NHS TAYSIDE – AGENDA FOR CHANGE

JOB DESCRIPTION

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| **1** **JOB IDENTIFICATION** | Job Title | Immunisation Staff Nurse |
|  | Department(s)/Location | NHS Tayside Immunisation Service |
|  | Number of Job Holders |  |
| 2 JOB PURPOSE* To deliver an immunisation service within various settings. To deliver the national immunisation programme is provided to children and adults in line with Department of Health and Scottish Government guidance.
* Respond to the unique immunisation needs of individuals and specific population groups.
* Anticipate, identify and manage adverse events following immunisation as appropriate to the practice setting.
* Act in accordance with professional, legal and ethical standards in all aspects of immunisation practice.
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| 3 ORGANISATIONAL POSITION – To be agreedSenior NurseSenior Charge NurseCharge Nurse - Immunisation **Immunisation Staff Nurse (this post)**Health Care Support WorkerVaccination Centre Assistant Professional Accountability Operational Accountability |
| 4 SCOPE AND RANGE* To deliver an immunisation service within various settings in the community and travel across NHS Tayside.
* Responsible for ensuring appropriate patient safety and that clinical governance indicators and measures are in place in accordance with organisational strategy, policies and procedures.
* Promote a high-quality immunisation service to patients throughout NHS Tayside.
* Work within both national and local guidance, policies and procedures for immunisation.
* Deliver and expand immunisation provision as required in fulfilling a change to the national immunisation programme.
* Liaise with partner agencies to ensure effective and efficient delivery of immunisation meeting the need of all patient groups
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| 5 MAIN DUTIES/RESPONSIBILITIESClinical Role1. Undertake a pre-immunisation patient assessment including precautions, contraindications, determination or any different patient specific requirements.
2. Respond appropriately to any relevant conditions or circumstances identified by the pre-vaccination assessment.
3. To work collaboratively with staff at immunisation locations to ensure smooth running of immunisation sessions within all environments.
4. Deliver immunisations using approved patient group directions (PGD) or patient specific directions (PSD) as per NHS Tayside Immunisation Policy.
5. Enable people to address their own health needs by raising awareness of the factors that will impact on health and wellbeing with regards to immunisation against disease.
6. Have an understanding of GIRFEC principles and that Child Protection and Vulnerable Adults Policies and Procedures are followed.
7. Participate where required in the delivery of mass or targeted immunisation campaigns in response to an outbreak situation through collaborative partnership with public health.
8. Provide post immunisation advice to patients and carers where appropriate.
9. Appropriately respond to any adverse events experienced by the recipient of immunisation e.g. allergic reaction, anaphylaxis, syncope.

Education/Research1. To act as a role model advising and demonstrating immunisation procedures to the wider team where required in ensuring quality team work.
2. Advise and teach student nurses within the scope of the role.
3. Assist in the induction and orientation of new staff.
4. Be aware of current best practice and relevant research on immunisation, participating in projects as required and using research findings appropriately.
5. Be responsible for continued professional education and updating of knowledge as related to the role.

Management/Leadership1. Ensure the safe use and care of equipment by staff and patients this includes maintaining cold chain and other infection control measures.
2. Responsible for supporting the organisation of clinics and assisting in the co-ordination
3. May act as session lead for immunisation, including responsibility for risk assessments and delegation of work to other team members.

Professional1. To work collaboratively as a member of the wider Health Care Team in NHS Tayside and assist with the development of the immunisation team and related workplans.
2. To act in accordance with The NMC Code and ensure that the highest standard of professional conduct is maintained.
3. Maintain accurate and up to date clinical records in accordance with NHS Tayside policies, NMC guidelines, legislation, best practice and patient confidentiality.
4. The post holder is required to comply with all Statutory Policies and Procedures of NHS Tayside e.g. Health and Safety, promoting attendance at work and data protection.
5. The post holder is required to take responsibility for his or her own professional development, NMC revalidation and to identify own continuing professional development needs through annual appraisal and maintain a personal development plan.
6. Participate in supervision e.g. clinical, managerial in line with NHS Tayside guidelines, and take all opportunities to reflect on practice.
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| 6. Communication* A high level of interpersonal and communication skills are required to communicate effectively with all parents/carers and those who are for example, highly anxious or do not have English as a first language.
* The post holder should also be able to present complex and/or sensitive information to senior nursing staff.
* Workload will be generated by the Immunisation Team Leader in accordance with the needs of the immunisation programme.
* Individual objectives will be set through annual appraisal and formation of personal development plan
* Post holder is expected to work both as an individual and as a member of the wider team managing their own workload with minimal supervision.
* Will take responsibility for managing and prioritising own work as well as using own initiative.
* Liaison with and maintain effective communication channels with the multi-disciplinary/ multi agency workforce including Public Health Team, child health department, general practice
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| 7. KNOWLEDGE, TRAINING AND EXPERIENCE REQUIRED TO DO THE JOB* First level registered nurse with current NMC registration preferably with community experience.
* Evidence of Continuous Professional Development applicable to the role.
* Preferred experience of delivering immunisation programmes and understanding of health protection.
* Up to date knowledge on current immunisation issues and national priorities.
* Ability to travel across NHS Tayside including rural localities on a daily basis.
* Ability to work flexibly as part of a team.
* Ability to cope under pressure and meet deadlines.
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| 8. SYSTEMS AND EQUIPMENTEquipment & MachineryThe post holder will be responsible for the maintenance and safe and efficient use of equipment in accordance with local policy:* Non-Clinical equipment, e.g. Health Promotion Materials
* IT equipment
* Clinical Recording Equipment e.g. Scales, sphygmomanometers

Systems* Required to record patient related information on all patient records within relevant recording systems for example Required to record client related information as per NHS Tayside guidelines
* Incident reporting including adverse event system e.g. DATIX as required
* Risk Assessments
* Responsible for the safe use, transportation, ordering and 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 may be responsible for ordering vaccines and ensuring pharmacy refrigerators and pharmacy porters are used in accordance with cold chain guidelines.
* The post holder may 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 National Protocols, PGDs and PSD’s
* Use of mobile phones, internet, emails and intranet will be required for communication

**RESPONSIBILITY FOR RECORDS MANAGEMENT**All records created in the course of the business of NHS Tayside are corporate records and are public records under the terms of the Public Records (Scotland) Act 2011. This includes email messages and other electronic records. It is your responsibility to ensure that you keep appropriate records of your work in NHS Tayside and manage those records in keeping with the NHS Tayside Records Management Policy and with any guidance produced by NHS Tayside specific to your employment. |
| 9. PHYSICAL DEMANDS OF THE JOBThe post requires highly developed physical skills where accuracy is important. This level of skill may be required for manipulation of fine tools or materials.**Physical Demands*** Calculate, prepare and administer immunisations
* Treatment of anaphylaxis in children and adults.
* Dexterity and accuracy required for manipulation of fine tools such as injections.
* Moving and handling of equipment and immunisation bags on a regular basis.
* Stand and/or sit for major part of working day, climbing stairs carrying equipment.
* Manoeuvring bulky and awkward equipment in and out of a car several times per day.
* Computer keyboard skills.
* Travelling on a daily basis across NHS Tayside including rural locations.

**Mental Demands*** Concentration and accuracy required when checking documents/patient notes, injections, drug dosages, and carrying out complex care daily/constantly through shift.
* Intense concentration required when reading and understanding documents, patient’s records and delivering immunisations.
* Required to develop practice according to changing priorities and health needs.
* Assertiveness is required when supporting the best interests of the client e.g. clients with mental health problems, disabilities and in multi-agency planning.

**Emotional Demands*** Communicating with distressed, anxious or worried parents/ carers and young people.
* Ability to manage and de-escalate rare situations of patient/family hostility and aggression.
* Delivery of immunisations to adults and young people.
* Lone working in various settings.

**Working Conditions*** Working in vulnerable situations such as lone working and verbal/physical aggression.
* Direct contact with body fluids (and the need to clean them up) in adherence with NHS Tayside Infection Control Policy.
* Stressful traffic situations.
* Maintain service provision during inclement weather.
* Exposure to a variety of settings including different household/community settings.
* Management of flow in immunising large cohorts of adults and young people & Children
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| 10. DECISIONS AND JUDGEMENTS* The ability to use initiative and accept delegated responsibility.
* The ability to work with minimal supervision and display effective time management skills.
* Assess the current care needs of individuals attending for immunisation.
* Manage enquiries from a wide range of sources ensuring confidentiality is maintained and only appropriate information is disseminated.
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| 11. MOST CHALLENGING/DIFFICULT PARTS OF THE JOB* Being able to deliver high quality care in a range of settings/environments.
* Situations where assertiveness is required when supporting the best interests of the client, e.g. clients with mental health problems, disabilities.
* Delivery of immunisations to vulnerable adults/young people and children.
* Coping with change management in an evolving health care setting.
* Expected to work within a challenging environment which at times may not be designed for the delivery of immunisations.
* Frequent contact with body fluids.
* Balance conflicting priorities and working to scheduled timeframes.
* Transporting equipment across a range of bases.
* Maintaining vaccine cold chain in community settings.
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