

Job Title:	Children's Community Immunisation and Screening Assistant
Reports to (job title):	Session Coordinator
Line Manager to:	N/A

Job purpose

The post holder will be an initial point of contact for children/young people and school staff, carrying out day to day administrative activities to support the clinical service. Responsible for providing support to the School Aged Immunisation Team delivering the National Influenza (Flu) Immunisation programme as scheduled.

In addition, the post holder will implement and undertake The National Childhood Measurement Programme (NCMP.) The role involves a high level of administrative duties carried out in a variety of settings, including schools and community locations.

The post holder will work collaboratively with, but not limited to, our Immunisation Nurses, Administrators, and Educational Staff to ensure a highly efficient and effective service.

Key responsibilities

- Providing support at school sessions for the flu immunisation programme.
- Measuring and weighing children for NCMP.
- Transporting, maintaining and cleaning clinical and non-clinical equipment & materials, in line with Manufacturers guidance and Infection Prevention and Control (IPC) policy.
- Communicating effectively with children/young people, recognising and overcoming any barriers to communication by using sensitivity in approach and reasonable adjustments.
- To liaise with a wide variety of professionals relevant to the role.
- Ensuring all relevant and necessary documentation is available.
- Support the team to set up and to clear away after each session ensuring clinical and non-clinical waste is disposed of according to local policy and procedures.
- To photocopy/print documents and patient information as necessary, following department guidelines, including maintaining stock levels of these.
- Checking schedules to ensure that all expected attendees have arrived.
- General administrative duties to include but not limited to data entry, filing & updating patient records.

- Ensure that the provision of the Data Protection Act is fully met.
- Post holder has a responsibility to support, promote or develop a culture which promotes Equality & Diversity.
- Occasionally providing support for distressed children/young people.
- Escalate concerns/incidents/emergency situations immediately (or as soon as practically possible,) to senior staff.
- Take appropriate action in relation to safeguarding concerns, working within HCRG Care Group and National Safeguarding policies, processes, and guidance to escalate any concerns identified to senior colleagues.
- Manage own time effectively to meet service needs.
- Undertake other duties consistent with the responsibilities and grade of 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 • Understand • Communicate 	<ul style="list-style-type: none"> • Challenge • Improve • Learn 	<ul style="list-style-type: none"> • 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.

Job Description

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

- A good level of basic education to include GCSE maths and English or equivalent.
- Excellent communication and interpersonal skills, written and verbal
- Approachable friendly manner
- Enthusiasm for working with children/ young people
- Ability to deal sensitively with anxious / distressed children and young adults
- Accuracy and attention to detail
- Ability to work both autonomously and under direction as an effective member of a multi-disciplinary team
- Experience of maintaining 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
- Exceptional organisational skills with ability to prioritise own workload
- Punctual
- Quality focused
- Awareness of safeguarding issues
- Data base and data entry experience
- Experience of Excel spreadsheets
- Flexibility and ability to travel
- Patience and a good sense of humour

Other requirements: the successful applicant will need to be a car driver

Employee signature:

Manager signature:
