

JOB DESCRIPTION TEMPLATE

1. JOB IDENTIFICATION

Job Title: : Community Vaccination Team Staff Nurse (Band 5)

Responsible to Community Vaccination Team Manager (Band 7)

Department(s): Community Vaccination Team (CVT)

Directorate: Primary Care

Operating Division: NHS Lothian

Job Reference: L-CHP-CNVT-CNV

No of Job Holders: 15

Last Update (insert date): November 2020

2. JOB PURPOSE

Under the direction of the lead community vaccination nurse the post holder is responsible and accountable for the assessment and implementation of a high quality vaccination service which will be delivered to a range of people in a variety of settings across the whole of NHS Lothian

The post holder will work alongside other community nursing teams to ensure equity of care to all community groups across NHS Lothian

3. DIMENSIONS

The post holder will:

- Meet and deliver the vaccination agenda for pre school, school and adult populations working in a variety of bases and expected to travel across Lothian whilst working with community nursing teams including school nurses and General Practitioners.
- Recognise that there is no maximum caseload size, accepting referrals through an open referral system
- Be familiar with and ensure implementation of local, regional and national policies, procedures and guidelines pertinent to immunisation in the pursuit of the highest standard of care.
- Have a good understanding of the childhood immunisation programme, including School programmes to assist with the planning of this cohort of children

- Be proficient in organising immunisation clinic appointments in line with SIRS (Child Health), coordinating appointments within their designated area, and board area wide when required
- Provide clinical leadership and be a role model for members of the team and support staff promoting values and beliefs of the nursing profession as well as that of the organisation.
- Be responsible for the day-to-day management of their workload as delegated by the manager
- Attend clinical statutory and mandatory and role specific training in line with policy and personal development needs and supported by line manager
- Be responsible for establishing and maintaining effective communications and working relationships within the immunisation services. Collaborate with health, including primary care, and social care partners to ensure effective coordination of services.
- Be responsible for the cold chain and safe storage systems including monitoring fridges.

4. ORGANISATIONAL POSITION

Chief Nurse (hosted east Lothian)

Clinical Nurse Manager

Community Vaccination Team Manager

Community Vaccination Team Band 6

Vaccination Staff Nurse Band 5 (this post)

Administrative Assistant Band 2

5. ROLE OF DEPARTMENT

The main functions and objectives of the 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 throughout Lothian 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
- To ensure the national immunisation programme is provided to pre-school children, young people of school age whether state, independent or home schooled, and that people from vulnerable groups are fully immunised

6. KEY RESULT AREAS

1. To assess, implement and monitor vaccination programmes for children and adults across NHS Lothian
2. To work collaboratively as a member of the wider Primary Health Care Team in NHS Lothian and assist with the development of the community nursing vaccination team and support in the leadership, fostering effective team working and valuing contributions from skill mixed team members.
3. To act as a role model advising and teaching on vaccination procedures to the wider skill mix team 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 Team Manager/Band 6 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 to a range of people across NHS Lothian
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 Lothian 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: Band 5 Community Vaccination 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	Understands and demonstrates the NHS Lothian's values of quality, care and compassion, dignity and respect, and openness, honesty and responsibility through the application of appropriate behaviours and attitudes Committed to the development and maintenance of good relationships with colleagues from a range of different agencies, children, young people and their families and the community Motivated to work in the speciality and flexible and adaptable	Demonstrates an interest in contributing to the development of the service. Motivated and committed to further develop skills and knowledge. Good time management skills	A, I, R
Qualifications and Training	1 st Level Registered Nurse Current NMC registration	Evidence of recent continuing professional development Experience of working within a community setting	I A C
Experience and Knowledge	Demonstrates use of evidence based practice Have an awareness of NHS Lothian policies and procedures	Vaccination and Immunisation training and experience Knowledge of recent government strategies – national and local	I A R
Skills and/or Abilities	Good communication skills (both verbal and written) IT skills Leadership skills Ability to work on own initiative	Pro active Planning and goal /setting	I A R

	Ability to work as part of a team Problem-solving skills		
Specific Job Requirements	Flexible working Travel across Lothian 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