

Job Title:	IMPROVING IMMUNISATIONS UPTAKE OFFICER
Reports to (job title):	DIANE ANYON – CHIS SERVICE LEAD LANCASHIRE
Line Manager to:	N/A
Length of fixed-term contract:	UNTIL 31/03/2027

Job purpose

To improve 0-5 immunisations uptake across the programmes.

Base

Lancashire wide/hybrid

Key responsibilities

This list is intended to summarise the key responsibilities and is not intended to cover every task that may be required of the role: -

Improving quality and outcomes

- To be an integrated member of the CHIS Team.
- Initiates new and contributes to existing improving uptake projects ensuring that a quality service is provided.
- Actively engages with system partners to improve 0-5 immunisation uptake, providing key knowledge of immunisation programmes.
- Uses evidence and learning from best practice across the region and further afield (including other 0-5 immunisations programmes) to inform work.
- Continually maintains records to be able to produce timely quarterly 0-5 immunisation Uptake and end of year reports which contribute to the overall service annual report.

0-5 Immunisations Programme Specific Priorities

Lowest uptake areas:

Produce a 0-5 Immunisation Uptake Project report with contact to include:

- o Evidence of engagement with external partners for project interventions.
- o Rationale for interventions based on programme data/insight work e.g. specific area or population group targeted.
- o Evidence of impact of interventions.
- o Use of feedback/insight to shape future interventions.
- o Change in percentage uptake by population group and/or area.

Enabling patient and public involvement

- Engage with community groups to encourage the provision of vaccination promotion/education and awareness sessions.

Promoting equality and reducing inequalities

- To uphold NHS England organisational policies and principles on the promotion of equality.
- To create an inclusive working environment where diversity is valued, everyone can contribute and ensure we meet our duty to uphold and promote equality.

Developing an excellent organisation

- To ensure health, safety and wellbeing of all staff within the department.
- To ensure compliance with all confidentiality and governance requirements within the department.

The post holder will undertake any training required as relevant to the post

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 Think Do

- | | |
|--|---|
| <ul style="list-style-type: none">• Inspire • Challenge •• Understand • Improve •• Communicate • Learn • | <ul style="list-style-type: none">AccountabilityInvolveResilience |
|--|---|

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):

- 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

Full UK driving licence/car – much of the role encompasses travelling to different community venues within Lancashire.

Person specification				
Criteria		Essential	Desirable	Evidence*
Qualifications	Educated to Degree level in a relevant subject or equivalent level of qualification or significant equivalent previous proven experience.	√		A/I
Knowledge and experience	Knowledge of administrative procedures, project management or information analysis.	√		A/I
	Basic knowledge of project principles	√		A/I
	Experience of work to improve health outcomes		√	A/I
	Knowledge of Microsoft Office including Word, Excel and Outlook.	√		A/I
	Skills for communication on complex information and administrative matters, requiring developed interpersonal and oral/ written communication skills.	√		A/I
	Ability to pull together comprehensive draft reports, data and letters. Negotiating, networking and persuasive skills.		√	A/I
	Has attention to detail, able to work accurately, identifying errors quickly and easily.	√		A/I/T
	Has a planned and organised approach with an ability to prioritise their own workload to meet deadlines	√		A/I
Analytical skills	Excellent time management skills with the ability to re-prioritise.	√		A/I
Planning skills	Project management skills.	√		A/I
Physical skills	Skills for manipulating information.	√		A/I
	Advanced keyboard skills, use of a range of software.	√		A/I
Autonomy/ Freedom to Act	Ability to work without supervision. Able to work on own initiative, organising and prioritising own and others workloads to changing and often tight deadlines.	√		A/I
Values and behaviours	Commitment to and focused on quality, promotes high standards in all they do.	√		A/I
	Able to make a connection between their work and the benefit to patients and the public.	√		A/I
	Consistently thinks about how their work can help and support clinicians and frontline staff deliver better outcomes for patients.	√		A/I
	Values diversity and difference, operates with integrity and openness.	√		A/I

Employee signature

Manager signature