



**Eileanan Siar
Western Isles**

Healthcare Support Worker - Vaccinator

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Job Advert



Healthcare Support Worker Vaccinator

Band 3 - £21,709 to £23,603 pro rata

Plus £1,117 Distant Island Allowance pro rata

Hours per Week Negotiable

3 Fixed-term posts available

Are you an experienced Health Care Support Worker or Social Care Worker, who is enthusiastic about your role and wants to make a difference? As part of the local response to the COVID19 Pandemic we are moving forward with the development of a Vaccination Team to support the delivery of COVID and other vaccinations.

The Vaccination Team will deliver vaccinations to the population in various venues throughout the Western Isles in a Mass Vaccination Centre approach. NHS Scotland have developed a new role, Healthcare Support Worker Vaccinator, to participate in the delivery of vaccination campaigns. As a Healthcare Support Worker Vaccinator you will be supported to undertake the NHS Education for Scotland Promoting Effective Immunisation Practice (PEIP) for Healthcare Support Workers programme and other specific learning in relation to the COVID19 vaccination programme. You will also undergo a period of supervised practice in order to gain confidence and competence in the administration of vaccines to patients of varying ages and with different health conditions.

You will be expected to comply with the Induction Standards and Code of Conduct for Healthcare Support Workers within 3 months of commencing your role – details can be viewed on <http://www.hcswworkit.nes.scot.nhs.uk/resources/hcsw-standards-and-codes/> It is anticipated that the above training will be completed within a 12 week timeframe.

You will possess a quiet, confident manner and be able to communicate effectively with patients. You will work under the direction of Registered Healthcare Professionals within the Vaccination Team. It is preferable that you are a car driver with access to your own vehicle for work purposes as the Vaccination Team may be required to deliver clinic sessions out with the vaccination centre at Western Isles Hospital. Applications are welcome from HCSWs who already hold a part-time role elsewhere in NHS Western Isles who may wish to take part of these hours in addition to a part-time role already held. If you are interested in discussing this post please contact Kathleen McCulloch Vaccination Senior Nurse 07824343195 kathleen.mcculloch2@nhs.scot

At times when there are no Vaccination Clinics being held the Healthcare Support Worker (Vaccinator) will be required to work as a general HCSW in the Community Nursing service or where service demands

The successful applicant will be required to register with the PVG Scheme (Protecting Vulnerable Groups Scheme). This post is not eligible for relocation expenses.

All NHS Western Isles vacancies appear on the NHS Scotland website: <https://apply.jobs.scot.nhs.uk/> along with a job description.

Any further queries please contact Tel: 01851 762000.

1. JOB IDENTIFICATION

Job Title: Healthcare Support Worker Vaccinator

Responsible to: Registered Healthcare Professional

Accountable to: Senior Charge Nurse/ Vaccination Team Clinical Lead

Department(s): Vaccination/ Immunisation Team

Job Reference: **National – NHS Scotland**

No of Job Holders:

2. JOB PURPOSE

The HCSW Vaccinator will work as part of a multi professional team, safely and effectively delivering 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 by appropriate route i.e. I.M injection, intra-nasal, per-oral.
- 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
- Demonstrating care and compassion to patients, carers and relatives to help ensure safe, high quality person centred patient care is delivered at all times
- Carrying out a range of assigned patient care duties as directed by a Registered Healthcare Professional to ensure delivery of a high quality of patient care

3. DIMENSIONS

The post is employed within a specified NHS Board. During periods of reduced Vaccination activity the post holder will be deployed to work within other NHS Board or Health and Social Care Services , for example Secondary Care, Primary and Community Care, Public Health.

4. ORGANISATIONAL POSITION

**Registered Nurse/ Registered
Healthcare Professional***

**Healthcare Support
Worker Vaccinator
This post (AfC Band 3)**

* Registered Healthcare Professional from one of the following professions: Allied Health, Nursing, Medicine

5. ROLE OF DEPARTMENT

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

6. KEY RESULT AREAS

Vaccine Preparation

- Where required reconstitution of 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, national protocols, single patient directive or any new route authorising HCSWs to administer Immunisations.

Patient Care: Administration of 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 with Registered Healthcare Professional where necessary to gain advice or information
- Preserving the dignity of the patient
- Ensure correct syringes and needles (equipment) 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 correct anatomical position, dependent upon route of administration i.e. Intra muscular: deltoid muscle, in accordance with training and national policies, procedures and standards
- Disposal of syringes, sharps and equipment as per the clinical waste policy
- Adapt and react 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 e.g. 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 duties 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 Healthcare Professional, utilising agreed Escalation call systems
- Work within the health care support worker code of conduct and standards
- Work within the Framework for Vaccine Administration by Healthcare Support Workers in Scotland.
- 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 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, medical 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
- During periods of reduced activity in Vaccination Service may be deployed to work with other Services.
- The HCSW will be aligned to a Team Lead who will assign work.

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 (in specific circumstances informed by Human Medicine Regulations), Patient Specific Directions or National Protocols
- 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 Vaccinations, health and care 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.)
- 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 post holder 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 PHS NHS Education for Scotland Promoting Effective Immunisation Practice: HCSWs and nationally agreed vaccine specific education and training prior to commencing preparation of vaccines and vaccinating without direct supervision.

Commitment to undertake, complete and evidence ongoing learning and education, including HCSW Mandatory Induction Standards and Code of Conduct for HCSWs (CEL 23, 2010)

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

Anaphylaxis

Basic Life Support Training (Adult and Child)

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: 29.09.2021



The Western Isles, also known as the Outer Hebrides, are a chain of islands which lie 55km off the west coast of Scotland. The islands have a population of around twenty-seven thousand people.



Those who enjoy outdoor activities will find that the islands have a lot to offer. Outdoor pursuits such as horse riding, hiking, and fishing are popular, as are water sports such as canoeing, surfing, and kayaking. Further information about outdoor and sporting activities can be found on the Outer Hebrides Tourism Information website.



The local Council website provides information regarding schools, jobs, bus timetables, and opening times of the leisure centre.

The Board works in partnership with Hebridean Housing Partnership (HHP), which means that Key Worker Status will form part of their Housing Allocation Policy. For more information, please visit the HHP website.

If you have any specific queries regarding your move, please do not hesitate to contact your Line Manager, who will do their best to answer them.

Links

visitouterhebrides.co.uk
welovestornoway.com
hebrides-news.com
hebrideanhousing.co.uk
cne-siar.gov.uk

About NHS Western Isles

The Western Isles Health Board employs over one thousand members of staff, excluding GPs and Dentists. There are three main hospitals situated in the Western Isles:

Stornoway—Western Isles Hospital (Ospadal nan Eilean Siar)

Benbecula—Uist and Barra Hospital (Ospadal Uibhist agus Bharraigh)

Barra—St Brendan’s Hospital

There are a number of GP and Dental Practices across the Western Isles. Community nursing services operate out of general practice premises and at community offices in key locations.

There are only two medical practices in Stornoway: the Broadbay Medical Practice on Francis Street (tel 01851 703588) and the Group Practice on Springfield Road (tel 01851 703145). Both have a pharmacy attached to the practice for the dispensing of prescriptions.

Web

wihb.scot.nhs.uk

The latest information about the Board’s response to the COVID-19 pandemic can be found on the Board’s dedicated website.

Web

coronavirus.wi.nhs.scot



Transport Information

The islands are accessible from mainland Scotland by ferry or by plane (please note that both services can be affected in the winter).

There are three airports on the Western Isles: Stornoway Airport, Benbecula Airport, and Barra Airport. The following destinations can be reached from these airports:

Stornoway Airport—Benbecula, Edinburgh, Glasgow, Inverness, Manchester

Benbecula Airport—Glasgow, Inverness, Stornoway

Barra Airport—Glasgow

All flights to and from the Western Isles are operated by Loganair.

If you live in the Highlands and Islands region of Scotland, you can apply for cheaper air travel through the Air Discount Scheme. Further information on the discounts available can be obtained via the Air Discount Scheme website.

There are nine ferry ports operating in the Western Isles. Routes run between the islands, as well as to and from the mainland. All routes are operated by Calmac. Further information on the individual routes, including timetables and prices, can be obtained via the Calmac website.



Links

Ferry Travel:
calmac.co.uk

Air Travel:
loganair.co.uk

Car Hire:
carhire-hebrides.co.uk
lewis-car-rental.com

Air Discount Scheme:
airdiscountscheme.com