



JOB DESCRIPTION

All staff share the Trust Vision and uphold and promote our Trust values

<i>Our Vision</i>	<i>Outstanding services, healthier communities</i>
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Our Values

<i>Innovative</i>	<i>We seek new ideas and adopt best practice to improve our services.</i>
<i>Caring</i>	<i>We show kindness and consideration for others.</i>
<i>Agile</i>	<i>We deal with new situations quickly and successfully.</i>

Job title: Community Immunisation Nurse

Band: 5

Location / Work Base: Various

Business Unit / Department: Children Universal Services

Reporting to: Immunisation Team and Clinical Leads

JOB PURPOSE SUMMARY:

The Community Immunisation Nurse is responsible for the delivery of the Immunisation Programmes as delegated by the Senior Immunisation nurse, Clinical lead or Team Lead.

1. Reporting to the Immunisation Team and Clinical Lead the Community Immunisation Nurse will support the development of the service and work with colleagues to ensure the delivery of a safe and effective School Age Immunisation programme.
2. To be responsible for the delivery of an effective and efficient Childhood Immunisation Programme in partnership with Children Universal Services, Schools and commissioners.
3. To be responsible for collecting accurate data at each session
4. To work collaboratively with the school nursing teams and child health teams in the planning and delivery of immunisation programmes in schools in order to achieve the KPIs across the programme.
5. To work with local statutory, private and voluntary providers, and users to develop and promote practice that is accessible and responsive to all section of the local community, ensuring that services are targeted to the most vulnerable groups and individuals to support social inclusion.
6. To promote and monitor safe and effective practice
7. To enhance the client experience

MAIN DUTIES and RESPONSIBILITIES:

Operational Delivery

1. Maintain own professional and personal development in accordance with the NMC Code (March 2015), NICE Guidance: NMC Standards for competence for registered nurses 2010, NMC Record keeping: Guidance for nurses and midwives 2009, RCN Standards, [Public Health England](#) Immunisation 2013
2. To work to Patient Group Directions, Patient Specific Directions and Immunisation Standard Operation Procedures to organise and manage the Childhood Immunisation Programme in partnership with schools and the Children Universal Service Teams. To act as a lead within the team for the uptake of the immunisation programme within the local population. To carry out immunisations at home when assessed as necessary.
3. To work closely with the Children Universal Service team in the planning and delivery of health promotion activities and public health initiatives in line with the School Age Childhood Immunisation Programme.
4. To provide and promote access to information and other services, to refer as appropriate. To liaise and work in partnership with statutory and non-statutory agencies, and other health services colleagues.
5. To work in partnership with colleagues and other professionals to promote healthy lifestyles and healthy schools through health promoting activities. To provide health promotion/ education in line with the Immunisation programme.
6. To work with the Children Universal Service Team Leaders to support children, young people and families who are considered to be vulnerable or at risk. To adhere to current Local Safeguarding Board and London Child Protection Procedures. .
7. To take every reasonable step to see that the working environment is safe, healthy and hazard free for staff and users, including ensuring that infection control procedures are in place.
8. To facilitate the use of information technology and ensure that relevant and up to date information on clinical and service developments are provided to agreed time-scales.
9. To participate in audit, research projects and/or innovations following agreed policy and protocol.
10. To participate in the education and training of pre-registration nurses and the induction of newly appointed team members.

Patient / Customer Care

1. Maintain a culture of person-centred care within the service area.
2. Promote a caring environment where equality and diversity issues are respected and patients/clients and their carer's are enabled to be partners in their care.

3. Develop strategies for communication between staff, patients/clients, relatives and their carers, showing awareness of barriers to understanding.
4. Utilise a range of methods for engaging with and responding to patients/clients to ensure they have a positive experience within the community services settings.
5. Facilitate communication between all members of the multi-professional/multi-agency team, and across care settings.
6. Promote a valuing of patient/client cultural and spiritual preferences and behaviours that affect the patient/client experience.
7. Identify opportunities for meaningful involvement of patients/clients and carers in relation to the development of care and services.
8. Gain feedback from the patient/client and carers on their experience of care.
9. Ensure compliments and complaints are managed in line with HCT policy
10. Ensure that the client is central to the assessment and care planning process in partnership with relevant multi-professional/multi-agency staff.

Strategic Management

- ☐ Adhere to organisational policies and procedures and their application in relation to: annual leave, absence management,
- ☐ Be aware of the health and well-being of all members of the team and observe for any signs of ill health or stress factors and take appropriate action in line with HCT policies.
- ☐ Be aware of the management of duty rotas/annual leave and study leave to ensure adequate cover and appropriate skill mix of the area at all times, having regard for service needs and the cost-effective delivery of care.

Personal Attributes:

- ☐ Work collaboratively to achieve the service objectives.
- ☐ Accept responsibility in discussion with Immunisation Lead for personal development.
- ☐ Lead by example in promoting & delivering high standards of evidence to influence care
- ☐ Promote & facilitate good staff relationships and morale amongst staff
- ☐ Have an awareness of your own strengths and weaknesses and personal impact on others while ensuring your conduct is in accordance with professional standards and Trust values.
- ☐ Communicate effectively with staff and maintain productive working relationships with others

Development and Improvement

- ☐ Participate in review and evaluate the local implementation of policy initiatives, to identifying areas for change.
- ☐ Review systems/processes/practices to ascertain if there are more efficient ways of working to enhance patient/client care/service delivery.
- ☐ Foster a culture of enquiry that is supportive and facilitative, encouraging creativity and innovation.
- ☐ Participate in practice and/or service improvements taking account of relevant research, clinical guidelines and policy.
- ☐ Develop a proactive and positive working relationship with partnership organisations and staff associations around change issues.

Management and Leadership

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- ☐ Review systems/processes/practices to ascertain if there are more efficient ways of working to enhance patient/client care/service delivery.
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Communication and Relationship Building

- ☐ Establish clear and effective communication links with children/young people, parents/carers, education staff, and a range of other professionals from both voluntary and statutory organisations.
- ☐ Listen appropriately and take into account any sensitive issues and communicate these to appropriate persons/agencies ensuring that children are protected and that disclosures are acted upon appropriately
- ☐ Utilise a range of communication skills e.g. negotiation to gain commitment from others and formal presentations, etc.
- ☐ Feedback the views and needs of children/young people, families and schools to the Specialist School Nurse as necessary, to enable appropriate interventions to be implemented.
- ☐ Utilise a range of communication methods with colleagues and managers to include electronic communication

Finance and Resource Management

- ☐ Be financially aware in order to manage the HCT resources appropriately and effectively.
- ☐ Be responsible for ensuring that equipment is maintained in accordance with HCT policy.

Information Management

- ☐ Demonstrate accurate keyboard skills with working knowledge of Word and Outlook.
- ☐ Accurately record all data and client contacts in accordance with Trust policies and procedures, in light of Caldicott principles and Clinical Governance (including information that may be required for Safeguarding Children, audit and research purposes). Adhere to the Data Protection Act (1998).
- ☐ Ensure all records are accurate, contemporaneous and updated regularly, according to local and national guidelines

General

Infection Prevention and Control

The HCT is committed to reducing Healthcare associated infections (HCAIs) and all staff have a part to play in making this happen. Staff must comply with all policies in relation to Infection Prevention and Control and with ongoing reduction strategies. Standard Infection Prevention and Control Precautions must be used at all times to ensure the safety of patients and staff. This includes:-

- ☐ Cleaning hands either with soap and water or a hand sanitiser at the appropriate times
- ☐ Using the correct '7 step' hand hygiene technique
- ☐ Being 'bare below the elbows' when in a clinical environment
- ☐ Following Trust Infection Control policies
- ☐ Ensuring correct handling and disposal of waste (including sharps)
- ☐ Ensuring all medical devices (equipment) are decontaminated appropriately

Risk

- ☐ Comply with HCT Incident Policy & Procedure
- ☐ Comply with HCT Serious Incident Policy & Procedure

EFFORT, PHYSICAL SKILLS and WORKING CONDITIONS:

Physical skills	<i>The post requires advanced keyboard skills, good hand dexterity</i>
Physical effort	<i>There is a frequent requirement for sitting in a restricted position for a substantial proportion of the working time</i>
Mental effort	<i>There is a frequent requirement for concentration where the work pattern is predictable with few competing demands for attention</i>
Emotional effort	<i>Occasional exposure to distressing or emotional circumstances</i>
Working conditions	<i>Occasional exposure to unpleasant working conditions</i>

Supplementary Information:

Equality and Diversity

The Trust is committed to eliminate racism, sexism and forms of discrimination. The Trust will not discriminate on grounds of age, colour, disability, ethnic origin, gender, gender reassignment, culture, health status, marital status, social or economic status, nationality or national origins, race, religious beliefs, or non beliefs, responsibility for dependants, sexuality, trade union membership or hours of work.

It is required of all employees to uphold this policy in the course of their employment with the Trust and whilst undertaking their duties.

Mobility / Flexibility

The normal place of work for the post is as stated above, but as a term of employment post holders may be required to work from any of the Trust's establishments.

Health and Safety at Work

In accordance with the Management of Health and Safety at Work Regulations 1992 (as amended) and other relevant Health and Safety legislation, staff have a duty to take responsible care to avoid injury to themselves and others by their work activities and to co-operate in meeting statutory requirements.

Infection Control

Employees must be aware that preventing healthcare acquired infections and infection control is the responsibility of all staff. Clinical procedures should be carried out in a safe manner by following best practice and infection control policies.

Data Protection and Confidentiality

Employees must maintain confidentiality when dealing with sensitive material and information and be aware of the Caldicott principles, the General Data Protection Regulations (GDPR) 2018 and the Human Rights Act 1998. The protection of data about individuals is a requirement of the law and if any employee is found to have permitted unauthorised disclosure, the Trust and individual may be prosecuted. Disciplinary action will be taken for any breach.

No Smoking Policy

The Trust operates a smoke free policy which means that smoking is not allowed anywhere on Trust sites including buildings, car parks and entrances.

Safeguarding

Post holders have a general responsibility for safeguarding children and vulnerable adults in the course of their daily duties and for ensuring that they are aware of the specific duties relating to their role. The expectation is that the post holder is familiar with the relevant procedures and guidelines, all of which can be found on the Trust's intranet.

The above duties and responsibilities are intended to represent current priorities and are not meant to be an exhaustive list. The post holder may from time to time be asked to undertake other duties and responsibilities commensurate with the grade. Any changes to this job description to take account of changing service needs will be made in discussion with the post holder.