

Job description and person specification

Position			
Job title	Vaccination Service -Vaccinator	Region	WEST Dorset
Pay band	AFC Band 3	Responsible to	Clinical Manager/ Shift Lead
Salary	Band 3	Accountable to	Matron
Tenure	Bank- West Dorset	Responsible for	Responsible for day-to-day work assigned.
Funding		Locations covered	Weymouth Vaccination Centre (Linden); Bridport Hospital (Langdon Ward); Dorchester, West Dorset satellite and pop up sites.
Service and team		About the role	
<p><i>This role forms an integral part of vaccination delivery within a Region.</i></p> <p><i>This role forms an integral part of vaccination delivery within Dorset. Preferences for locations will be taken at application/interview. For working in the peripatetic teams, it is essential that you have a driver's licence and vehicle to use for Trust work within the parameters of the Equality Act otherwise it is highly desirable. The post holder may be required to work flexibly to meet the needs of the service.</i></p>		<p>The Vaccinator will work across the vaccination team as part of a dynamic team in delivering a safe and effective service for the delivery of vaccines. The post holder will be responsible for preparing and administering the vaccine to the local population within a team of staff working in a clinical team under the direction and supervision of a registered health care professional.</p> <p>In particular the post holder will be responsible for:</p> <ul style="list-style-type: none"> • Configuration of their vaccination station • Preparation of the vaccine • Administration of the vaccine • Disposal of clinical waste and change of PPE as per national guidelines • Adherence to infection control practices between individuals • Offer administrative support when required 	

Key Job specifics and responsibilities	Key accountabilities
<p>Responsibilities for patient care</p> <ul style="list-style-type: none"> Administration of the vaccine to already consented and assessed individuals Assess the patient's readiness for vaccination Address any concerns and ensure consent and clinical assessment has already taken place Ensure preparation of the vaccine has been undertaken appropriately Check vaccine before administration and report any concerns i.e. about the syringe/needle/dose to the clinical supervisor. Cross check that vaccine batch numbers are recorded under the correct patient records Disposal of syringes and sharps as per the clinical waste policy Take on accountability for preparation and/or administration of the vaccine, including issuing of the vaccine card to client and reminder of second dose if appropriate <p>Responsibilities for policy and implementation</p> <ul style="list-style-type: none"> Follows policies in relation to the vaccination programme Follows local and national policies including all applicable local standard operating procedures Be aware of requirement to optimise productivity and efficiency, participating in group and team discussion to identify best practice <p>Responsibilities for financial and physical resources</p> <ul style="list-style-type: none"> Responsible for the safe and effective use of equipment and other resources, ensuring equipment is maintained in good working order <p>Responsibilities for human resources (including training)</p> <ul style="list-style-type: none"> Undertake mandatory and clinical training and any other training relevant to the role as required. This will include training in vaccine preparation, administration, basic life support, safeguarding and anaphylaxis 	<p>General / Role Specific</p> <ul style="list-style-type: none"> Undertake both routine and specially identified tasks for which the post holder has been trained and assessed as competent, such as below: Confirm the identity of the patient and the agreement of undertaking vaccination, addressing any concerns Address any additional questions or refer back to the registered health care professional as appropriate Ensure that the vaccination is conducted in line with the patient's condition (offer seat if necessary, encourage them to relax their arm and ensure they are in the most appropriate position to receive the vaccine) Prepare the vaccine (reconstitution, drawing up), using non-touch aseptic technique, as per the standard operating procedure (SOP) and manufacturer's instructions Administer the vaccine via intra-muscular route (either in the deltoid muscle of the patient's upper arm or the antero-lateral aspect of the thigh if indicated) in accordance with training and local and national policies, procedures and standards Immediately observe patient's reaction and if appropriate, direct people to the registered health care professional or post vaccination observation Area if appropriate Wear adequate PPE equipment in line with current national guidelines Conduct hand hygiene, either alcohol hand gel or hand washing according to guidance before and after each vaccination Ensure proper disposal of clinical and non-clinical waste and change of PPE and ensure surfaces are wiped down as per national guidelines Be able to respond to and raise issues or concerns with the registered health care professional on complications or emergency situations, such as anaphylaxis Respond to queries appropriately and liaise with the clinical supervisor where necessary to gain further advice or information

- Participate in clinical and other audits as required
- Participate in relevant emergency preparedness process for their team
- Demonstrate own activities to others when necessary to ensure ongoing competency
- Understand current and emerging factors related to workplace health and the issues facing those working to deliver health services to the UK population

Responsibilities for information resources (including systems access)

- Effectively use IT support systems to enhance direct and indirect care delivery (explain the relevance of this to administering of vaccinations)
- Use of an electronic patient record system
- Submit accurate and timely activity data as required
- Record adverse events and clinical incidents and/or report to the registered health care professional

Freedom to Act

- Accountable for own professional actions, under the support and supervision of the registered healthcare professional
- Works within the National Protocol
- Escalates queries or problems outside own area of competence to registered healthcare professionals or clinical supervisor

Physical effort

- Manual handling of equipment (e.g. vaccination equipment)
- Standing up whilst delivering vaccination (most of the working hours)
- Sitting moderate periods when using Visual Display Units / writing records / correspondence
- Lifting and carrying of patient records and equipment daily

Mental effort

- Frequent concentration to complete vaccine preparation and administration
- Work pattern altering to meet service need and prioritising work issues accordingly with changes faced

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 and others may be infringed
- Demonstrate ability to assess, plan, implement and evaluate the needs of patients
- Demonstrate concise, accurate, timely record keeping and ensure that all work carried out is recorded accurately

Clinical Governance

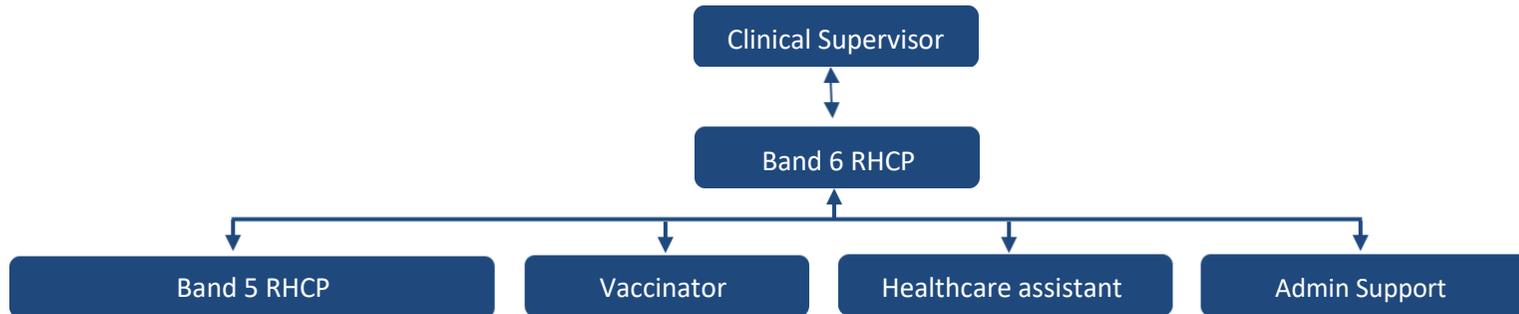
- Assist in the monitoring and maintenance of the health, safety and security of self and others in work area
- Assist in the identification and assessment risks in work activities
- Observe and maintain strict confidentiality with regards to any patient/family/staff/records and information in line with the requirements of the Data Protection Act
- Practise within the national protocols, training and levels of competence
- Adhere to all centre policies, procedures and processes
- Work with team to maintain high standards of cleanliness in the clinical area and a well-maintained department environment

Emotional effort

- Occasionally needs to cope with difficult emotional situations
- Occasional exposure to aggressive patients and family members

Organisational structure

The organisation structure below is indicative based on delivery under the National Protocol. Each vaccination site will locally determine its own organisational structure, including accountability and delegation based on local legal mechanism of delivery and governance.



Person specification

Criteria		Essential	Desirable	Evidence*
Qualifications	<ul style="list-style-type: none"> Educated to NVQ 3-4 level in a relevant subject or equivalent level of qualification or working towards this and short courses or equivalent clinical previous proven Experience First aid training Experience in giving injections or vaccinations previously 		√ √ √	A/I
Knowledge and experience	<ul style="list-style-type: none"> Commitment and willingness to undertake learning and development courses as required to ensure competency for role, this will include COVID-19 vaccine specific training, basic life support, anaphylaxis and NHS statutory and mandatory training Willingness to undertake competency assessments Understanding of Confidentiality and Data Protection Act 	√ √ √		A/I
Skills Capabilities & Attributes	<ul style="list-style-type: none"> Good communication skills Communicates complex condition related information to patients, requiring empathy and reassurance Ability to work as part of a team and actively participate in team meetings Able to maintain and record accurate documentation of interactions between clients, colleagues and other agencies in the appropriate legal records Able to demonstrate professional conduct, preserve patient rights including confidentiality and promote mutual respect amongst colleagues <p>Analytical and judgment skills</p> <ul style="list-style-type: none"> Able to make decisions appropriate to role, level of knowledge and competence, using professional judgement; some of which will require analysis Work according to protocols under clinical supervision. <p>Planning and organisational skills</p> <ul style="list-style-type: none"> Able to work flexibly and respond to changing demands in workload Able to prioritise own work and support the team daily Delivers vaccination sessions and health promotion as needed <p>Physical skills</p> <ul style="list-style-type: none"> Standard keyboard skills and IT literacy 	√ √ √ √ √ √ √ √ √ √ √ √		A/I
Values and Behaviours	<ul style="list-style-type: none"> Commitment to and focused on quality, promotes high standards 	√ √		A/I

	<ul style="list-style-type: none"> • Able to make a connection between their work and the benefit to patients and the public • Consistently thinks about how their work can help and support clinicians and frontline staff deliver better outcomes for patients. • 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 	√	√	
Other	<ul style="list-style-type: none"> • An ability to maintain confidentiality and trust and an awareness of information governance requirements and data protection • Satisfactory Disclosure of Barring Service. • Flexibility to work over seven days per week, to support the delivery of a 24hr • Driver and vehicle for work use (within Equality Act) 	√		A/I

*depending on team and location.

***Essential / desirable car user definitions**

Level 1 – (Essential) post holder is required to:

- travel an average of more than 3,500 miles a year;
- or travel an average of at least 1,250 miles a year; and necessarily use their car an average of 3 days a week; or spend an average of at least 50% of their time on such travel; including duties performed during the visits;
- or travel an average of at least 1,000 miles a year and spend an average of 4 days a week on such travel, including the duties performed during the visits.

Level 2 – (Essential) users who use their own vehicles for official journeys other than in the circumstances described under Level 1 above.

Level 3 - (Desirable) non-essential car users who may exceptionally be required to travel on Trust business where such journeys could also be reasonably made by public transport.

* Evidence will take place with reference to the following information:	
A	Application form
I	Interview
T	Test or Assessment
C	Certificate