond to sudden unexpected demands Independent thinker with demonstrated good judgement, problem-solving and analytical skills. Able to work using own initiative, organising and prioritising own workloads to changing and often tight deadlines. An ability to maintain confidentiality and trust.
Other <i>(Any other key issues not recorded elsewhere in JD or person spec.)</i>	<ul style="list-style-type: none"> Commitment to and focused on quality, promotes high standards 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

	<p>same.</p> <ul style="list-style-type: none"> • Understanding of and commitment to equality of opportunity and good working relationships. • Must have own methods of transport and be willing to vaccinate in a variety of venues.
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I understand and accept my accountabilities and responsibilities as outlined in this job description, person specification and KSF outline.

	Designation	Name	Signature	Date
Post Holder				