

Job Title:	Immunisation Equality Lead Nurse (Band 6)
Reports to (job title):	School Aged Immunisation Service Team Leader, BSW
Line Manager to:	Immunisation Nurses and Young Community Engagement Facilitators

Job purpose

Key purposes of the role include:

- To lead and manage the School Aged Immunisations teams to drive the uptake of Immunisations in line with the national immunisation schedule.
- To work with the Professional Lead and Team Leader to develop existing relationships with stakeholders across B&NES, Swindon and Wiltshire Local Authorities and communities to form a collaborative local network focussing on reducing inequalities in vaccination uptake in the school aged population.
- To manage colleagues in the School Age Immunisation Teams and the Young Engagement Facilitators.
- To maximise uptake rates and reduce inequalities by developing targeted outreach strategies for identified cohorts and leading on delivery strategies.

Base

- As per current bases as agreed with negotiation regarding any future change.

Key responsibilities

- Work with the School Aged Immunisation Team Leader and Professional Lead to review and utilise national and local data and policies, and the Immunisation Health Equity Assessment Tool action plan to identify populations with, and indicators of, low vaccination uptake across B&NES, Swindon and Wiltshire.
- Develop a strong understanding of the challenges and barriers in areas of low vaccination uptake for across B&NES, Swindon and Wiltshire school aged population, considering those for people with protected characteristics including the Gypsy, Roma Traveller, Boater, Showman and Nomadic (GRTBSN) communities, the military community, Children in Care, ethnic minorities, and those who are affected by rurality, deprivation and/or complex health needs including Special Educational Needs (SEND).
- Build effective relationships and networks with stakeholders including Local Authority, NHSE, Primary Care, UKHSA and ICB Public Health Professionals, Community Leaders and other agencies working with key identified populations, raising awareness of vaccinations and address need.

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- Maintain excellent communication with children, young people and their families at all times, respecting and valuing diversity or ethnicity, gender, age, social class and sexual orientation.
- Handle sensitive situations professionally and effectively, including working with distressed or concerned individuals.
- Ensure evidence-based information is provided in an appropriate, accessible, and culturally sensitive format to communities with low uptake and individuals with identified needs.
- Work collaboratively with identified communities to improve vaccine confidence and increase uptake by building community capacity
- Monitor vaccination uptake, report on approaches to improve it, and critically review interventions based on feedback from young people and their communities to adapt approaches for optimum engagement and increased uptake.
- Manage and support the development of the Young Engagement Facilitators to build their skills in community engagement. Facilitate the YEF to use digital and written information to support uptake and develop their ability to provide timely and inclusive user feedback about experiences of our service.
- Take a lead role in the induction and development staff, including assessing competencies for safe immunisation administration. Facilitate and support students and provide training to other staff groups as identified.
- Work collaboratively with wider BSW School Aged Immunisation service colleagues and to plan, deliver and evaluate vaccination sessions, with a focus on low uptake populations, ensuring accessibility, safety and efficient administration.
- Maintain project records, collecting and collating data to inform and monitor progress.
- Carry out the role of lead nurse at vaccination sessions including maintaining infection prevention and control standards and leading any response required to emergency situations such as anaphylaxis when required. Focus on sessions with identified equality and engagement needs, and supporting the wider team as required.
- Carry out home visits in line with organisational and local policy and processes to support the uptake of vaccinations where identified.
- Demonstrate understanding and competency in Gillick Consent process and maintaining confidentiality for children and young people. Utilise the framework effectively and appropriately to ensure access to vaccinations, ensuring a whole team approach is maintained.
- Consider the digital service offer strive to reduce and remove any barriers to vaccination access
- Ensure national and local guidance in relation to vaccine ordering, delivery, storage, and administration are adhered to, and maintain full compliance with quality and safety training.
- Maintain oversight of stock and resources and manage to ensure rational use and adequate supplies for service delivery.
- Practice in line with the NMC code of conduct, and organisational standards, values, and behaviours.
- Take appropriate action in relation to safeguarding concerns, working to National and Local and Organisational Safeguarding policies and guidance providing safeguarding direction for other staff as required.
- 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 reporting and learning from incidents.

- Work with the Team Leader to review and manage incidents, complaints, and concerns, leading on sharing learning with the wider team.
- 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.
- Deputise for the Team Leader as required to ensure the overall smooth running of the service, maintenance of quality standards and provide day to day operational management and leadership.
- Be aware of budgetary requirements and ensure all aspects of delivery are cost effective. Keep updated on clinical and professional developments e.g., evidence-based care and core clinical skills.
- 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 am and 19.00, including weekends if identified, to meet the needs of the service and support team members.

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 do not 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 are only three, but because they are unique to who we are. We care, we think, and we do.

Care	Think	Do
Inspire	Challenge	Accountability
Understand	Improve	Involve
Communicate	Learn	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 1998 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):

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- 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 with the company's medicines policies to ensure the safe, legal and appropriate use of medicines.

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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 knowledge base.

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 qualification**
- **Current NMC registration first part of the register**
- **Highly developed communication skills including the ability to provide and receive highly complex information enabling partners to access the information**
- **Experience of leading vaccination delivery within school aged populations**
- **Experience of working with communities and service users to improve vaccination uptake**
- **Experience in leading interventions to improve outcomes and safeguard children and families**
- **Skills for assessing health needs at individual, group and community levels and planning options for action to reduce the impact of inequalities.**
- **Ability to plan and manage own workload from overarching service specification**
- **Ability to analyse information and produce reports**
- **Qualification in practice supervising/assessing for nurse learners**
- **Working knowledge of vaccination programmes and experience of strategies used to improve vaccination uptake for school aged children**
- **Ability to travel at work across B&NES, Swindon and Wiltshire and within rural localities**
- **Ability to work with electronic health records, electronic consent systems**
- **Ability to work with and learn how to work with different IT systems**
- **Experience of line management and developing teams.**

Desirable

- **Experience of working within or leading health inequality, inclusion and/or diversity work.**
- **Experience of working with wider multiagency partners.**
- **Experience of working to project briefs, managing challenges and meeting deadlines.**

Employee signature

Manager signature
