

## **JOB DESCRIPTION**

**POST: Immunisation Team Assistant**

**BAND: 3**

**ACCOUNTABLE TO: Clinical Service manager - Immunisations**

### **KEY WORKING RELATIONSHIPS:**

The post holder will require excellent communication skills and the ability to form and maintain effective working relationships both with internal staff and external stakeholders such as school staff. These will include: Schools, Pupils, Parents School Nurse Teams, GP's.

### **JOB PURPOSE:**

To work in a Clinical support role within the Richmond School Age Immunisation Service delivering school and community immunisation programmes ensuring policies and procedures are adhered to enabling safe, effective administration of immunisations.

To promote health and wellbeing and prevent ill health of school aged children through planned activities, empowering young people to make healthy lifestyle choices and achieve their maximum potential.

### **KEY RESPONSIBILITIES**

- a. To participate in School Age immunisations programme, including administration of the inhaled influenza vaccination.
- b. To assist in the planning, preparation and delivery of school, community and home immunisation services
- c. To encourage children, parents/carers to participate in the immunisation programmes in line with the Department of Health policy.
- d. To ensure children and parents/carers have adequate evidence based information to allow them to make an informed choice regarding immunisations.
- e. To participate in the school immunisation programme ensuring policies and procedures are adhered to enabling safe effective administration of immunisations in the school setting.
- f. To prepare and assist with immunisation satellite clinics held within the Trust.
- g. To participate in the planning and delivery of specific health promotion activities within individual schools.
- h. To assist in the control of outbreaks of infectious diseases advising school staff, pupils and parents/carers on the preventative measures to limit the spread of infection.

- i. To support the immunisation service as directed by the immunisation team leader or the clinical lead for immunisations.
- j. To receive clinical and child protection supervision in accordance with the Trust Clinical Supervision policy.
- k. To have a working knowledge of, and adhere to, the Trust clinical and professional standards for the Immunisation Service including Fraser guidelines.
- l. To actively participate in peer audit of clinical practice.
- m. To ensure that their practice is informed by robust research based evidence.
- n. To attend in service training deemed appropriate by their line manager.
- o. To participate in the training of pre and post registration students.
- p. To identify personal training needs and development through the process of appraisal.

#### **ADDITIONAL GENERAL REQUIREMENTS:**

#### **VALUES**

All staff are expected to act as a role model to others and consistently reflect and demonstrate the Trust values of *care, respect and communication* in all aspects of their role.

#### **CONFIDENTIALITY**

All employees must not, without prior permission, disclose any information regarding patients or staff. In instances where it is known that a member of staff has communicated information to unauthorised persons, those staff will be liable for disciplinary proceedings in accordance with the Trust's Disciplinary Policy. No confidential information may be read, discussed, disclosed or passed on unless it is necessary in the pursuance of the legitimate duties of the role.

The Data Protection Act 1998 also renders an individual liable for prosecution in the event of unauthorised disclosure of information.

#### **HEALTH AND SAFETY**

The post holder is required to make positive efforts to maintain his/her own personal safety and that of others by taking reasonable care, carrying out the requirements of the law and following recognised codes of practice. The post holder is also required to be aware of and comply with Trust policies on Health and Safety.

All staff must attend mandatory/statutory training and ensure any risk observed is reported in the appropriate way.

#### **RISK MANAGEMENT**

The postholder will operate in accordance with the trust Risk Strategy to ensure that patients, visitors and staff are protected from harm and that systems are in place to ensure that all risks are proactively managed to safeguard against impropriety, malpractice, waste or failure to provide value for money.

The postholder will identify risks to their own and the Trust's objectives and add these to the risk register as required at the appropriate level. Directors are responsible for the identification, assessment and management of risk within their own area of responsibility. They are responsible for managing their risks on the BAF and TRR. They have authority for current risks of 12 and over. They are also accountable for day to day management of services and the risks inherent within that operation.

## **DATA PROTECTION**

In line with national legislation, and the Trust's policies, you must process all personal data fairly and lawfully, for the specific purpose(s) it was obtained and not disclosed in any way incompatible with such purpose(s) or to any unauthorised persons or organisations, unless a lawful exemption applies.

The post holder must be familiar with and comply with the all Trust Policies on Data Protection, Confidentiality and Information Security and Access to Health Records and know how to deal with a request for personal information.

The post holder must be familiar with and comply with the Eight Data Protection Principles contained within the Data Protection Act 1998. Personal Data must be:

- Processed fairly and lawfully
- Processed for specified purposes
- Adequate, relevant and not excessive
- Accurate and kept up-to-date
- Not kept for longer than necessary
- Processed in accordance with the rights of data subjects
- Protected by appropriate security
- Not transferred outside the EEA without adequate protection

## **EQUALITY AND DIVERSITY**

The aim of Hounslow and Richmond's Community Healthcare NHS Trust's policy is to ensure that no job applicant or employee is discriminated against, either directly or indirectly, on the grounds of race, colour, creed, sex, marital status, sexual orientation, disability, age, nationality, religion or belief, ethnic or national origins.

Hounslow and Richmond Community Healthcare NHS Trust is committed to promoting equality and diversity and will keep under review its policies, procedures and practices to ensure that all users and providers of its services are treated according to their needs.

Staff have a responsibility to treat colleagues, clients and members of the public with respect. Acts of harassment or discrimination are deemed to be gross misconduct in accordance with the Trust's Disciplinary Policy.

This applies to all staff working in Hounslow and Richmond Community Healthcare NHS Trust.

## **RESEARCH GOVERNANCE**

Hounslow and Richmond Community Healthcare NHS Trust manages all research in accordance with the requirements of the Research Governance Framework. As an employee you must comply with all reporting requirements, systems and duties of action put in place by the Trust to deliver research governance.

## **INFECTION CONTROL**

Hounslow and Richmond Community Healthcare NHS trust considers compliance with the Infection Control Policy and Procedures, including hand hygiene, to be the responsibility of all employees who work in clinical areas. Failure to do so will result in disciplinary action being taken against an employee in accordance with the trust's Disciplinary Policy.

As an NHS Trust we strongly encourage and support vaccination uptake as this remains the best line of defence against COVID19.

## **PERSONAL DEVELOPMENT**

All employees are required to participate in the Appraisal and Personal Development Planning (PDP) process which identifies development and learning needs.

As an employee of a health promoting NHS (Darzi Report 2008) all staff should be aware of the borough's public health priorities. These priorities should be reflected, where appropriate, in your work plan in a quantifiable form.

## **SAFEGUARDING ADULTS AND CHILDREN**

All staff are required to ensure that they have the required level of safeguarding training appropriate to their role within the organisation and abide by the trust's Safeguarding Adults and Safeguarding Children policy.

## **PROFESSIONAL / MANAGERIAL CODES OF PRACTICE**

The NHS Code of Conduct for NHS Managers outlines the central standards of conduct expected of NHS Managers and seeks to guide them in the work they do and in their decision making. The Code is also intended to assure the public of the high professional standards and accountability within NHS Management.

The Code applies to all Chief Executives and Directors in the NHS and also to other Senior Manager positions with a similar responsibility and accountability. The Code applies to this post and the post holder will be required to abide by its terms.

## **COUNTER FRAUD**

Staff are expected to report any incidences of potential fraud to the Counter Fraud Helpline on 0800 028 40 60.

