

Job Title:	Senior Immunisation Nurse (Band 6)
Reports to (job title):	Public Health Team Leader
Line Manager to:	Immunisation Staff Nurses (Band 5) and Immunisation Support workers (Band 3)

## Job purpose

The post holder is a Registered Nurse working in the Immunisation Team delivering an immunisation service to young people across Wiltshire. The work takes place in a variety of settings, including schools, clinics, and community venues to deliver the National Childhood Immunisation Programme and Childhood Flu Campaign.

As a senior 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, NHS England, Public Health and other agencies to ensure a highly efficient, effective and safe service is provided.

The post holder will line manage members of the nursing team (Band 5 staff and below) and provide leadership to all staff to in the delivery of immunisation sessions.

## Key responsibilities

- Maintain 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.
- Communicate 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.
- Provide accurate, up to date, evidence-based information about vaccinations to patients, parents, professionals and members of the public as required.
- Communicate 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. This will include the initial handling of complaints / concerns on behalf of the team.
- Plan, deliver and evaluate immunisation sessions to ensure the provision of safe effective care – taking the lead on behalf of the service to ensure that all organisational standards and values are met.
- Work to maximise vaccination uptake to meet immunisation targets, by reducing any barriers and working proactively.
- Deliver immunisations unsupervised – 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 and PGDs especially around consent.
- 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 Wiltshire Safeguarding Vulnerable People Partnership policies and guidance to provide direction for other staff as required.
- Take responsibility for correct cold chain storage process and handling of vaccines at all times and monitoring of such. Ensuring organisational procedures are followed robustly if any break in the cold chain should occur.
- Ensure cleanliness and maintenance of any equipment and care with any furniture and premises used.
- Ensure high standards of infection control are always maintained by the immunisations team.
- Keep accurate and up to date records, working within organisational policies and procedures.
- Submit data and statistics as required by the service and organisation and have an ongoing awareness of immunisation targets and the necessity to achieve these.
- Ensure stock of equipment and patient resources are up to date and sufficient to meet the needs to the service.
- 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.
- 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.
- Take a lead role in the development and teaching of staff and students, and in the induction of new staff. In addition, provide training, to other staff groups as necessary, developing and delivering presentations and training programmes.
- Be involved in the assessment of competency of other staff to safely administer immunisations.
- Lead on the implementation and delivery of one or more immunisation programmes, in collaboration with the Team Leader and wider service managers.
- Participate in audit, research, and other professional development programmes, including all mandatory training.
- Manage the time of self and others (principally Band 5 nurses) effectively to include planning of workload in collaboration with other team members, ensuring efficient use of hours to meet service need.
- Line management of Band 5 clinical staff (and below) to include Supervision, performance management, appraisal, and the identification of development / training needs.

- Regularly deputise for the Team Leader in times of absence and when representing the service at Immunisation Sessions, ensuring the overall smooth running of the service, maintenance of quality standards and providing day to day operational management and leadership.
- Take responsibility to minimise incurred expenditure, e.g., rational use of equipment, stationery 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.
- To undertake other duties as may be required from time to time that are consistent with the responsibilities and grade of the post.
- Travel to various venues across Wiltshire; driving self and others in own vehicle, or team vehicle.
- Transport vaccines and equipment to venues, setting up venues for immunisation sessions and maintaining and monitoring the cold chain at all times.
- Be available to work flexibly between the hours of 07.30 am and 19.00 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 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"> <li>• Inspire</li> <li>• Understand</li> <li>• Communicate</li> </ul>	<ul style="list-style-type: none"> <li>• Challenge</li> <li>• Improve</li> <li>• Learn</li> </ul>	<ul style="list-style-type: none"> <li>• Accountability</li> <li>• Involve</li> <li>• Resilience</li> </ul>

## 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
- At least 3 years post registration experience
- Credible clinician able to demonstrate trust and respect
- 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 as an effective member of a multi-disciplinary team
- Demonstration of leadership skills, e.g., organisational, motivation, problem solving, using initiative
- A comprehensive knowledge of immunisation issues – to include practical immunisation experience.
- Develop and maintain positive professional relationships across clinical and non-clinical organisations
- Proactive approach – highly 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 workload for self and others
- Evidence of personal & professional development
- Knowledge and application of clinical governance
- Quality focused
- Understanding of safeguarding issues and compliance with consent processes especially with children and young people.

- Able to use IT packages for email, ordering, data collection, e-learning, spreadsheets
- Flexibility and ability to travel
- Punctual

## Desirable

- Experience of working with children / young people
- Experience of leadership / line management experience
- Post registration community, practice nursing or public health nursing experience
- Evidence of study / professional development to degree level or equivalent
- Completed immunisation competency assessment and training as required
- Experience of mentoring

## Other requirements:

- Able to meet the travel requirements of the post – using own car or allocated vehicle to transport self, colleagues, and equipment to various venues across Wiltshire.
- Able to work flexible hours to meet service need –variable working pattern with frequent requirements to start work at 07.30 and occasional late finishes.
- Able to complete Immunisation Training as required and successfully pass competency assessment.

Employee signature

---

Manager signature

---