

## JOB DESCRIPTION

### 1. JOB IDENTIFICATION

Job Title: Covid-19 Healthcare Support Worker Vaccinator

Responsible to: Registered Healthcare Professional

Accountable to: Vaccination Team Clinical Lead

Department(s): Vaccination Team

Job Reference: 050743

No of Job Holders:

### 2. JOB PURPOSE

The Covid-19 HCSW Vaccinator will work as part of a multi professional team, safely and effectively delivering Covid-19 vaccinations. The post holder will be responsible for preparing and administering the vaccine to citizens and staff in a number of delivery settings.

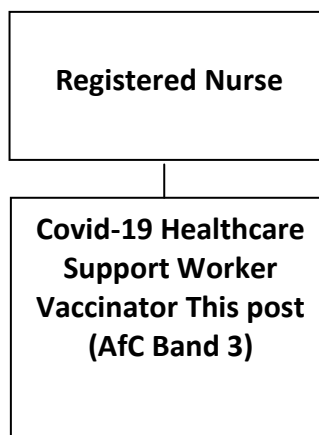
In particular, the post holder will be responsible for:

- Configuration of their vaccination station
- Reconstituting the Vaccine (vaccine dependent)
- Preparing single doses of the vaccine for administration (vaccine dependent)
- Administration of the vaccine
- Adherence to infection control practices between individuals, including PPE use
- Disposal of clinical waste as per local and national protocols and guidelines
- Adherence to data protection and information governance standards
- Demonstrates care and compassion to patients, carers and relatives to help ensure high quality person centred patient care is delivered at all times

### 3. DIMENSIONS

The post is employed within NHS Lothian.

#### 4. ORGANISATIONAL POSITION



#### 5. ROLE OF DEPARTMENT

To provide safe effective person centred Covid-19 Vaccination to the population it serves.

#### 6. KEY RESULT AREAS

##### **Vaccine Preparation**

- Where required reconstitution of Covid-19 Vaccines in accordance with Manufacturer/ National Standard Operating Procedure
- Calculating and Preparing the prescribed vaccine dose for single use as instructed via nationally agreed training

##### **Patient Care: Administration of Covid-19 vaccine to already consented and assessed individual**

- Confirming the identity of the patient and preparing the patient for vaccination
- Address any concerns and ensure consent and clinical assessment has already taken place, escalating concerns and queries appropriately and liaising where necessary to gain advice or information
- Preserving the dignity of the patient
- Ensure correct syringes and needles used as per National Standard Operating Procedure
- Maintain written and electronic records, recording vaccine details under correct patient to comply with national standards and information governance
- Ensure that vaccine batch numbers are recorded under the correct patient.
- Administration of the vaccine in deltoid muscle in accordance with training and national policies, procedures and standards
- Disposal of syringes and sharps as per the clinical waste policy
- Adapt quickly to respond to any change in a patient's condition which may include emergency care
- Ensure timely escalation to senior member of staff any concerns the post holder may have eg: change in patient condition
- Ensure that the patient is directed to the post vaccination observation area, within the delivery setting and advised of purpose of observation period, timing and general post vaccination advice
- Respond to and make judgements of complications or emergency situations, such as anaphylaxis

## **General**

- Demonstrates care and compassion to patients, carers and relatives to help ensure high quality person centred patient care is delivered at all times Demonstrates care and compassion to patients, carers and relatives to help ensure high quality person centred patient care is delivered at all times
- To carry out a range of assigned patient care tasks as directed by a Registered healthcare professional to ensure delivery of a high quality of patient care
- To timeously report observed changes in the patients' physical/psychological needs to the Registered Nurse, utilising agreed Escalation call systems
- Work within the health care support worker code of conduct
- Reorganise/reprioritise own workload according to clinic needs without direct supervision.
- Co-operate with and maintain good working relationships with the multidisciplinary team.
- Ensure an empathetic approach to patients, carers and relatives, answering any queries, suggestions or concerns they may have where possible, referring them to registered healthcare professionals where appropriate
- Be responsible for ensuring personal ongoing training as required, ensuring skills/competencies are maintained in line with National Training Guidance for HCSW Vaccinators
- Work within defined standards, protocols, policies and procedures for Covid-19 Vaccine delivery and designated NHS Board area including the development of risk assessments to ensure delivery of the highest level of patient care at all times
- To follow NHS Scotland policies and procedures to ensure maintenance of safe working practices for patients and colleagues, in particular infection prevention and control standards including for covid-19
- Have an overall awareness of potential risks within delivery setting, assessing these at all times to ensure the health and safety of patients, staff, contractors and compliance with related legislation and guidelines
- Monitor stock levels of all supplies and carry out housekeeping duties, to support and maintain the running of the delivery setting in order to promote the effective and efficient use of resources
- Participate in clinical audit of services provided to ensure evidence based practice is identified and implemented
- Support NHS values of quality, teamwork, care and compassion, dignity and respect, and openness, honesty and responsibility through the application of appropriate behaviours and attitudes

## **7a. EQUIPMENT AND MACHINERY**

The following are examples of equipment which will be used when undertaking the role:

### **Manual Handling equipment:**

Wheelchair, patient trolley, glide sheet, stand aid

### **Communication aids:**

Telephone, computers.

### **Medical Equipment:**

Syringes, Needles, PPE, Blood pressure and temperature monitoring system, automated defibrillator, vaccine fridges and fridge temperature monitors

### **Other:**

This list is not exhaustive.

## 7b. SYSTEMS

The following are examples of systems which will be used when undertaking the role:

- Maintenance of patient and vaccination records
- Adverse Incident /Event Reporting and Escalation Call Systems
- Patient Scheduling systems
- Prescribing/ Medicines Administration records
- Stores and supplies
- Risk assessments
- eLearning modules – personal development
- Intranet and internet – access to policies, procedures and guidelines

**Note:** New systems may be introduced as the organisation and technology develops, however training will be provided.

## 8. ASSIGNMENT AND REVIEW OF WORK

- Workload is allocated by the Registered Healthcare Professional / Supervisor at the start of each shift, thereafter the member of staff is expected to be responsible for planning own workload with minimum supervision by the Supervisor
- The post holder will receive their work review and annual appraisal from the Registered Healthcare Professional

## 9. DECISIONS AND JUDGEMENTS

- Accountable for own actions within clear parameters of role, whilst guided and supervised by a supervising Registered Healthcare Professional
- Works within Patient Group Directions, Patient Specific Directions or National Protocol
- Escalates queries or problems outside own area of competence to registered healthcare professionals or clinical supervisor onsite

## 10. MOST CHALLENGING/DIFFICULT PARTS OF THE JOB

- Undertaking a physically, mentally and emotionally demanding job whilst at the same time taking care to safeguard their own health and safety as well as those of colleagues and patients
- Maintain high standards of patient care within defined resources
- Working with patients who may be distressed, anxious, or terminally ill or have cognitive impairment and communication problems
- Maintaining skills and knowledge level in clinical competencies and core skills
- Frequent contact with bodily fluids including blood which may be infectious
- Main safe management and disposal of sharps at all times

## 11. COMMUNICATIONS AND RELATIONSHIPS

The post holder will communicate on a regular basis with the patient, their relatives, the multidisciplinary team, internal and external agencies involved with the provision of Covid-19 Vaccinations using effective verbal, non-verbal and written communication.

Will communicate proficiently with regards to planning, implementation and review of workload.

Requires to communicate effectively with patients who may be distressed / worried or anxious, including those who may have communication difficulties. For example, when English is not the person's first language, people with hearing difficulties, learning disabilities etc. and to deliver person centred care at all times.

Communicate with the Registered Healthcare Professional/ Supervisor regarding any patient care concerns and their personal development needs.

Participate in orientation of new staff including demonstration of duties

Assist and support other members of the multi-disciplinary team including students, peers

Communicates with other departments eg: Estates, supplies, logistics

## **12. PHYSICAL, MENTAL, EMOTIONAL AND ENVIRONMENTAL DEMANDS OF THE JOB**

### **Physical effort**

Manual handling of equipment (e.g. records, vaccination equipment)

- Working in adverse climates, some of which could be outdoors
- Continuous use of PPE, including mask
- Standing up whilst delivering vaccination (most of the working hours)
- Sitting moderate periods when using Visual Display Units / writing records / correspondence
- Lifting and carrying of patient records and equipment daily
- Flexibility to work in an agile manner eg: venues for vaccine administration
- Reasonable travel will be required

### **Mental effort**

- Frequent concentration to prepare and complete vaccination, assessment and observation (Preparation of each manufacturers vaccine in use may be different i.e. reconstitution of liquid vial with 5mls of Saline and drawing up of 0.3ml dose in 1ml syringe from vial for administration. It is expected that only one manufactured vaccine will be in use in each setting)
- Work pattern altering to meet service need and prioritising work issues accordingly with changes faced
- Managing time effectively in a pressured environment

### **Emotional effort**

- Occasionally needs to cope with difficult emotional situations
- Occasional exposure to aggressive, anxious patients and family members
- Need to escalate to onsite supervisor, following agreed local or national protocols, when an incident or adverse event occurs

## **13. KNOWLEDGE, TRAINING AND EXPERIENCE REQUIRED TO DO THE JOB**

The postholder will hold record of achievement of education and training to Level 6/7 of the Scottish Credit and Qualification Framework eg: SVQ, modern apprenticeship, higher national certificate.

Commitment to complete and evidence proficiency of Covid-19 NHS Education for Scotland Promoting

Effective Immunisation Practice prior to commencing preparation of vaccines and vaccinating without direct supervision.

Ability to follow Standard Operating Procedure provided for reconstitution and preparation of each Covid-19 Vaccine.

Anaphylaxis

Basic Life Support Training

Effective written and verbal communication skills.

Ability to work with people and as part of a multidisciplinary team.

Ability to show initiative, take responsibility and work without supervision on a daily basis.

Organisational and time management skills

#### **14. JOB DESCRIPTION AGREEMENT**

A separate job description will need to be signed off by each jobholder to whom the job description applies.

Job Holder's Signature:

Head of Department Signature:

Date:

Date: