



JOB DESCRIPTION

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| Job Title: | Immunisation Staff Nurse |
| Band: | 5 |
| Responsible to: | Immunisation Lead |
| Accountable for: | Provide an evidenced based immunisation service delivering school based immunisation programmes |

Our Vision

“We will work closely with our health and social care partners to give patients more control over their own care and find necessary treatments more readily available. We will support people with multiple health conditions, not just single diseases, and deliver care as locally and conveniently as possible for our patients. We will develop our current and future workforce and introduce innovative ways to use technology.”

JOB PURPOSE

- To provide an evidenced based Nurse-led immunisation of school-aged children service to the local population ensuring a cohesive immunisation service across the local health economy, therefore ensuring an equitable service provision and maximising vaccination uptake and protection from disease for the local population under national and local guidance and policies.
- To work as an integral part of the Immunisation Team under the direction of the Immunisation Lead.
- To ensure the delivery of childhood immunisations as part of a schools based programme inclusive of the underserved population, home tutored, Pupil Referral Units (PRU's) and traveller community.

COMPETENCY BASED KEY RESULT AREAS

Key result areas which will be applicable to the area of responsibility outlined above and are commensurate with the grade of the post.

Vision

- **Delivery**
- To undertake and develop opportunities to offer mop up/catch up clinics, and domiciliary visits for the hard to reach school age children maximising immunisation opportunities and meeting National uptake targets

- To offer immunisations including national campaigns to the school age population which include the HPV Neutral Gender programme, Meningitis ACWY, Diphtheria, Tetanus and Polio (DTP) and Seasonal Flu programme as directed by PHE.
- To undertake immunisations/prophylaxis treatment as directed by PHE in outbreak situations
- To liaise with the 0-19 Public Health teams, school staff, parents/carers, children and young people and other agencies as appropriate.
- Provide advice and delivery of school based immunisation programmes in a variety of settings
- Gain valid informed consent and work within legal frameworks with children and young people and follow Trust policy on obtaining consent
- To work within National and Trust policies i.e. Medicine Management on the safe storage and transportation of vaccines across Shropshire and Telford and Wrekin areas.
- Develop and participate in audit and evaluation of the immunisation service within the community setting
- Support the trust in clinical governance issues arising out of immunisation
- Advise colleagues on appointment scheduling and submitting vaccination returns within data collection systems, working closely with School Nurse Leads to ensure collaboration with school staff
- To assist in developing local initiatives to increase uptake of childhood immunisations.
- To work with Public Health England and local CCG's under the guidance of the Immunisation Lead in the development and delivery of an appropriate immunisation service in response to a communicable disease outbreak.
- Review and monitor coverage data for childhood immunisations within the local economy in order to detect trends and identify areas for improvement.
- Interpret monitoring information to address inequalities in the delivery and uptake of immunisations and offering a cohesive service across the local health economy
- Play a lead role in ensuring uptake targets for childhood immunisation programmes will be met.
- Liaise with GP practices and stakeholders as required.

Understanding and Managing in Context

- Under guidance from local management ensure the opportunity for all school age children across the local economy have access to immunisation facilities in order to promote immunisation uptake and prevent disease outbreak
- Contribute to the developments of the service in line with local and national policies/campaigns.
- Review resources required for the service and ensure they are appropriate for service delivery.
- Able to use own initiative and prioritise workload

Relationship building

- Develop methods of service delivery in partnership with other professionals and colleagues
- Maintain effective communication with children, young people and parents and carers
- Collaborate with the local PHE team in all matters relating to immunisation and vaccination.
- Develop and maintain relationships with independent sectors and other agencies to promote uptake of immunisation and address inequalities, and issues that may impede uptake.
- Establish and maintain effective communications with staff in all agencies.

Team and People Development

- To act as an active team player
- To have an understanding of the current issues pertaining to all immunisation programmes
- To attend all mandatory training as required and ensure quality standards are maintained
- To participate in Trust Clinical Audit programmes.
- To undertake clinical supervision on a regular basis.

Emotional Intelligence

- Behaves consistently with the values and beliefs of the organisation and promotes these on day to day basis.
- Behaves consistently with the NHS Code of Conduct for Managers.
- Maintains emotional resilience and maturity with the occasionally exposure to highly distressing or highly emotional circumstances for example in the conduct of serious disciplinary cases.

PERSONAL DEVELOPMENT

- To take responsibility for keeping up to date and reviewing your personal development needs and objectives on a regular basis including participating in reviews with your manager on a 12 monthly basis.

CORPORATE RESPONSIBILITIES

- To ensure that your actions and behaviours are in line with, and consistent with, our values
- Matters of a confidential nature, regarding both staff and patients may be available to the post holder; divulgence of information or even of the knowledge of such information must only occur in the proper exercise of the above duties.
- All members of staff must ensure that information security is maintained at all times, taking personal responsibility to be aware of and ensure that their actions and behaviours are in line with, the Trust's information governance policies.
- The post holder will be required to comply with regulations relating to the Health and Safety at Work
- The post holder will be required to comply with regulations relating to Infection Prevention and Control (IPC) including adherence with IPC policies challenge poor IPC practices of others and to report any breaches, using appropriate Trust mechanisms e.g. incident reporting policy
- The post holder will be required to comply with policies and procedures issued by and on behalf of the Trust.
- The Trust is committed to safeguarding and promoting the welfare of children and adults and to protecting them from the risks of harm. The Trust recognises its responsibility to ensure that safe working conditions and systems are in place for staff working with children, adults and families in their care. Staff are required to comply with Trust policies on Safeguarding.
- This job description will be subject to review and amendment, in consultation with the post holder, to meet the changing needs of the service and the organisation.

Post Holder's Name:

Post Holder's Signature:

Date:

Manager's Name:

Manager's Signature:

Date:

Person Specification

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| JOB TITLE Immunisation Staff Nurse BAND 5 |
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| | ESSENTIAL |
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| TRAINING AND QUALIFICATIONS | Registered General Nurse and/or RSCN Current NMC Registration Evidence of continued post registration professional development |
| EXPERIENCE | Experience of delivering immunisation programmes Experience of working with children and young people in schools and/or community settings Experience of undertaking assessments for immunisations |
| KNOWLEDGE AND SKILLS | Understanding of the public health role Understanding of safe guarding children and young people Report writing and record keeping Experience of working with the public in varied settings Evidence of knowledge of current professional/legal/consent issues relevant to immunisation Evidence of knowledge of childhood immunisation programmes and ability to make clear clinical decisions Ability to work in a changing and dynamic environment Be willing to pursue a programme of continuing education in line with the needs of the role and /or statutory requirements IT/Computer literate with word processor and presentation skills Demonstrate an understanding of quality and risk management Understand the importance of audit and governance and be able to apply these processes to improve practice |
| PERSONAL | Good communication skills, written and verbal |

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| QUALITIES | <p>Ability to work independently and as part of a team</p> <p>Ability to manage work in a changing and dynamic environment</p> <p>Works within NMC Code of Conduct</p> <p>Ability to organise and prioritise workload</p> <p>Flexibility of working practices</p> |
| EMOTIONAL EFFORT | Ability to deal with sensitive and challenging situations |
| MENTAL EFFORT | <p>Ability to manage conflict in a sensitive and assertive manner</p> <p>Analysis of epidemiological information to enable effective service delivery</p> |
| PHYSICAL SKILLS | Regular use of keyboard, skilled in the use of IT in clinical practice |
| REQUIREMENTS DUE TO WORKING ENVIRONMENT | <p>Able to meet the travel requirements of the post</p> <p>Able to work to deadlines to deliver local and national agendas and deliver on uptake targets</p> |
| OTHER | Flexible approach to working hours |