

<b>Job Title:</b>	Immunisation Nurse (Band 5)
<b>Reports to (job title):</b>	Immunisation Equality Lead (Band 6)
<b>Line Manager to:</b>	Support Workers

## Job purpose

The post holder is a Registered Nurse working in the Immunisation Team delivering immunisation services to children and young people across B&NES, Swindon & Wiltshire. The work takes place in a variety of settings, including schools, clinics and community venues to deliver the National Childhood Immunisation Programme.

As a member of the Immunisation Team and part of the wider public health service, the post holder will work collaboratively with School Nurses, Educational staff, Primary Care colleagues, Public Health and other agencies to ensure a highly efficient, effective and safe service is provided.

The post holder will provide leadership at immunisation sessions, acting as the sessional Lead nurse and deputising for the Immunisation Equality Lead as required.

## Base

The post holder will be based at one of the locality immunisation teams, currently located in Bath, Chippenham, Trowbridge or Salisbury.

## This post is responsible for:

- Maintaining excellent communication with children, young people and their families at all times, respecting and valuing diversity of ethnicity, gender, age, social class and sexual orientation.
- Communicating effectively with a wide variety of professionals relevant to the role including public health nursing colleagues, education and general practice staff, public health, child health and administrative staff.
- Providing accurate, up to date, evidence based information about vaccinations to patients, parents, professionals and members of the public as required.
- Communicating effectively and helpfully with people who may be distressed or angry e.g. a child who is fearful about receiving injections, or a parent who has a concern.
- Assisting in the planning, delivery and evaluation of immunisation sessions to ensure the provision of safe effective care.

- Working to maximise vaccination uptake to meet immunisation targets, by reducing any barriers and working proactively.
- Delivering immunisations unsupervised – working as an autonomous practitioner, making clinical judgments and decisions and being responsible and accountable for choices made.
- Safe effective administration of immunisations in line with local and national policy / guidance. Work to organisational PGD's.
- Able to respond effectively to emergency care situations as they arise, taking the lead if required, e.g. anaphylactic reactions.
- Demonstrate a comprehensive awareness of the complex issues surrounding confidentiality and consent for children and young people when providing care.
- Take appropriate action in relation to safeguarding concerns, working within Devon Safeguarding Children's Board policies and guidance.
- Take responsibility for correct cold chain storage and handling of vaccines at all times.
- Ensure cleanliness and maintenance of any equipment (including the team vehicle) and care with any furniture and premises used.
- Ensure high standards of infection control are maintained at all times.
- Keep accurate and up to date records, working within organisational policies and procedures.
- Submit data and statistics as required by the service and organisation.
- Ensure stock of equipment and patient resources are up to date and sufficient to meet the needs to the service.
- To undertake other duties as may be required from time to time that are consistent with the responsibilities and grade of the post Contribute to a high quality service by continuously seeking to improve through identifying best practice, undertaking audit, implementing clinical governance recommendations, actively seeking feedback from service users and their families and learning from incidents.
- Act as a supportive member of the immunisation team, working collaboratively to achieve team / organisational goals, participating in and attending team and professional meetings and positively contributing to the overall performance of the team.
- Provide leadership and line management role of designated Band 4 support staff (and below).
- Participates in the development and teaching of staff and students, and in the induction of new staff.
- Participate in audit, research and other professional development programmes, including all mandatory training.
- Manage own time effectively to include planning of workload in collaboration with other team members, ensuring efficient use of annualised hours to meet service need.
- Take responsibility to minimise incurred expenditure, e.g. rational use of equipment, stationary and vaccines and telephone calls and mileage.

- Keep updated on clinical and professional developments e.g. evidence based care and core clinical skills.
- Conform at all times to the NMC Code of Professional Conduct.
- Undertake other duties as may be required from time to time that are consistent with the responsibilities and grade of the post.
- Be available to work flexibly between the hours of 07.30 and 1900hrs, including occasional weekends if identified, to meet the needs of the service and support team members.

## Proposed job plan

Currently being developed

## Outline of Provisional Job Schedule:

Currently being developed

## Our values

Our values are our moral compass and core to our DNA. They underpin the way we deliver our services and treat those who use our services.

To many organisations values are just words which don't translate into reality of the day to day but our values flow through everything that we do, they define who we are, what we stand for and set the expectations of our colleagues, communities, customers and partners. They have been defined by our colleagues and have been integral to our journey so far and will be integral to our future as well.

We have three values which help us stand out from the crowd, not just because there's only three, but because they are unique to who we are. We care, we think, and we do.

### Care

- Inspire
- Understand
- Communicate

### Think

- Challenge
- Improve
- Learn

### Do

- Accountability
- Involve
- Resilience

## Confidentiality and Information Security

As our employee you will be required to uphold the confidentiality of all records held by the company, whether patients/service records or corporate information. This duty lasts indefinitely and will continue after you leave the company's employment.

All information which identifies living individuals in whatever form (paper/pictures, electronic data/images or voice) is covered by the 2018 Data Protection Act and should be managed in accordance with this legislation. This and all other information must be held in line with NHS national standards including the Records Management: NHS Code of Practice, NHS Constitution and HSCIC Code of Practice on Confidential Information and should only be accessed or disclosed lawfully. Monitoring of compliance will be undertaken by the Company. Failure to adhere to Information Governance policies and procedures may result in disciplinary action and, where applicable, criminal prosecution.

## Information governance responsibilities

You are responsible for the following key aspects of Information Governance (not an exhaustive list):

- Completion of annual information governance training
- Reading applicable policies and procedures
- Understanding key responsibilities outlined in the Information Governance acceptable usage policies and procedures including NHS mandated encryption requirements
- Ensuring the security and confidentiality of all records and personal information assets
- Maintaining timely and accurate record keeping and where appropriate, in accordance with professional guidelines
- Only using email accounts authorised by us. These should be used in accordance with the Sending and Transferring Information Securely Procedures and Acceptable Use Policies.
- Reporting information governance incidents and near misses on CIRIS or to the appropriate person e.g. line manager, Head of Information Governance, Information Security Lead
- Adherence to the clear desk/screen policy
- Only using approved equipment for conducting business

## Governance

Clinical governance is a framework through which organisations delivering health and care services are accountable to continuously improving the quality of their services and safeguarding high standards of care by creating an environment in which clinical and other forms of care flourishes. Employees must be

aware that clinical governance places a duty on all staff to ensure that the level of care services they deliver to patients is safe and high quality, and that they follow/comply with our policies and procedures.

## Registered Health Professional

All staff who are a member of a professional body must comply with standards of professional practice/conduct. It is the post holder's responsibility to ensure they are both familiar with and adhere to these requirements.

## Risk Management/Health & Safety

The post holder has a responsibility to themselves and others in relation to managing risk, health and safety and will be required to work within the policies and procedures laid down by the company. Staff are required to observe the Hygiene Code and demonstrate good infection control and hand hygiene.

Employees must be aware of the responsibilities placed on them by the Health & Safety at Work Act (1974) to ensure that the agreed safety procedures are carried out to maintain a safe environment for other employees, patients and visitors. It is essential to observe strict fire and security precautions at all times.

All staff must report accidents, incidents and near misses so that the company can learn from them and improve safety.

## Safeguarding Children and Vulnerable Adults Responsibility

We are committed to safeguarding and promoting the welfare of children and adults at risk of harm and expects all employees to share this commitment.

## Medicines Management Responsibility

### **Nursing or registered healthcare professionals**

Undertake all aspects of medicines management related activities in accordance within the company's medicines policies to ensure the safe, legal and appropriate use of medicines.

### **Skilled non-registered staff**

Undertake all aspects of medicines management related activities in accordance with the company's medicines policy where appropriate training has been given and competencies have been achieved.

## Policies and Procedures

All colleagues must comply with the Company Policies and Procedures which can be found on the company intranet.

## General

We are committed to serving our community. We aim to make our services exemplary in both clinical and operational aspects. We will show leadership in identifying healthcare needs to which we can respond and in determining the most cost-effective way of doing so.

We recruit competent staff that we support in maintaining and extending their skills in accordance with the needs of the people we serve. We will recognise the commitment from our staff to meeting the needs of our patients.

The company recognises a “non-smoking” policy. Employees are not able to smoke anywhere within the premises or when outside on official business.

## Equal Opportunities

It is the company’s intention to be an employer of choice and ensure that no job applicants or employees are unfairly disadvantaged on the grounds of gender, disability, race, ethnic origin, colour, age, sexual orientation, religion or belief, trade union membership or any other factors that are not relevant to their capability or potential. To this end, the company has an Equality and Diversity policy and it is the responsibility of each employee to contribute to its success.

## Flexibility Statement

This job description is not exhaustive and may change as the post develops or changes to align with service needs. Any such changes will be discussed directly between the post holder and their line manager.

## Personal Specification

### Essential

- Registered Nurse with current NMC registration - minimum 2 years post qualification experience.
- Excellent communication and interpersonal skills, written and verbal
- Approachable friendly manner
- Enthusiasm for working with children /young people
- Able to deal sensitively with anxious / distressed people
- Ability to work both autonomously and as an effective member of a multidisciplinary team
- Develop and maintain positive professional relationships across clinical and non-clinical organisations
- Proactive approach – self-motivated with ability to use own initiative
- Ability to work flexibly and respond to changing work force demand
- Excellent organisational skills with ability to prioritise workload
- Evidence of personal & professional development
- Quality focused
- Understanding of safeguarding issues
- Able to use basic IT packages for email, ordering, data collection, e-learning
- Flexibility and ability to travel across B&NES, Swindon and Wiltshire areas
- Able to meet the manual handling requirements of the post
- Punctual

### Desirable

#### Experience of working with children / young people

- Practical immunisation experience
- Post registration community, practice nursing or public health nursing experience
- Completed Core Immunisation Training
  - Experience of supervising and/or assessing students
- Sexual health training or experience

## Other requirements:

Ability to meet the travel requirements for service delivery – using own car and holding a manual licence to drive team vehicle to transport self, colleagues, and equipment to various venues across B&NES, Swindon & Wiltshire when required.

- Able to work flexible hours to meet service requirements to include:

- Variable working pattern

- Regular early starts

- Occasional late finishes and evening work

- Occasional weekend working

- Ability to complete Immunisation Core Training modules and successfully pass a practical competency assessment

**Employee signature**

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**Manager signature**

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