

Job Title:	Immunisation Nurse
Reports to (job title):	Senior Immunisation Nurse
Line Manager to:	N/A

Job purpose

The Immunisation Nurse has a responsibility to be an effective member of the Immunisation team working across Children and Family Health Surrey (CFHS) administering immunisations in a variety of community settings including schools.

The post holder will promote the mental, physical and emotional health of individuals, families and groups and be aware of the needs of children, families and carers including vulnerable children. He / she will also have knowledge or understanding of partnership working, such as GP's, shared community services and local education authority. The service will be offered within the framework of national and local targets and available resources.

Key responsibilities

- To assist in the delivery of the school Immunisation programme in accordance with the local policies and procedures after following appropriate training.
- Administer immunisations under Patient Group Direction (PGD) and Standard Operating Procedures (SOPs) to ensure safe administrations of drugs.
- Keep updated on clinical and professional developments e.g. evidence based care and core clinical skills to respond to the diversity of patient needs.
- Maintains good communication with the children, young people and their families, the School Nursing team and the wider multidisciplinary team, promoting immunisation programmes in order to achieve immunisation targets.
- Supervises other members of the team where appropriate and acts as a mentor for individual named bank immunisation nurses and students.
- When fully competent in the role will act as Lead Nurse at immunisation sessions.
- Is responsible for the management and transportation of vaccines and equipment to and from immunisation sessions as assigned by the Senior Immunisation Nurse.
- To process all documentation relating to immunisation sessions and clinics, and maintain accurate record keeping.
- Take responsibility for correct cold chain storage and handling of vaccines whilst in use in the community setting, including escalation of incidents via correct line management.

- Ensure vaccine stock and equipment/resources at sessions are sufficient and up to date.
- Implements immunisations programmes across CFHS in conjunction with Immunisations Administrators and School Nurse teams.
- Be able to receive complex and sensitive information from a variety of resources and responds appropriately using skilled communication techniques to overcome barriers of understanding. For example, adapting language to the age, ability and understanding of the child/young person or their parents.
- Anticipate barriers to communication and tries to arrange to meet service users in places of their choice where possible.
- Enable children, young people and families to express their anxieties and concerns and, where appropriate, act as an advocate to the service user who may require support in accessing appropriate services.
- To assist the senior immunisation nurse and Clinical Lead for immunisations in maintaining effective communication systems with all members of the team, and within the organisation, other agencies and the voluntary sector.
- Keep thorough, accurate, signed and dated records of communication consistent with confidentiality, legislation, policies and procedures.
- Participate in and contributes to meetings, working groups and the development of policy as appropriate.
- Respond to immunisation queries from the Public and Staff and refer complaints and queries to the Senior Immunisation Nurse or Clinical Lead for Immunisations as appropriate.
- Maintain good communication with 0-19 teams, Child Health Department and the wider multidisciplinary team.
- Takes accountability for independent judgements and autonomous decisions, based on clinical assessments of the child, young person and family.
- Responsible for complex information gathering, from a wide range of sources, some of which may be conflicting
- Accountable for organising own workload as assigned by the Senior Immunisation Nurse and is responsible for the preparation and delivery of immunisation sessions.
- Immunises children and young people in a variety of settings.
- Provide information and advice to children, adolescents, parents and other members of the public regarding immunisations, which is up to date and evidence based. This will include accurate information regarding side effects.
- Communicate effectively with parents or children who may be distressed or angry, e.g. a child who is afraid, or a parent who has a concern. This will include the initial handling of complaints or concerns for the team.
- Take appropriate action in cases of suspected or actual child abuse, working within Surrey Safeguarding Children's Partnership Code of Practice and Procedures.

- To be responsible for the identification and reporting of any risks, including those identified
- by any member of the team, and reporting them to the Senior Immunisation Nurse
- Conform at all times to the NMC Code of Professional Conduct.
- Contributes to the development of policies, guidelines and SOPs, providing comments and feedback within own scope of practice. Contributing to service improvements and developments of the immunisation programmes
- Take responsibility to minimise incurred expenditure e.g. mileage, telephone calls, use of stationery etc.
- Ensure cleanliness and maintenance of any equipment, and care with any furniture and premises used.
- Manage own time effectively to include planning of workload in collaboration with other team members.
- Supervises other members of the team where appropriate and acts as a mentor for individual named bank immunisation nurses.
- Participates in immunisation training and education programmes for the wider multi-disciplinary team.
- Participate in an annual individual performance review process where objectives will
- be agreed, performance monitored and personal development needs discussed.
- Ensure local procedures are followed for the reporting of sickness and cancellation of shifts booked.
- Keep accurate and up to date records, working within the organisation's policies and procedures to include electronic patient and data management systems.
- Participate in audit, research and other professional development programmes as appropriate, including all mandatory training.
- To make independent, evidence based clinical decisions to inform practice
- To report back to the Senior Immunisation Nurse and Clinical Lead for Immunisations as appropriate.
- To supervise and teach students, junior staff, patients and carers.
- To undertake such other duties as may be required from time to time as are 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
• Inspire • Understand • Communicate	• Challenge • Improve • Learn	• 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
- Experience of working with Children and Young People
- Knowledge of current issues affecting the NHS
- Knowledge of clinical governance
- Knowledge of Risk Management
- Effective written and verbal communication
- Ability to assess the needs of children and young people and act appropriately
- Ability to work independently following verbal or written instruction
- IT literate
- Ability to work as part of a team, valuing contributions of team members
- Ability to organise own time effectively

Desirable

- Mentor preparation
- ENB 998 or Practice Supervisor/Assessor.
- PHE core immunisation training.
- Skills for Health online Immunisation modules
- Experience of clinical supervision and appraisal
- Experience of school nursing
- Knowledge of the school based immunisation programme
- Immunisation skills
- Teaching skills
- Ability to be assertive when working under pressure

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

Job Description

Employee signature:

Manager signature:
