

## JOB DESCRIPTION

Oxford Health NHS FT

Job Title:	Community Vaccinator (Immunisation Team)
Band:	5
Responsible to:	Immunisation Team Lead
Responsible for:	Ensuring young people receive their immunisations in line with the School Aged Immunisation Programme
Accountable to:	Immunisation Team Operational Manager
Place of work:	School Aged Immunisation Team Bases – countywide
Hours:	Various

Author:	Fiona Singleton
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## JOB PURPOSE

To deliver an effective Children's Universal Service, in line with the Healthy Child Programme (HCP) 0-19 years (DH 2010) within the commissioning criteria. To improve health, reduce inequalities and safeguard children and young people by delivering an immunisation service in accordance with the school based immunisation programme.

## DUTIES AND RESPONSIBILITIES

### Managerial and Organisational

- Support audit and research in collaboration with the team
- Identify and disseminate best practice
- Raise issues relating to risk management
- Ensure mandatory and core clinical training requirements are met and recorded
- In partnership with team ensure the Accountability Framework requirements are delivered
- Demonstrate financial awareness and accountability

### Clinical – under the supervision of the accountable Universal Health Practitioner

- Establish and maintain partnerships within a multi-professional environment in order to identify which groups of children and young people have outstanding immunisations; and target resources to provide accessible and acceptable immunisation clinics.
- Engage in multi-agency and integrated working and processes, in accordance with the (HCP) for example – by working in partnership with schools and other agencies to reduce health and inequalities by ensuring all children complete the national UK immunisation schedule
- Initiate and maintain partnerships with families and other agencies, to involve the child/young person in the decision making process, in accordance with the United Nations Convention on the Rights of the Child.
- Work with schools and other agencies to support children and young people who have complex health needs or disabilities in educational establishments to ensure they can access the School aged immunisation programme
- Plan, deliver and evaluate public health initiatives, through school and community based health promotion activities, which reflects the need and meets the key performance targets of the organization. This includes working with schools and community groups to increase immunisations in areas of low uptake.
- Plan, organise and deliver immunisation sessions in schools and other community venues.
- Actively seek feedback from service users by using Trust approved collection tools eg IWGC or by other means as appropriate.

### Professional

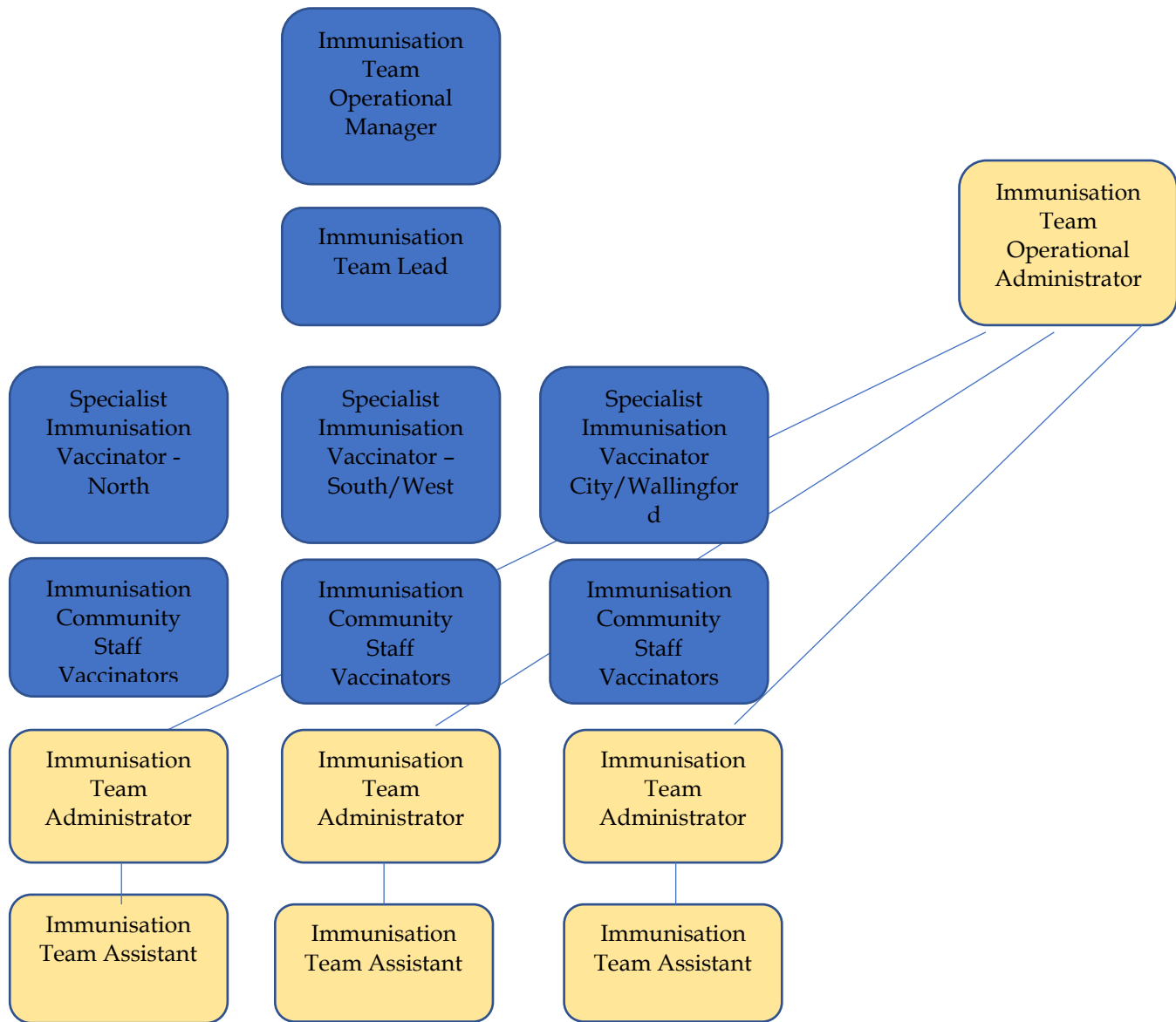
- Maintain accurate records in accordance with organisational policies, including IT and confidentiality, while adhering to the Caldecott guidelines, NMC, HCPC or GPhC code and other organisational requirements.
- Administer immunisations in line with National Guidance referring to the Green Book when necessary and working with PHE to ensure safe practice.
- Adhere to the Oxfordshire Safeguarding Children's Board (OSCB) policies and guidance.

- Adhere and influence organisational policies, guidelines and procedures, in line with evidence based practice

Education and professional development responsibility:

- Be instrumental in the organisation of one's own appraisal and professional development plan.
- Ensure timely and effective appraisals for team in accordance with the Accountability Framework
- Ensure the Clinical Supervision process underpins own and team's personal, professional and service development
- Influence the learning and development of all practitioners in the work place, by mentoring, students and new team members in accordance with organisational policies.
- Plan, develop, deliver and evaluate Immunisation training programmes.
- Maintain own knowledge and competence by attending Study Days and completing all Mandatory training as required.

## STRUCTURE CHART



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## CODE OF CONDUCT

All staff are required to work in accordance with their professional group's code of conduct (e.g. NMC, GPhC HCPC, GMC, DoH Code of Conduct for Senior Managers).

This job description is intended as a basic guide to the scope and responsibilities of the post and is not exhaustive. It will be subject to regular review and amendment as necessary in consultation with the post holder.

In addition to undertaking the duties as outlined above, the post-holder will be expected to fully adhere to the following:

### Personal Development

- To actively participate in an annual performance review (appraisal) and the development and implementation of a personal development plan.
- To take responsibility for their own professional development ensuring professional standards are maintained and statutory and mandatory training is in date.
- To attend any training as requested.

### Code of Conduct

- To adhere to the Professional Code of Conduct relating to your profession (if applicable).
- To uphold the principles and values set out in the NHS Code of Conduct for Managers.
- To support the organisation in developing an effective work/life balance for employees that meets the needs of the organisation.
- To ensure that the health and wellbeing of patients is at the centre of all activities and that all staff engage and communicate with patients as appropriate.
- To always promote quality and safety of patients, visitors and staff thus enabling the Trust to meet its regulation requirements (Care Quality Commission Registration – Regulations and Outcomes) that relate most directly to patients and also strive for continuous quality improvement.

### Equal Opportunities/Diversity

- To observe Oxford Health NHS Foundation Trust's Equal Opportunities Policy providing equality of treatment and opportunity to employees, service users and service providers irrespective of sex, sexuality, age, marital status, ethnic origin or disability.

### Health & Safety

- To take responsibility for the health & safety of themselves and other persons who may be affected by their omissions or actions at work.
- To promote the Trust's Health and Safety Policy and ensure matters are managed in accordance with it.
- To co-operate with the Trust to ensure that statutory and departmental regulations are adhered to.
- Report accidents, incidents and near misses, implementing corrective action where necessary.

### Infection Control

- To comply with Trust policies for infection control and hand hygiene such as hand hygiene, decontamination Policy, uniform and workwear code and standard precautions Policy to reduce the spread of healthcare-associated infections (HCAIs).
- Employees with clinical responsibilities must incorporate into their clinical activities up to date evidence that supports safe infection control practices and procedures, such as the use of aseptic techniques and the safe disposal of sharps.

### Confidentiality and Data Security

- To comply fully with the duties and responsibilities outlined in the Trust's Information Governance Policy.
- To comply with the Data Protection Act 2018 and General Data Protection Regulations (GDPR), National Data Security Standards and any professional code of practice on Confidentiality and Data Protection as accepted by the Trust. Departmental codes of practice and procedures for confidentiality are available from the head of department.
- To ensure that all information collected, stored and used is done so in compliance with the above Act and any relevant Trust Policy.
- To preserve the confidentiality of any information regarding patients, staff records in your area (in connection with their employment) and the Trust business. This obligation shall continue in perpetuity.
- To raise any matters of concern with your Manager/Director

### Safeguarding

- To recognise that promoting the welfare and safeguarding children, young people and adults is everyone's business and access training and supervision as appropriate to the role.
- To support the organisation in ensuring service users are protected from abuse or the risk of abuse and their human rights are respected and upheld.
- To ensure concerns are responded to appropriately in line with the Trust's Safeguarding Adults Policy and the Child Protection Policy and interagency safeguarding procedures.
- To comply with recruitment and other checks as requested by the organisation including undertaking an Enhanced Disclosure via the Criminal Records Bureau.

### Other

- To be aware of and work in line with all Trust policies and procedures.
- To carry out any other tasks as reasonably directed.

## PERSON SPECIFICATION

Band: 5		
Criteria for Selection	Essential Requirements	Desirable Requirements
Knowledge Requirements	Awareness of National and Local policies, especially those relating to school health nursing and immunisations for school aged children	
Qualifications – Academic/Skills/Professional	<ul style="list-style-type: none"> <li>Nurse or Midwife currently registered with the <b>Nursing and Midwifery Council (NMC)</b></li> </ul> <p>or</p> <ul style="list-style-type: none"> <li>Pharmacist currently registered with the <b>General Pharmaceutical Council (GPhC)</b></li> </ul> <p>or</p> <ul style="list-style-type: none"> <li>Paramedic, Physiotherapist, currently <b>registered with the Health and Care Professions Council</b></li> </ul> <p>Demonstrates an understanding of leadership skills</p> <p>Excellent communicator with a good level of interpersonal and organisational skills</p> <p>Ability to demonstrate responsibility and accountability</p> <p>Demonstrate an understanding of multidisciplinary/skill mix workforce management</p> <p>Demonstrates an understanding of evidence-based practice</p>	<p>Experience of inter-agency working</p> <p>Presentation skills</p> <p>Experience of working with children and families</p> <p>Evidence of further professional development</p>

	<p>Demonstrates negotiation skills</p> <p>Motivates and inspires confidence and enthusiasm in self and team</p> <p>Reflective practitioner</p>	
Further Training or Job Related Aptitude and Skills	Demonstrates knowledge and skills of IT	
Experience	Experience of delivering health promotion	Experience of delivering Immunisation programmes
Personal Qualities	<p>Ability to cope with physical demands of role</p> <p>Awareness and acceptance of the rights and needs of service users and staff</p> <p>Demonstrates a non-judgmental approach</p> <p>Adaptable and flexible approach to the delivery of the service</p>	
Contractual Requirements or other requirements	Car driver with current license and access to a car for work purposes	