



NHS Lanarkshire Control of Recruitment Form

eCOR Reference

COR82147

Recruitment Area	General Recruitment (AfC posts)
Job Title	Community Staff Nurse (Vaccine Transformation Programme VTP)
Band	Band 5
If Band 5 (Nursing), please specify Newly Qualified or Experienced*	either
Is this an Advanced Practitioner nursing post?	No
Are the HCSW Mandatory Induction Standards Applicable to this post?	No
Post Location	North Partnership
North Base*	Central Health Centre Cumbernauld
North Locality	Cumbernauld
No. of vacancies	2
Hours per week per post:	37.5hrs
Shift Pattern	Must be able to work between the hours of 0800hours to 2200hours if required. Working 5/7 day week including weekends and Public Holidays.
Total w.t.e	2.0
Does this post require the individual to be included on the on-call rota?	No
Could this job be considered as part time/job share? If not, why not?	Yes
Is this a new post?	No
If a replacement post, Please provide the following Information. Name Previous Postholder, Date of Termination, Reason for Leaving, Exit Questionnaire Completed	Previous post holders were Elizabeth Gray and Joanne Jenkins both Band 5 VTP staff nurses.
Does the post attract a leased vehicle?	Yes
Is the post permanently funded	Yes
If No, Fixed Term Until (An Exact Date is Required)	Yes
Is this post being filled on a permanent basis	Nothing selected
If Fixed Term Please Indicate Reason	NM.0177
C.A.J.E. I.D.	<input type="checkbox"/> Supervisor / team leader
Will the post holder have management or leadership responsibilities?*	<input type="checkbox"/> Project manager
	<input type="checkbox"/> Manager
	<input type="checkbox"/> Clinical or other professional lead
	<input type="checkbox"/> Senior manager
	<input checked="" type="checkbox"/> N/A
Cost Code	L57226 (Vaccine cross charge)
Will the CRES Programme for 2019/20 be met and are there plans in place for the 2020/21?	Yes

If this post is not filled

What will the impact be on direct patient care?

Reduced resource within the community immunisation

team would mean patients waiting longer for vaccines both in their own homes and clinic settings. There may also be delayed discharges if staff resource is reduced within the community and there may also be increased hospital admissions due to community patients, carers and families having reduced support from community nursing teams. These posts will also support GP sustainability and the National campaign for vaccinations, whilst also moving forward with COVID 19 vaccines.

What are the implications for Health and Safety, HAI etc? Staff may become increasingly stressed and concerned if there reduced resource and peer support within the team. this could increase stress at work and increase in sickness absence within the team. Reduced workforce within community nursing could also contribute to increased risk for patient care and increase the risk of adverse incidents, patient harm and complaints particularly in light of the current pandemic.

What would the impact be on organisational efficiency? Performance drivers within the organisation could be compromised due to reduced staffing, this could include staff having less protected time to carry out training or reduced health screening or health promotion practice including reduced ABIs being completed. There may also be an increase in adverse incidents and complaints from patients and carers due to reduced workforce.

Would this affect your capacity to meet national targets and other Scottish Government requirements? Yes, as identified previously, performance within the organisation may be compromised, this could include reduced screening and ABIs being carried out, staff may have limited time to carry out screening and health promotion including smoking cessation. These posts will also be necessary to support GP sustainability and the GMS contract including carrying out flu immunisations, if these posts were not filled this would impact on the community nursing service. By having a limited cohort of VTP staff this will undoubtedly have an impact on the COVID-19 vaccination programme within communities.

Level Of Disclosure Required

The PVG Scheme is established by the Protection of Vulnerable Groups (Scotland) Act 2007. Will this post include

Regulated work with Children	Yes
Regulated work with Adults	Yes
Standard Disclosure	Yes
Do you require disclosure assistance?	Yes

PVG/DISCLOSURE GUIDANCE CHECKLIST

The PVG Scheme is established by the Protection of Vulnerable Groups (Scotland) Act 2007 (“the PVG Act”). This document has been designed to assist NHS Lanarkshire to implement legislation and to assist you in determining the appropriate level of disclosure, (if any) is required for a post.

1. Who are the post holders working with?

- a) Children – all children under the age of 18 years Yes
- b) Protected adults Is defined as an individual aged 16 or over who is provided with (and thus receives) a type of care, support or welfare service, e.g. Health service Yes

2. What are the post holders doing?

- a) Regulated Activities/work with children An individual may be doing regulated work with children if their work involves any of the following activities (as part of their No

normal duties) • Caring for children • Teaching, instructing, training or supervising children • Being in sole charge of children • Unsupervised contact with children under arrangements made by a responsible person • Providing advice or guidance to a child or to particular children which relates to physical or emotional well-being, education or training. • Providing, or working for an organisation which provides, an independent health care service which is provided exclusively or mainly for children.

b) Regulated activities/work with adults An individual may No be doing regulated work with adults if their work involves any of the following activities (as part of their normal duties) • Caring for protected adults (individual in receipt of a health service) • Teaching, instructing, training or supervising protected adults. • Being in sole charge of protected adults. • Providing assistance, advice or guidance to a physical or emotional well-being, education or training. • Inspecting adult care services. • carrying out one of the activities For both a and b the incidental test applies Exceptions to regulated work - Incidental The scope of regulated work is narrowed by the incidental test. Some, but not all, activities with children or protected adults are excluded from being regulated work if the activity is occurring incidentally to working with individuals who are not children or protected adults. e.g. - open to all - Health promotion events - Public Meetings - presenting/delivering training to a group that may have children or vulnerable adults; or - attendance is discretionary

3. Is it the postholders 'Normal' duties?

Normal duties can be considered as something the individual might be expected to do as part of their post on an ongoing basis, and excludes one-off occurrences and unforeseeable events. Normal duties - appears in a job description, task description or contract (but these should not be manipulated to stretch the boundary of the PVG scheme) - it can be reasonably anticipated or - it occurs regularly Unlikely to be normal duties when: - done in response to an emergency (unless by an emergency worker) - arranged at the last minute to stand in for sickness or other unexpected absence, or - done as a one-off activity of short duration which is not part of normal routine/occupation

IF YOU HAVE ANSWERED YES TO 1, 2 & 3 – The postholder will require to be a PVG Scheme member. If you have answered no to any of these questions, then consideration should be given to whether or not a Standard or Basic Disclosure is required.

4. Is the Person Providing a Welfare service – particular need physical/mental impairment – e.g. Chaplains, Counsellors, some health promotion and some volunteers (these individuals need to be working with protected adults or children or both?

A welfare service includes any service which provides support, assistance, advice or counselling to individual with particular needs, meeting the following conditions. The service must be a service that: • Is provided in the course of work to one or more persons aged 16 or over • Is delivered on behalf of an organisation • Requires training to be undertaken by the person delivering the service • Has a frequency and formality attached to the service and • Either (i) requires a contract to be agreed between the service provider and the recipient of the service prior to the service being carried out or (ii) is personalised to an individual adult's needs. A particular

need is a specific requirement an individual may have arising from whether physical or mental illness, or physical or mental disability (temporary or permanent) which may disadvantage that person when compared to the rest of society.

IF YOU HAVE ANSWERED YES TO 4 (regardless of whether working with adults/children/both) – The postholder will require to become a PVG Scheme member. If you have answered no, then consideration should be given to whether or not a Standard or Basic Disclosure is required.

5. Will the postholder be providing immediate day to day supervision or management of workers doing regulated activities?

An individual may be doing regulated work if they are responsible for the day to day supervision or management of an individual doing regulated work through activities the individual performs e.g. the holder is responsible for the management, supervision, appraisal, training and immediate welfare of the individual, the holder of the position meets regularly with the individual to discuss and review the individuals work. NHS Lanarkshire would view this as appropriate for Service Managers, Senior Nurses, Heads of Professions (dependant on departmental structure)

IF YOU HAVE ANSWERED YES TO 5 – The postholder will require to be a PVG Scheme member. If you have answered no, then consideration should be given to whether or not a Standard or Basic Disclosure is required.

6. Is the postholder registered with the Health Professions Council but not doing regulated work or providing a welfare service as described in questions 1, 2, 3 & 4?

e.g. Biomedical Scientists

No

IF YOU HAVE ANSWERED YES TO 6 – the postholder will require a Standard Disclosure which will detail all convictions, including spent convictions. If you have answered no, then consideration should be given to whether or not a Basic Disclosure is required.

7. Is the postholder providing a health service?

Any employment or work which is concerned with the provision of health services and which is of such a kind as to enable the holder to have access to persons in receipt of such services in the course of that persons normal duties. e.g. providing appointments to patients, A&E reception, Inputting patient notes, Technicians if they are maintaining medical equipment , ATO

Yes

8. Does the postholder have regular access to patients?

That is regular face to face, 1:1, telephoning (passing test results, giving appointments) to/with patients.

Yes

IF YOU HAVE ANSWERED YES TO 7 & 8 – the postholder will require a Standard Disclosure which will detail all convictions, including spent convictions IF YOU HAVE ANSWERED NO TO EITHER 7 OR 8 consider whether or not a Basic Disclosure is required.

9. Anyone else that it is felt the need to get a criminal record check for e.g. finance, payroll, audit

No

IF YOU HAVE ANSWERED YES TO 9 – the postholder will require a Basic Disclosure which only details unspent convictions.

Further information / advice is available from HR Recruitment by emailing recruitment@lanarkshire.scot.nhs.uk

Additional Documents Required

Job Description	Band 5 Job description.doc
Job Analysis Form	JAF Ban 5 2019.docx
Person Specification	Person spec Band 5.docx
http://firstport2/staff-support/human-resources/recruitment/default.aspx	
Additional Attachments	

Authorisation Steps

Please name the Informal Enquiries contact for this post

Name	Paula Smith or Gemma Nolan
Designation	Treatment Room Team Leaders
Contact Number	Paula 07814301165 Gemma 07966213769
Address for recruitment correspondence	Coatbridge Health Centre (Team Leader's base) 1 Centre Park Court Coatbridge ML5 3AP

Recruiting Manager

Recruiting Manager Name	Evelyn Ryan
Date	12 Jan 2021
Select General Manager*	James Duffy

Director of Hospital Services/General Manager

Director of Hospital Services/General Manager Name	JAMES D DUFFY
Date	18 Jan 2021
Director of Hospital Services/General Manager Authorization	Yes
Select Divisional Finance (inc Deputy Finance Director CHP for Medical and Dental Staff)*	Stephen Palmer

Divisional Finance (inc Deputy Finance Director CHP for Medical and Dental Staff)

Divisional Finance Name (inc Deputy Finance Director CHP for Medical and Dental Staff)	Stephen Palmer
Date	18 Jan 2021
Supporting Information	Okay to fill - SP
Divisional Finance (inc Deputy Finance Director CHP for Medical and Dental Staff) Authorization	Nothing selected
Select Deputy Director of Finance (inc Divisional Medical Director for Medical and Dental Staff)*	Fiona Porter

Deputy Director of Finance (inc Divisional Medical Director for Medical and Dental Staff)

Deputy Director of Finance Name	FIONA PORTER
Date	18 Jan 2021

Deputy Director Finance Authorization
Select Executive Director*

Nothing selected
Maggs Thomson

Executive Director

Executive Director Name
Date Authorised
COR Passed for Authorization

Maggs Thomson
18 Jan 2021
Yes