

JOB DESCRIPTION TEMPLATE

1. JOB IDENTIFICATION

Job Title: : Vaccination Staff Nurse (Band 5)

Responsible to Clinical Nurse Manager, Edinburgh City

Department(s): Edinburgh Community Nursing Vaccination Team

Directorate: Women's & Children's Services,

Operating Division: NHS Lothian

Job Reference: L-CHP-CNVT-VSN

No of Job Holders: 15

Last Update (insert date): march 2016

2. JOB PURPOSE

Under the direction of the Women & Children's Community Management Team the post holder is responsible and accountable for the assessment and implementation of a high quality vaccination service which will be delivered to pre school age children in a variety of settings across the whole of Edinburgh City.

The post holder will work alongside other community nursing teams to ensure equity of care to all community groups across Edinburgh City.

3. DIMENSIONS

The post holder will:

Meet and deliver the vaccination agenda for all 0-5 year old children (pre school children) in a variety of bases and expected to travel across Edinburgh City whilst working with community nursing teams.

Recognise that there is no maximum caseload size, accepting referrals through an open referral system

Have a good understanding of 0-5 year old children and be able to assist with the planning of immunisation delivery to this cohort of children

Have a thorough understanding of the policies and procedures in NHS Lothian which support vaccination programmes.

4. ORGANISATIONAL POSITION

Associate Nurse Director (Women's & Children's Services)

CLINICAL Nurse Manager MANAGER

BAND 7

COMMUNITY vaccination NURSE BAND 5 (this post)

Band 2 Admin Support

5. ROLE OF DEPARTMENT

The main functions and objectives of the Edinburgh City pre-school community nursing vaccination team:

To provide a vaccination services within various settings in the community including: schools, health centres, clinics and domiciliary settings to ensure equity for all

To identify and promote the health care needs of the local population in partnership with colleagues, clients, carers and the local community.

To promote an excellent vaccination service to patients In Edinburgh by way of a co-ordinated and highly trained professional nursing team

To work to the guidance of the Department of Health and Scottish Government

To deliver a robust Clinical Governance framework across the service.

- To ensure that the immunisation programme is expanded as required to fulfil the existing requirements of the national immunisation programme for the pre school child population
- To ensure the national immunisation programme is provided to pre-school children and that children from vulnerable groups are fully immunised

6. KEY RESULT AREAS

1. To assess, implement and monitor vaccination programmes for children and adults across Edinburgh City
2. To work collaboratively as a member of the wider community nursing services in Edinburgh and assist with the development of the community nursing vaccination team and support in the

leadership, fostering effective team working.

3. To act as a role model advising and teaching on vaccination procedures to the wider team members to ensure excellent team work. To advise and teach nursing procedures / care to student nurses and unqualified staff. To assist in the induction and orientation of new staff
4. Will supervise and participate in the appraisal of the band 2 staff members of the vaccination team .
5. To work collaboratively with educational staff to ensure smooth running of vaccination sessions within school environments.
6. To supervise the safe use and care of equipment by staff and patients this includes maintaining cold chain and other infection control measures. To function in accordance with NHS Lothian Policy and Procedures.
7. Deliver immunisations using approved Patient group directions or patient specific directions as per NHS Lothian safe use of medicines policy.
8. To act in accordance with the NMC Code and ensure that the highest standard of professional conduct is maintained
9. Be aware of current best practice and relevant research, participating in projects as required, using research findings appropriately
10. Be responsible for continued professional education and update of knowledge
11. To enable people to address their own health needs by raising awareness of the factors that will impact on health and social well being and to target health improvement activities according to the community health profile. This will specifically target vaccine preventable diseases
12. To assist and maintain a health profile of the community and in reviewing provision of services to aid planning and achieving change as necessary.

7a. EQUIPMENT AND MACHINERY

- Responsible for the safe use, transportation storage of all equipment relevant to the post. This will range from basic items such as sharps boxes and clinical waste bags to syringes, needles, and vaccines.
- The post holder may be responsible for ordering vaccines and ensuring pharmacy refrigerators and pharmacy porters are used in accordance with cold chain guidelines.
- The post holder may be responsible for ensuring appropriate equipment is at hand for the treatment of anaphylaxis.
- In addition the post holder will be expected to use IT equipment, record paper copies of data and work to the guidance of PGDs.
- Use of mobile phones will be required to communicate with colleagues / carers during vaccination sessions.

7b. SYSTEMS

- Required to record client related information on all appropriate systems SIRS School health, TRAK etc
- Required to record client related information as above
- Incident reporting including DATIX as required
- Patient Group Directions
- Risk Assessments
- Ordering supplies: sharps boxes, vaccines, syringes, needles.
- Regular use of internet, intranet, outlook email system, Microsoft office, word, etc.
- Maintain and update established database systems

8. ASSIGNMENT AND REVIEW OF WORK

- Workload will be generated by the Clinical Manager in accordance with the needs of the programme
- Objectives will be set through annual appraisal and formation of personal development plan
- Post holder is expected to work both as an individual and as a member of the wider team managing their own workload with minimal supervision.
- Take responsibility for managing and prioritising own work as well as using own initiative

9. DECISIONS AND JUDGEMENTS

Required to assess the current care needs of individuals and take remedial action as required.
To make decisions regarding workload priorities
Manage enquiries from a wide range of sources ensuring confidentiality is maintained and only appropriate information is disseminated

10. MOST CHALLENGING/DIFFICULT PARTS OF THE JOB

Being able to deliver high quality vaccination programmes in a variety of settings across Edinburgh City
Balance conflicting priorities.
Transporting equipment across a range of bases
Working to scheduled timeframes
Reassuring patients anxieties surrounding vaccinations and their side effects
Maintaining vaccine cold chain in community settings.

11. COMMUNICATIONS AND RELATIONSHIPS

Internal :
School Nurses, (state and independent sector) and wider community team

District/ public health teams Nursing teams
Admin Staff – re clerical support requirements
GP's – re additional services
Practice Nurses – re patient care/caseload issues
Manager – workload, personal development
Patients – adults and children
Public health and health protection

External :

Schools including independent
Community clinics

The post holder is expected to have effective interpersonal and communication skills which allows them to work with a broad range of people both internal and external to the organisation, as well as the delivery of high quality care to clients and families.

12. PHYSICAL, MENTAL, EMOTIONAL AND ENVIRONMENTAL DEMANDS OF THE JOB

Physical Skills:

Administer vaccines by the intra muscular or intra dermal route to large numbers during clinic sessions.
Administer nasal vaccinations to large numbers of patients during clinic settings.
Computer literate

Physical Demands:

Stand/walking for the majority of shift.
Travel to venues across Edinburgh carrying equipment and paperwork
Daily kneeling and bending during assessments of babies and children

Mental Demands:

Concentration required when checking documents/patient notes, works to schedule of visits
Crisis management- adverse reactions

Emotional Demands:

Communicating with distressed/anxious/worried patients/relatives.
Caring for hysteria in some school settings
Mental health issues
Child protection and adult protection issues
Management of aggression
Team issues and staff support
Motivation of others

Working Conditions:

Exposure to body fluids
Exposure to a variety of settings including different household settings
Personal safety issues around lone working
Management of potentially volatile situations in homes, schools, health centres etc.
Inclement weather

13. KNOWLEDGE, TRAINING AND EXPERIENCE REQUIRED TO DO THE JOB

- RGN with Post Registration experience preferably within the community setting
- Relevant experience of working with a wide range of people, with a diversity of health care needs
- Evidence of taking part in vaccination programmes and understanding of health protection
- Up to date knowledge on current vaccination issues
- Evidence of Continued professional development
- Driving Licence
- Good communication and interpersonal skills
- IT skills including previous use TRAK systems and GP systems
- Ability to work well under pressure.
- Ability to work flexibly as part of a team.
- Ability to cope under pressure and meet deadlines
- A knowledge of NHS policies relating to immunisation and vaccination

14. JOB DESCRIPTION AGREEMENT

A separate job description will need to be signed off by each jobholder to whom the job description applies.

Job Holder's Signature:

Date:

Head of Department Signature:

Date:

NHS Lothian**Post: Edinburgh Community Vaccination Staff Nurse****PERSON SPECIFICATION**

In order to be shortlisted you must demonstrate you meet all the essential criteria and as much of the desirable as possible. When a large volume of applications are received for a vacancy and most applicants meet the essential criteria then the desirable criteria is used to produce the shortlist.

Criteria	Essential	Desirable	How assessed
Personal Traits	Professional Approachable Articulate Communication skills Team Player		I A R
Qualifications and Training	RGN Evidence of personal development IT skills	WORK IN THE COMMUNITY	I A C
Experience and Knowledge	Working in a team and meeting delivery targets Working ensuring quality services Anticipating change and able to react to this Be able to respond in crisis situations	VACCINATION EXPERIENCE	I A R
Skills and/or Abilities	Managing competing priorities Working with key stakeholders Working with persons from ethnic minority backgrounds Work with multidisciplinary team Able to work autonomously	Pro active Planning and goal /setting IT systems	I A R
Specific Job Requirements	Flexible working Travel across Edinburgh Working in both acute and primary care		I A

Key – how assessed	
A = Application form	I = Interview
C = Copies of certificates	T= Test or exercise
P = Presentation	R = References