

ALL WALES JOB DESCRIPTION TEMPLATE

JOB DETAILS:

Job Title	Immunisation School Nurse
Pay Band	5
Hours of Work and Nature of Contract	30 hours, term time only
Division/Directorate	Children & Families Care Group
Department	School Nursing
Base	To be confirmed across RCT

ORGANISATIONAL ARRANGEMENTS:

Managerially Accountable to:	Victoria Powell Senior Nurse
Reports to: Name Line Manager	Kath Jones Deputy Senior Nurse for School Nursing
Professionally Responsible to:	Head of Nursing

Job Summary/Job Purpose:

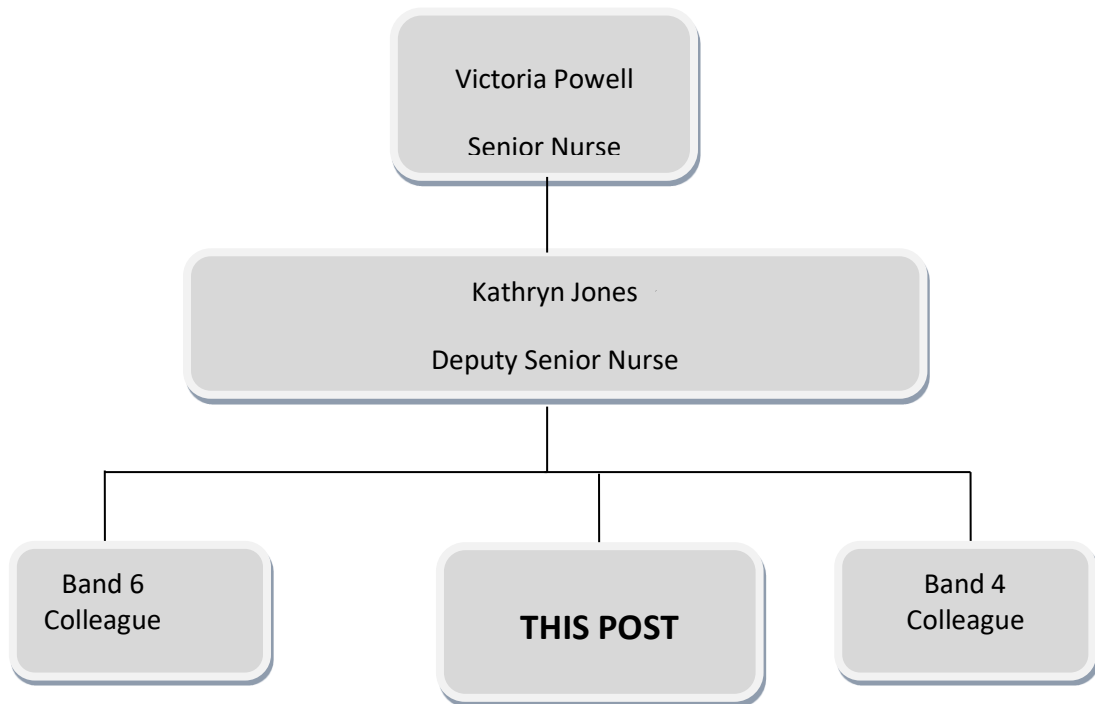
The post holder will be part of a Cwm Taf Morgannwg University Health Board School Nurse Immunisation Team, and will be expected to offer vaccinations, support the safe delivery, and increase local uptake all in line with local and national immunisation schedules and campaigns.

The post holder will work with the school nursing team to meet the public health agenda as directed by the senior nurse, and work within clearly defined occupational policies.

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Organisational Chart



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MAIN TASKS AND RESPONSIBILITIES

The post holder is required :

- To contribute to the planning, delivery and evaluation of immunisation programmes to school age children.
- To administer vaccinations and adrenaline if needed, according to Cwm Taf Morgannwg University Health Board's Patient Group Directives.
- To ensure the delivery of the highest possible standards of quality assured, evidence-based practice eg. safe cold chain storage of vaccines, and disposal of clinical waste.
- Assist in following up those children who have not returned their consent forms.
- Help to co-ordinate planned mop-up immunisation sessions, targeting and following up with non-immunised children.
- To work across a number of community settings including schools and clinics within Cwm Taf Morgannwg University Health Board.
- To actively participate in health education and promotion programmes to school age children/young people and their parents/carers
- To work closely with the school nursing team contributing to the school nurse public health agenda as directed by the senior nurse and Team Leader.
- To identify children and young people in need and adhere to local procedures.
- To assess clients general health prior to vaccination to reduce potential risk.
- Able to identify resources and professionals to assist with queries eg. Public Health Wales, Department of Health, Cwm Taf Morgannwg University Health Board Immunisation Co-ordinator.

The post holder will :

- Ensure effective and efficient use of resources.
- Adhere to the All Wales Child Protection Procedures, in the reporting of safeguarding concerns.
- Adhere to UHB policies and procedures, may be asked to comment on proposals for change.
- Ensure that high standards of infection control are integral to all aspects of clinical practice.
- Use knowledge gained from Cwm Taf Morgannwg University Health Board's induction training to identify actual and potential hazards regarding manual handling, ergonomics and working practices.
- Keep up to date with all new procedures and future trends in relation to immunisations within school age populations.
- Keep updated in developments within the immunisation programmes and vaccines.
- Assist in the development, monitoring and review of quality measures and performance indicators.

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- Ensure that stock levels of equipment and vaccines are maintained and transfer equipment and vaccines to and from sessions.

The post holder will :

- Be approachable, motivated and enthusiastic about working with children and young people.
- Maintain effective communications with service user's and families, colleagues and professionals eg. schools and GP practices.
- Work closely with members of the generic School Nursing Team and the School Nurse Immunisation team.
- Work closely with the child health administration team eg. Regarding immunisation enquires.
- Ensure accurate, secure, robust documentation and effective communication of all tasks.
- To have regular meetings with School Nurse Immunisation Co-ordinator.
- Communicate any health issues with parents, carers, young people and children using diplomacy, negotiation and reassurance skills.
- Have an understanding of the consent process for children and young people.

KNOWLEDGE, TRAINING & EXPERIENCE

- Registered Nurse, with evidence of post registration education.
- To undertake mandatory and other training specific for the post eg. basic life support for adults and children and anaphylaxis training. The National two day minimum standards for immunisation training will be arranged if not already completed. This training may also be offered via the e-learning modules on NHS Learning if courses are not available.
- Adhere to NMC Code of Practice.
- Cwm Taf University Health Board annual immunisation update sessions to be attended.
- Understanding of the public health role of the Immunisation Nurse.
- Physical skills obtained through practice in respect of delivery of immunisations.
- IT literate eg. MS Office, outlook, e-mail and internet use.
- Personal duty of care for equipment used.
- To participate in clinical supervision and educational activities.
- To support training of colleagues, such as demonstrating duties to new starters and the supervision of nursing students.

The post holder will :

- Contribute to the planning needed to deliver the immunisation programmes.
- Accurately record information on immunisation consent forms and in child health records if needed.

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- Ensuring that completed consent forms are returned to the Child Health Department for data entry following immunisation sessions.
- Report any adverse reactions to immunisations on Yellow Card reporting scheme.
- Report any adverse incidents in the most appropriate way eg. Immunisation Co-ordinator, Team Leader, Senior Nurse, DATIX.
- Keep an accurate diary of duties and visits.
- Complete mileage claims and ensure they are sent to line manager in a timely manner.

PERSON SPECIFICATION

The knowledge to be measured in the minimum needed to carry out the full duties of the job to the required standards. Qualifications should be used to provide an indicator of the level of knowledge required. Training and experience is also a means of acquiring the knowledge required for a job such as on-the-job training, short courses and experience to an equivalent level of knowledge which should be specified.

NOTE: Please do not use the number of years experience as this is potentially discriminatory and these will be returned. It is essential that managers concentrate on the sorts of skills and qualities needed to fulfil the duties of the post.

ATTRIBUTES	ESSENTIAL	DESIRABLE	METHOD OF ASSESSMENT
Qualifications and/or Knowledge	Registered Nurse/Nursing Degree.	Knowledge of Public Health Agenda. The National two day minimum standards for immunisation training	Application form Certificates NMC registration
Experience	Experience of working with children and young people.	Previous experience of providing immunisation services.	Application form and interview
Aptitude and Abilities, Skills	The ability to interact with children, young people and their families. Good organisational and decision making skills. Effective presentation skills. Effective communication skills.	The ability to speak or learn Welsh to a satisfactory level.	Application form and Interview

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Personal Qualities	<p>Ability to work under pressure.</p> <p>Commitment.</p> <p>Enthusiasm.</p> <p>Team player.</p> <p>Flexibility in availability to meet service needs.</p>		<p>Application Form</p> <p>Interview</p> <p>References</p>
Circumstances	<p>Ability to travel throughout the Health Board in a timely manner.</p> <p>Able to undertake the duties of the role.</p>		<p>Application form and interview</p>
Other	<p>Satisfactory DBS check.</p>		

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GENERAL REQUIREMENTS

Include those relevant to the post requirements

- **Values:** All employees of the Health Board are required to demonstrate and embed the Values and Behaviour Statements in order for them to become an integral part of the post holder's working life and to embed the principles into the culture of the organisation.
- **Registered Health Professional:** All employees who are required to register with a professional body, to enable them to practice within their profession, are required to comply with their code of conduct and requirements of their professional registration.
- **Healthcare Support Workers:** Healthcare Support Workers make a valuable and important contribution to the delivery of high quality healthcare. The national Code of Conduct for NHS Wales describes the standards of conduct, behaviour and attitude required of all Healthcare Support Workers employed within NHS Wales. Health Care Support Workers are responsible, and have a duty of care, to ensure their conduct does not fall below the standards detailed in the Code and that no act or omission on their part harms the safety and wellbeing of service users and the public, whilst in their care.
- **Competence:** At no time should the post holder work outside their defined level of competence. If there are concerns regarding this, the post holder should immediately discuss them with their Manager/Supervisor. Employees have a responsibility to inform their Manager/Supervisor if they doubt their own competence to perform a duty.
- **Learning and Development:** All staff must undertake induction/orientation programmes at Corporate and Departmental level and must ensure that any statutory/mandatory training requirements are current and up to date. Where considered appropriate, staff are required to demonstrate evidence of continuing professional development.
- **Performance Appraisal:** We are committed to developing our staff and you are responsible for participating in an Annual Performance Development Review of the post.
- **Health & Safety:** All employees of the organisation have a statutory duty of care for their own personal safety and that of others who may be affected by their acts or omissions. The post holder is required to co-operate with management to enable the organisation to meet its own legal duties and to report any hazardous situations or defective equipment. The post holder must adhere to the organisation's Risk Management, Health and Safety and associate policies.
- **Risk Management:** It is a standard element of the role and responsibility of all staff of the organisation that they fulfil a proactive role towards the management of risk in all of their actions. This entails the risk assessment of all situations, the taking of appropriate actions and reporting of all incidents, near misses and hazards.
- **Records Management:** As an employee of this organisation, the post holder is legally responsible for all records that they gather, create or use as part of their work within the organisation (including patient health, staff health or injury, financial, personal and administrative), whether paper based or on computer. All such records are considered public records and the post holder has a legal duty of confidence to service users (even after an employee has left the organisation). The post holder

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should consult their manager if they have any doubt as to the correct management of records with which they work.

- **Welsh Language:** In line with Welsh Language legislation and in compliance with the Welsh Standards, the health board must actively seek to employ staff with Welsh language skills to meet the needs of the Welsh speaking public. Please click [here](#) to assess whether a post requires staff to speak Welsh. Alternatively, prospective employees should be encouraged to learn Welsh to a satisfactory level if Welsh skills are deemed necessary to the job requirements. For further information on Welsh language skills requirements, please contact the health board's [Welsh Language Unit](#).
- **Confidentiality of Information:** The post holder must at all times be aware of the importance of maintaining confidentiality and security of information gained during the course of their duties. This will in many cases include access to personal information relating to service users. The post holder must treat all information, whether corporate, staff or patient information, in a discreet and confidential manner in accordance with the provisions of the Data Protection Act 1998 and Organisational Policy. Any breach of such confidentiality is considered a serious disciplinary offence, which is liable to dismissal and / or prosecution under current statutory legislation (Data Protection Act) and the HB Disciplinary Policy.
- **Equality and Human Rights:** The Public Sector Equality Duty in Wales places a positive duty on the HB to promote equality for people with protected characteristics, both as an employer and as a provider of public services. There are nine protected characteristics: age; disability; gender reassignment; marriage and civil partnership; pregnancy and maternity; race; religion or belief; sex and sexual orientation. The HB is committed to ensuring that no job applicant or employee receives less favourable treatment of any of the above grounds. To this end, the organisation has an Equality Policy and it is for each employee to contribute to its success.
- **Dignity at Work:** The organisation condemns all forms of bullying and harassment and is actively seeking to promote a workplace where employees are treated fairly and with dignity and respect without bias. All staff are requested to report and form of bullying and harassment to their Line Manager or to any Director of the organisation. Any inappropriate behaviour inside the workplace will not be tolerated and will be treated as a serious matter under the HB/Trust Disciplinary Policy.
- **Safeguarding Children and Vulnerable Adults:** The organisation is committed to safeguarding children and vulnerable adults. All staff must therefore attend Safeguarding Children training and be aware of their responsibility under the Adult Protection Policy.
- **Infection Control:** The organisation is committed to meet its obligations to minimise infections. All staff are responsible for protecting and safeguarding patients, service users, visitors and employees against the risk of acquiring healthcare associated infections. This responsibility includes being aware of the content of and consistently observing Health Board Infection Prevention & Control Policies and Procedures.
- **DBS Disclosure Check:** In this role you will have * direct / indirect contact with* patients / service users / children / vulnerable adults in the course of your normal duties. You will therefore be required to apply for a Criminal Record Bureau *Standard / Enhance Disclosure Check as part of the Trust's pre-employment check procedure. *Delete as appropriate.
The post holder does not require a DBS Disclosure Check. *Delete as appropriate.

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- **No Smoking:** To give all patients, visitors and staff the best chance to be healthy, all Health Board sites, including buildings and grounds, are smoke free.
- **Flexibility Statement:** The duties of the post are outlined in this Job Description and Person Specification and may be changed by mutual agreement from time to time.

Signed: (Post Holder) _____ Date: _____

Signed: (Directorate Manager) _____ Date: _____

Signed: (Divisional Manager) _____ Date: _____

Date Job Description compiled: _____

Date for Review: _____

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Supplementary Job Description Information

Please complete information on Physical Effort, Mental Effort, Emotional Effort and Working Conditions in order to assist the Job Matching process.

Physical Effort

This factor measures the nature, frequency and duration of physical effort (sustained effort at a similar level or sudden explosive effort) required for the job.

Please ensure any circumstances that may affect the degree of effort required, such as working in an awkward position; lifting heavy weights etc. are detailed, such as:

'Working in uncomfortable/unpleasant physical conditions; sitting in restricted positions; repetitive movements; lifting heavy weights; manipulating objects; kneeling, crouching, twisting; heavy duty cleaning; working at heights; using controlled restraint; driving as part of daily job - **N.B. Walking /driving to work is not included**'

Examples of Typical effort(s)	How often per day / week / month	For how long?	Additional Comments
Frequently required to use light physical effort . Transporting equipment such as immunisation box/bags and driving.	Daily	Variable but at least 2-4 times a day	
Kneeling, crouching and bending.	Daily	Variable	

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Mental Effort

This factor measures the nature, level, frequency and duration of mental effort required for the job, for example, concentration, responding to unpredictable work patterns, interruptions and the need to meet deadlines.

Please identify the normal requirement to concentrate in the post and determine, how often and for how long it is required to concentrate during a shift / working day, e.g. :

'Carrying out formal student assessments; carrying out clinical/social care interventions; checking documents; taking detailed minutes at meetings; operating machinery/equipment; carrying out screening tests/microscope work; carrying out complex calculations; carrying out non-clinical fault finding; responding to emergency bleep; driving a vehicle; examining or assessing patients/clients.

Examples of Typical effort(s)	How often per day / week / month?	For how long?	Additional Comments
Maintain a work pattern that requires frequent concentration where work pattern is unpredictable.	Daily	6 hours per day	
Concentration required when delivering clinical care eg. administering immunisations where there may be interruptions to deal with challenging patient/client behaviour.	Daily	6 hours per day	

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Emotional Effort

This factor measures the nature, frequency and duration demands of the emotional effort required to undertake clinical or non clinical duties that are generally considered to be distressing and/or emotionally demanding.

Please identify how often the post holder has exposure to direct and/or indirect distressing and/or emotional circumstances and the type of situations they are required to deal with.

For example, 'processing (e.g. typing/transmitting) news of highly distressing events; giving unwelcome news to patients/clients/carers/staff; caring for the terminally ill; dealing with difficult situations/circumstances; designated to provide emotional support to front line staff; communicating life changing events; dealing with people with challenging behaviour; arriving at the scene of an accident.' **N.B. Fear of Violence is measured under Working Conditions**

Examples of Typical effort(s)	How often per week / month?	For how long?	Additional Comments
Deal with difficult family situations, where there may be safeguarding issues. This will involve exposure to physical or verbal abuse.	Daily	6 hours a day	

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Working Conditions

This factor measures the nature, frequency and duration of demands on staff arising from inevitably adverse environmental conditions (such as inclement weather, extreme heat/cold, smells, noise and fumes) and hazards, which are unavoidable **(even with the strictest health and safety controls)**, such as road traffic accidents, spills of harmful chemicals, aggressive behaviour of patients, clients, relatives, carers.

Please identify unpleasant working conditions or hazards which are encountered in the post holder's working environment and establish how often and for how long they are exposed to them during a working day / week / month.

Examples are – use of VDU more or less continuously; unpleasant substances/non-household waste; infectious material/foul linen; body fluids, faeces, vomit; dust/dirt; fleas/lice; humidity; contaminated equipment or work areas; driving/being driven in normal or emergency situations - ***Driving to and from work is not included**

Examples of Typical Conditions	How often per week / month?	For how long?	Additional Comments
Frequently exposed to bodily fluids eg. blood and vomit	Daily	3-6 hours per day	
Environment may not always be conducive to a clinic setting eg. school gymnasium or classroom.	Monthly	Duration of clinic session.	

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