

# JOB DESCRIPTION B5 Registered Vaccinator

## 1. JOB IDENTIFICATION

Job Title: Registered Vaccinator

Responsible to: Vaccination Team lead/Clinical Nurse Manager

Department(s): Vaccination/ Immunisation Team

Job Reference: 065204

No of Job Holders:

## 2. JOB PURPOSE

The Registered Vaccinator will work as part of a multi professional team, safely and effectively delivering vaccinations. The post holder is responsible and accountable for the assessment and implementation of a high quality Vaccination Programme which will be delivered in a variety of settings across NHS Lothian. The post holder will be responsible for preparing and administering the vaccine to citizens and staff in a variety of different 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)
- Discussing and obtaining informed consent from recipient
- 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 under the direction of the team lead to ensure delivery of a high quality of patient care

## 3. DIMENSIONS

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

#### 4. ORGANISATIONAL POSITION

**Clinical Lead  
(Registered Nurse)**

**Registered Nurse/  
Registered Healthcare  
Professional  
This post (AFC Band 5)**

**Healthcare Support  
Worker Vaccinator  
(AFC Band 3)**

#### 5. ROLE OF DEPARTMENT

To provide safe and effective person-centred Vaccinations to the population it serves.

The main functions and objectives is to provide a vaccination programme within various settings in the including: Vaccination centres, Health centres, community spaces and home settings to ensure equity for all.

To work to the guidance of the Department of Health and Scottish Government

To deliver a robust Clinical Governance framework across the service.

#### 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 and Patient Group Directive (PGD).

##### **Patient Care: Screening for suitability with informed consent and administration of vaccine**

- Confirming the identity of the patient and preparing the patient for vaccination
- Address any concerns and ensure informed consent is obtained prior to administration of the vaccine
- 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 appropriate person, 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 if necessary, 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 the vaccination team lead to ensure delivery of a high quality of patient care
- To timeously report observed changes in the patients' physical/psychological needs to an appropriate health care professional when necessary, utilising agreed Escalation call systems
- 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.
- Be responsible for ensuring personal ongoing training as required, ensuring skills/competencies are maintained in line with National Training Guidance for registered 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 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, laptop and handheld devices

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.

- Responsible for the safe use, transportation storage of all equipment relevant to the post. This will range from basic items such as sharps boxes and clinical waste bags to syringes, needles, and vaccines.
- The post holder will be responsible for ordering vaccines and ensuring pharmacy refrigerators and pharmacy porters are used in accordance with cold chain guidelines.
- The post holder will be responsible for ensuring appropriate equipment is at hand for the treatment of anaphylaxis.
- In addition the post holder will be expected to use IT equipment, record paper copies of data and work to the guidance of PGDs.
- Use of mobile phones will be required to communicate with colleagues / carers during vaccination sessions.

## 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.

- Incident reporting including DATIX as required
- Patient Group Directions

## 8. ASSIGNMENT AND REVIEW OF WORK

- Workload is allocated by the vaccination team lead at the start of each shift, thereafter the member of staff is expected to be responsible for planning own workload.

- The post holder will receive their annual appraisal from the vaccination manager/team lead
- During periods of reduced activity in Vaccination Service may be deployed to work with other Services.
- Will provide supervision to junior staff, students and health care support workers

## **9. DECISIONS AND JUDGEMENTS**

- Accountable for own actions within clear parameters of role.
- 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 an appropriate 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
- Working to scheduled timeframes
- Reassuring patients anxieties surrounding vaccinations and their side effects
- Maintaining vaccine cold chain in community settings

## **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 communicating 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 always.

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, screening, 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

### **Working Conditions:**

- Exposure to body fluids
- Exposure to a variety of settings including different household settings
- Personal safety issues around lone working
- Management of potentially volatile situations in homes, health centres and community spaces etc

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

NMC Registered Nurse

Commitment to complete and evidence proficiency of PHS NHS Education for Scotland Promoting Effective Immunisation Practice: Registered Practitioner and nationally agreed vaccine specific education and training prior to commencing preparation of vaccines and vaccinating

Commitment to undertake, complete and evidence ongoing learning and education.

A sound knowledge of NHS environment and current policies affecting the health of the population.

Well developed communication and interpersonal skills, particularly influencing and negotiating skills.

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

Anaphylaxis

Basic Life Support Training (Adult and Child)

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

Ability to work well under pressure.

Ability to work flexibly as part of a team.

A good knowledge of NHS policies relating to immunisation and vaccination

#### **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: