



Job Description

COVID-19 Vaccination Programme

Job Title:	Registered Health Care Professional (Vaccinator)
Band:	5
Reports To:	Clinical Supervisor (Registered Health Care Professional)

Working Together for the Future of our Health and Care Services

The Humber, Coast and Vale Health and Care Partnership is a collaboration of nearly 30 different organisations and covers Hull, East Riding, North East Lincolnshire, North Lincolnshire, North Yorkshire, York and the Vale of York.

We are working together to plan for the future of health and care services in our area and to find new ways to tackle the challenges that we face locally.

About the Role

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.

In particular, the post holder will be responsible for:

- Assisting with the configuration of the vaccination pod and vaccination station.
- Conducting clinical assessments.
- The review of complex medical histories and potential adverse reactions.
- Preparation of the vaccine prior to administration by the Immunisers using aseptic technique.
- Ensuring the best possible clinical outcomes by using up-to-date skills and adhering to evidence-based policies and procedures.

Key Accountabilities

Role Specific

- 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.
- Clinical assessment:
 - 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.
- Where available, direct any citizens with accessibility needs to an accessible pod.
- Drawing-up:
 - 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.
 - 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.
- Demonstrate developed physical skills.
- 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 local and national policies including Patient Group Directions (PGD's) and national protocols or standard operating procedures (SOPs). 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.
- Actively promote diversity and sustain relationships that promote dignity, rights and responsibilities. Identify and take action to address discrimination and oppression.
- Ensure that 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.

Service and Team

- This role forms an integral part of mass vaccination delivery within the Humber, Coast and Vale region.

Key Job Specifics and Responsibilities

Responsibilities for Direct / Indirect Patient Care

- Responsible for providing advice and technical services in relation to the care of patients.
- Required to work independently, under supervision.
- Plan, advise and recommend treatment when necessary.
- Handle difficult conversations (sensitive, language barriers, hostile atmosphere) and convert complex technical information into easily to understand communications.

Responsibilities for Policy and Service Development Implementation

- Observe infection control procedures.
- Adhere to professional code of conduct, and maintain own professional development ensuring fit for practice.
- Ensure that all NHS statutory and mandatory training is kept up to date. Attend all mandatory training as needed. This includes BLS, Anaphylaxis and Immunisation training.
- Follow local and national policy making comments on proposals for change.
- Respond to queries or escalate to the Clinical Supervisor (Registered Health Care Professional).
- 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, which is used by self and other staff, ensuring equipment is maintained in good working order.
- Ensure vaccine, stationery and health promotion resources are available in immediate work area and monitored appropriately.

Responsibilities for Human Resources (including Training)

- Improve and maintain personal and professional development by participating in continuing professional development activities.
- Attend statutory and mandatory training in compliance with the Programme requirements.
- Have an awareness of the Trust/Lead Provider's 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 local and national guidelines/policies for self and report to the Clinical Supervisor (Registered Health Care Professional) and Vaccination Site Managers.

- Work independently with some supervision.

Physical Effort

- Manual handling of equipment (e.g. records, vaccination equipment).
- Frequent requirement to exert moderate physical effort for several short periods during a shift.
- Sit for 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 prolonged concentration (drawing-up, patient assessment and observation).
- Alter work pattern to meet service need and prioritise work issues accordingly with changes faced.

Emotional Effort

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

Working Conditions

- Wearing appropriate PPE, including face masks, throughout the length of the shift.

Health and Safety

In addition to our overall responsibility for your health and safety you have a personal responsibility for your own health and safety. As such you are required to inform your line manager of any safety issues that you identify, that could affect you or others in the workplace. You must co-operate with management and colleagues at all times in achieving safer work processes and work places, particularly where it can impact on others.

You will be trained in the correct use of any equipment provided. You are required to use the equipment when necessary and as instructed which will include checking the equipment is safe to use, prior to its use and must report any defects immediately to your line manager.

You are responsible for the implementation and adherence to safety policies and procedures.

You are required to ensure suitable and sufficient risk assessments are completed for all areas within your remit. The controls identified must be evaluated and implemented where necessary.

You are required to review all risk assessments periodically and particularly when staffing and/or equipment changes, monitoring the effectiveness of any control measure implemented.

You are to ensure suitable and sufficient equipment is provided to sustain the health and safety of staff, patients and visitors to areas within your remit.



Infection Control

In addition to our overall responsibilities under The Health and Social Care Act 2008 Code of Practice for healthcare, including primary and adult social care on the prevention and control of infections (revised December 2010) for your safety, you have a personal responsibility to ensure your work adheres to this Code in the delivery of safe patient care. This code relates to ALL staff and contractors to ensure this level of care is provided.

You will be trained to ensure adherence and compliance to the various Infection Control Policies.

Sustainability

To actively support goals for sustainability by encouraging and adopting sustainable ideas and practices.

Safeguarding

We have a duty and are committed to safeguarding all service users and provide additional measures for adults and children who are less able to protect themselves from harm or abuse. You have an individual responsibility to contribute to the detection, reporting and prevention of abuse to safeguard those in our care (Section 11 Children Act, 2004, Human Rights Act 1998, Equality Act 2010, Mental Capacity Act 2005, Care Act 2014) and are accountable to ensure that you know how to respond when you are concerned for the safety of a child, young person or adult at risk. Training, guidance and advice will be provided as necessary.

This job description is not meant to be exhaustive. It describes the main duties and responsibilities of the current post. It may be subject to change.



Person Specification

Job Title: Registered Health Care Professional (Immunisations)

Requirement	Essential	How Assessed
Qualifications	<ul style="list-style-type: none"> Educated to degree level (level 5) in relevant subject or equivalent level of experience. 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. 	Application / Interview
Knowledge and Experience	<ul style="list-style-type: none"> 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 for use of word documents, internet access and email correspondence and electronic record keeping. Evidence of continuous personal and professional development and willingness to commit to ongoing CPD. 	Application / Interview
Skills, Capabilities and Attributes	<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. Problem solving skills and ability to respond to sudden unexpected demands. Able to demonstrate professional conduct, preserve client's rights including confidentiality and promote mutual respect amongst colleagues. Able to work on own initiative, organising and prioritising own workloads to changing and often tight deadlines. An ability to maintain confidentiality and trust. 	Application / Interview
Values and Behaviours	<ul style="list-style-type: none"> 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. 	Application / Interview



Humber, Coast and Vale

	<ul style="list-style-type: none">• 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.	
--	---	--



Organisational Chart

Job Title: Registered Health Care Professional (Immunisations)

