

Section 2: Person Specification

Criteria	Essential	Desirable
Personal Traits	Professional Approachable Articulate Communication skills Team Player	
Qualifications and Training	Registered Nurse Evidence of personal development IT skills	Work in the Community
Experience and Knowledge	Working in a team and meeting delivery targets Maintaining and improving quality of service Anticipating change and able to react to this Be able to respond in crisis situations Holistic and health promoting opportunities.	Childhood Vaccination Experience Health Promotion experience
Skills and/or Abilities	Managing competing priorities Working with key stakeholders Understanding barriers to immunisation uptake Work with multidisciplinary team Able to work autonomously	Pro active Planning and goal /setting IT systems Public Health Experience
Specific Job Requirements	Flexible working Travel across Lothian – car driver Working in both primary care and community spaces	



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Section 3: Job Description

1. JOB IDENTIFICATION

Job Title: :	Community Vaccination Nurse (Band 5)
Responsible to	Health Visiting Team Manager (Band 7)
Department(s):	Midlothian Health Visiting Team
Directorate:	Midlothian Health and Social Care Partnership
Operating Division:	NHS Lothian
No of Job Holders:	3.5
Last Update:	January 2020

2. JOB PURPOSE

Under the direction of the Health Visiting Team Manager the post holder is responsible and accountable for the assessment and implementation of a high quality Childhood Immunisation Programme which will be delivered in a variety of settings across Midlothian in line with the Vaccination Transformation Programme.

The post holder will work alongside the Health Visiting service to ensure equity of care to all community groups across NHS Lothian.

3. DIMENSIONS

The post holder will:

Meet and deliver the Childhood Immunisation Programme working in a variety of bases and expected to travel across Midlothian whilst working with community nursing teams including Health Visiting and General Practitioners.

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

Have a very good understanding of the routine infant immunisation schedule including improving and promoting uptake of immunisations across Midlothian.

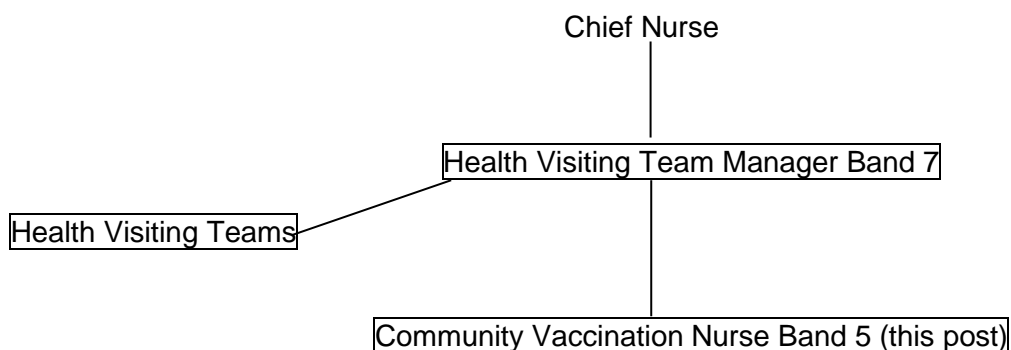
Have a thorough understanding of the policies and procedures in NHS Lothian which support vaccination programmes.



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4. ORGANISATIONAL POSITION



5. ROLE OF DEPARTMENT

The main functions and objectives of the Midlothian Community Vaccination Nurse:

To provide a Childhood Immunisation Programme within various settings in the community including: Health centres, community spaces and home 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 work with Health Visiting service to promote an excellent childhood vaccination programme to patients throughout Midlothian 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 Childhood Immunisation Programme is expanded as required to fulfil the existing requirements of the national immunisation programme.
- To ensure the national Childhood Immunisation Programme is delivered and that people from vulnerable groups are fully immunised.



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6. KEY RESULT AREAS

1. To assess, implement and monitor the Childhood Immunisation Programme across NHS Lothian
2. To work collaboratively as a member of the wider Health and Social Care Partnership in Midlothian and assist with the development of the Midlothian community vaccination nurses 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. To work collaboratively with Health and Social Care staff to ensure smooth running of vaccination sessions.
5. 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.
6. Deliver immunisations using approved Patient Group Directions or Patient Specific Directions as per NHS Lothian safe use of medicines policy.
7. To act in accordance with the NMC Code and ensure that the highest standard of professional conduct is maintained.
8. Be aware of current best practice and relevant research, participating in projects as required, using research findings appropriately.
9. Be responsible for continued professional education and update of knowledge.
10. To support people to address their own health needs by raising awareness of the factors that will impact on health and social wellbeing. This includes to target health improvement activities according to the community health profile and joint needs assessment. This will specifically target vaccine preventable diseases.
11. Contribute to the community health profile and joint needs assessment in reviewing the provision of services to aid planning and achieving improvements 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 will be responsible for ordering vaccines and ensuring pharmacy refrigerators and pharmacy porters are used in accordance with cold chain guidelines.



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- The post holder will 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, 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 Health Visiting Team Manager Band 7 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



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10. MOST CHALLENGING/DIFFICULT PARTS OF THE JOB

- Being able to deliver high quality Childhood Immunisation Programme in a variety of settings to a range of people across Midlothian
- Balancing 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 :

District/ public health teams Nursing teams
Admin Staff – re clerical support requirements
GPs – All staff
Manager – workload, personal development
Public Health – Population Health
Health protection
Community Child Health

External :

Patients – Parents/Carers and children
Community partners

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.



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

Physical Skills:

Administer vaccines by the intra muscular, oral and nasal route to large numbers during clinic sessions.

Computer literate

Physical Demands:

Stand/walking for the majority of shift.

Travel to venues across Midlothian 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.

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, health centres and community spaces etc



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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
- Good IT skills including previous use of 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 good knowledge of NHS policies relating to immunisation and vaccination



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Section 4: NHS Lothian Values into Action

NHS Lothian is determined to improve the way their staff works so they have developed a set of common values and ways of working which they now need to turn into everyday reality - to the benefit of everyone working in the organisation and, most importantly, to the benefit of their patients.

Our Values are:

- Quality
- Dignity and Respect
- Care and Compassion
- Openness, Honesty and Responsibility
- Teamwork

Throughout the recruitment process candidates will need to demonstrate they meet all of Our Values.

More information on Our Values can be found by clicking on the link at the bottom of our Careers website front page: www.careers.nhsllothian.scot.nhs.uk

Section 5: General Information for Candidates

Data Protection Act

During the course of our activities we will collect, store and process personal information about our prospective, current and former staff. The law determines how organisations can use personal information. For further information on the type of data that is handled, what the purpose is of processing the data and where and why we share data, please see the NHS Lothian Staff Privacy Notice, found at <https://www.nhsllothian.scot.nhs.uk/YourRights/DataProtection/Pages/StaffPrivacyNotice.aspx>. For the purposes of this privacy notice, 'staff' includes applicants, employees, workers (including agency, casual and contracted staff), volunteers, trainees and those carrying out work experience

Counter Fraud

NHS Lothian is under a duty to protect the public funds it administers, and to this end will use the information you have provided on your application form for the prevention and detection of fraud. It will also share this information with other bodies responsible for auditing



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or administering public funds for these purposes. More detail on this responsibility is on NHS Lothian's intranet (Counter-Fraud and Theft page) and further information is available on the Audit Scotland website: www.audit-scotland.gov.uk/

References

All jobs are only offered following receipt of two satisfactory written references. At least one reference must be from your current/most recent employer, or your course tutor if you are currently a student. If you have not been employed or have been out of employment for a considerable period of time, you may give the name of someone who knows you well enough to confirm information given and to comment on your ability to do the job.

Disclosure Scotland

Where a Disclosure or Protection of Vulnerable Groups Check is deemed necessary for a post, the successful candidate will be required to undergo an appropriate check. Further details on the Recruitment of Ex-Offenders are available from the recruitment centre.

Work Visa

If you require a Work Visa, please seek further guidance on current immigration rules which can be found on the Home Office website: www.gov.uk/government/organisations/uk-visas-and-immigration or visit our Careers website: www.careers.nhsllothian.scot.nhs.uk/Careers/OverseasWorkers/Pages/default.aspx

Overseas Registration and Qualifications

NHS Lothian will check you have the necessary professional registration, where appropriate. If you require a qualification for this role but are not regulated by a professional body (e.g. NMC, GMC, HCPC etc), you will need to provide an official translation, notarised by a solicitor, of your overseas qualifications to be checked by the recruiting manager. Please ensure that this is available before applying for this post.

Job Interview Guarantee Scheme

As a Disability Symbol user we recognise the contribution that all individuals can make to the organisation regardless of their abilities. As part of our ongoing commitment to extending employment opportunities, all applicants who are disabled and who meet the minimum criteria expressed in the job description will be guaranteed an interview.

Terms and Conditions

For an overview of our Agenda for Change terms and conditions please click on this link: www.msg.scot.nhs.uk/pay/agenda-for-change



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Travel Expenses

Travel expenses are not normally reimbursed for interviews, if you are selected for interview and wish to enquire about the possibility of being reimbursed then the request should be directed to the recruiting manager or interview panel chair.

Application Form Completion

The purpose of an application form is to help evidence that the applicant has all the requirements applicable to carry out the job applied for.

Once in receipt of the application pack it is essential to read both the job description and person specification to gain a full understanding of what the job entails and the minimum criteria required.

Please note for equal opportunity purposes NHS Lothian do not accept CV's as a form of application.

For general help and advice on how to complete an application form please visit our careers website:

www.careers.nhsllothian.scot.nhs.uk/HelpAndAdvice/ApplyingForPosts/Pages/default.aspx

Section 6: Working in Edinburgh and the Lothians

NHS Lothian offers excellent career prospects and a wide range of job opportunities for potential employees. It employs approximately 24,000 staff and offers training and development opportunities as well as excellent staff benefits.

The information provided below aims to help support and guide both prospective applicants and new employees unfamiliar with Edinburgh and the Lothians.

Edinburgh and the Lothians

Edinburgh and the Lothians are on the eastern side of Scotland's central belt in the heart of the country. Four main areas make up Edinburgh and the Lothians – Edinburgh, East, Mid and West Lothian.

NHS Lothian serves a population of approximately 850,000 people living in and around Edinburgh, Scotland's historic capital city. The geographical area known as Lothian region covers 700 square miles, comprising the City of Edinburgh, Midlothian, East Lothian and West Lothian.



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It is a region of exceptional beauty and contrast, from the splendour of Edinburgh to the beauty and variety of the hills, countryside and coastline. The nearest major town outside of Edinburgh is Livingston, a thriving location in the heart of West Lothian. As well as many sites of historic interest, the region boasts a host of recreational activities for all ages.

For further information on relocating Edinburgh please visit our careers website: www.careers.nhsllothian.scot.nhs.uk/AboutNHSLothian/Location/RelocatingToLothian/Pages/default.aspx

Section 7: Workplace Equality Monitoring

NHS Lothian is committed to supporting and promoting dignity at work by creating an inclusive working environment. We believe that all staff should be able to fulfil their potential in a workplace free from discrimination and harassment where diverse skills, perspectives and backgrounds are valued.

In order to measure and monitor our performance as an equal opportunities employer, it is important that we collect, store and analyse data about staff. Personal, confidential information will be collected and used to help us to understand the make-up of our workforce which will enable us to make comparisons locally, regionally and nationally.

Section 8: Equal Opportunities Policy Statement

NHS Lothian considers that it has an important role to play as a major employer and provider of services in Lothian and accepts its obligations both legal and moral by stating commitment to the promotion of equal opportunities and elimination of discrimination.

The objectives of its policy are that no person or employee receives less favourable treatment on the grounds of sex, disability, marital status, age, race (including colour, nationality, ethnic or national origin), creed, sexuality, responsibility for dependants, political party or trade union membership or activity, HIV/AIDS status or is disadvantaged by conditions or requirements which cannot be shown to be justifiable.

Our Equal Opportunities in Employment policy can be viewed on our careers website: www.careers.nhsllothian.scot.nhs.uk/AboutNHSLothian/EqualOpportunities/Pages/default.aspx



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