

**AGENDA FOR CHANGE  
NHS JOB EVALUATION SCHEME**



**JOB DESCRIPTION TEMPLATE**

Revised July 2021

**1. JOB IDENTIFICATION**

Job Title: Covid Clinic Vaccinator

Reports to: Covid Vaccination Coordinator

Department, Ward or Section: Covid Vaccination Programme

Operational unit / Corporate Department: NHSH

Job Code: CSNHSH PUBH PROTC19-01

No of Job Holders: Multiple

Date: July 2021

**2. JOB PURPOSE**

The purpose of this role is to undertake the safe vaccination of patients who are eligible to receive the Covid vaccine in Covid Vaccination Clinics across a number of locations in NHS Highland

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

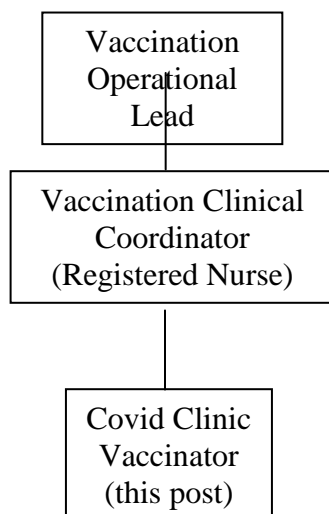
NHS Highland has a population of approximately 328,000 and includes:

	Argyll & Bute HSCP	North & West Division	South & Mid Division
Population	89,000	80,500	159,500
Prescribing allocation	£19 mill	£16.2 mill	£27.0 mill
GP Practices	33	36	28
Community Pharmacies	26	18	21
Rural General Hospitals	1	2	0
Community Hospitals	6	2	6

The postholder works as a member of the Nursing Team in a district/locality within a specific HSCP or Division.

The Board's catchment area comprises the largest and most sparsely populated part of Scotland. NHS Highland covers over 12,000 square miles, which represents approximately 41% of the land mass of Scotland. This remote and rural environment provides significant challenges in providing health and social care services, with a limited internal transport and communications infrastructure. The Board serves a population of over 300,000 which sees significant seasonal peaks and troughs.

### 4. ORGANISATIONAL POSITION



### 5. ROLE OF DEPARTMENT OR SECTION

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

- To provide a comprehensive vaccination programme across the age range and population of NHS Highland.

## **6. MAIN TASKS, DUTIES AND RESPONSIBILITIES**

- If required participate in the ordering of stock/equipment required to deliver the Covid vaccinations.
- Effectively analyse, prioritise and organise own workload, under supervision of Covid Clinic Co-ordinator.
- Complete appropriate training and have understanding of the PGD/Green Book relevant to the delivery of current Covid vaccines
- Maintain and update personal clinical knowledge and skills in line with guidance from professional body
- Report any incidents using appropriate reporting systems; Datix/OHS/Covid Adverse reaction records
- Demonstrate adherence to NHS Highland local policies and procedures pertinent to the Covid Vaccination Clinics.
- Assist /contribute toward the learning from delivery of Covid vaccine programme.
- Demonstrate an understanding of available resources, how they should be most effectively and efficiently used and an understanding of stock control systems.
- Ensure safe storage and administration of Covid vaccine in accordance with guidelines to avoid unnecessary wastage.
- Participate in teaching and supervision of colleagues and other grades of staff where necessary/required.
- Identification of training needs via participation in Turas training and additional training directly linked to Covid vaccination delivery
- Positively model the role of the Covid Clinic Vaccinator
- Demonstrate knowledge of Information Governance and how this applies within a Covid vaccination setting.
- Ensure Covid Vaccination Management Tool electronic records are accurate, appropriate, adhering to Healthcare Professional Bodies/NHS Highland policies at all times.
- Ability to safely use electronic recording systems.
- Willingness to participate in audit and research, which may help develop a system approach to mass vaccination delivery.
- If not fully employed in COVID vaccinations, may be required to support other workstreams. Appropriate education will be available.

## **7. EQUIPMENT AND MACHINERY USED**

- Administration of intra-muscular immunisations

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.

## 8. 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.

## 9. ASSIGNMENT AND REVIEW OF WORK

- The post holder is guided by precedent and clearly defined occupational policies, protocols, procedures or codes of conduct. Work is managed, rather than supervised
- Recognise their own limitations and actively seek out guidance and supervision when required.

## 10. DECISIONS AND JUDGEMENTS

- Undertake clinical assessment of patients for potential risk factors, referring to PGD/Green Book for information and guidance
- The post holder may be required to initiate appropriate emergency care in case of anaphylaxis
- They will be required to use own clinical judgement seeking medical intervention if required for a change in patients condition
- The post holder will be required to use their own initiative and be able to make sound clinical decisions based on assessment prior to delivering Covid immunisation as per guidance.

## 11. 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

## 12. COMMUNICATIONS AND RELATIONSHIPS

### Communication and relationship skills

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.

### **The post holder will be required to**

- Communicate, collaborate and liaise effectively with other members of the Covid immunisation team.
- Ensure professional communications with those attending for Covid immunisation.
- Communicate effectively and reassuringly with individuals to safely de-escalate any anxious or distressed behaviours.
- Maintain clear and accurate immunisation records electronically.
- Use other methods of communication with non-English speaking families, special needs or learning disabilities.
- Communicate using interpreters or language line where necessary.
- Ensures electronic recording in the Covid Vaccination Management Tool is accurate, appropriate and adheres to the policies of the Healthcare Professional Bodies, NHS Highland & local policies at all times.

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

### **Physical Skills**

- May include standing for periods of time within the clinic setting.
- May have to climb stairs to access clinics
- Keyboard skills

### **Physical effort**

- Physical demand of the post includes standing for periods of time within the clinic/community based mass vaccination or home setting.
- Adherence to Personal Protective Equipment (PPE) guidance
- Has basic keyboard skills, the ability to use email. Knowledge or willingness to learn use of Covid Vaccination Management recording systems specific to Covid vaccine delivery.

### **Mental effort**

- Ability to work in a focussed and sustained manner whilst delivering and recording immunisations.

### **Emotional effort**

- Post-holder may have frequent exposure to highly anxious individuals who have many questions regarding the vaccine
- Ability to provide evidence based information in calm reassuring manner to alleviate concerns/questions
- Ability to work under pressure – high volume of people requiring vaccination

### **Working conditions**

- Deliver Covid vaccinations in a variety of settings across NHS Highland, including some set up to deliver mass vaccination programmes and patient homes May involve travel in inclement weather to/from locations

--

<b>14. KNOWLEDGE, TRAINING AND EXPERIENCE REQUIRED TO DO THE JOB</b>
--

This role can be undertaken by any healthcare professional who are registered with the Nursing and Midwifery Council, HCPC, the General Medical Council, General Dental Council, General Optical Council or General Pharmaceutical Council.

Professional knowledge acquired through degree or equivalent. The post holder will be able to demonstrate relevant, knowledge, skills and competence within a health and social care setting.

The post holder will have:

- 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.
- Have up to date mandatory training, including basic life support/anaphylaxis or will be supported to undertake this.
- Understanding of Patient Group Directives (PGD) and application,
- Ability to perform intramuscular injections safely following appropriate training.
- Knowledge of safe infection control measures and disposal of sharps.
- Willingness to undertake further training relevant to Covid vaccine delivery.
- 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

<b>15. JOB DESCRIPTION AGREEMENT</b>
--------------------------------------

I agree that the above Job Description is an accurate reflection of my duties and responsibilities at the date of signing.	
Job Holder's Signature:	Date:
Manager's Signature:	Date: