

COVID-19 Vaccination Programme: Workforce and Training Workstream  
 Job Description Band 5 Registered Healthcare Professional – Cover Sheet

<b>Sponsor: Workforce Workstream</b>	<b>Date: 02/12/2021</b>	
<b>Executive Summary:</b>		
<i>This document provides the HR signed-off job description for the new role created to enable the delivery of the COVID-19 Vaccination Programme – Band 5 Registered Healthcare Professional.</i>	<b>This paper is for (delete as appropriate):</b>	
	<b>Approval</b> – <i>To formally receive and discuss a report and approve its recommendations OR a particular course of action</i>	
	<b>Receipt</b> – <i>To discuss, in depth, a report noting its implications for the programme without formally approving it</i>	
	<b>Note</b> – <i>For the intelligence of the Group without the in-depth discussion as above</i>	✓
	<b>Assurance</b> – <i>To reassure the Group that controls and assurances are in place</i>	
<b>Reason for Consideration and Previous Consideration:</b>		
<i>Updated version control.</i>	<b>Risks:</b> N/A	
<b>Financial / Commercial Implications:</b>		
N/A	<b>Equality, Diversity and Inclusion Impact:</b> N/A	

## Job description and person specification

Position			
<b>Job title</b>	COVID-19 Vaccination Programme – Band 5 Registered Healthcare Professional	<b>Region</b>	N/A
<b>Pay band</b>	AFC Band 5 (indicative)	<b>Responsible to</b>	N/A
<b>Salary</b>	£13.12 - £14.12 p/hour (indicative)	<b>Accountable to</b>	N/A
<b>Tenure</b>	Locally agreed (dependent on employer)	<b>Responsible for</b>	N/A
Service and team		About the role	
<p><i>This role forms an integral part of mass vaccination delivery within a Region.</i></p> <p><i>Further detail about the service and team will be communicated at time of deployment.</i></p>		<p>The COVID-19 Vaccination Programme Band 5 Registered Healthcare Professional will work as part of a dynamic team in delivering a safe and effective service for the mass delivery of COVID-19 vaccinations. The post holder will undertake activities such as clinical assessment and consent and may be involved in vaccine preparation and administration.</p> <p>In particular, the post holder will be responsible for:</p> <ul style="list-style-type: none"> <li>• Conducting clinical assessments, reviewing medical histories and potential adverse reactions</li> <li>• Holding risk/benefit conversations</li> <li>• Escalate complex medical histories to clinical supervisor</li> <li>• Offer sufficient information and obtain informed consent prior to vaccination</li> <li>• May be required to prepare and/or administer the vaccine</li> <li>• Disposal of clinical waste and change of PPE as per national guidelines</li> </ul>	
Key Job specifics and responsibilities		Key accountabilities	

### **Responsibilities for direct/indirect patient care**

- Responsible for providing specialist advice and technical services in relation to the care of patients
- Required to work independently, under reduced supervision
- Plan, advise and recommend treatment when necessary
- Handle difficult conversations (sensitive, language barriers, hostile atmosphere) and convert complex technical information into easily to understand communication

### **Responsibilities for policy and service development implementation**

- Follows policies in relation to the vaccination programme
- Adheres to local and national policies including all applicable local standard operating procedures
- Adheres to Professional Code of conduct, and maintains own professional development ensuring fit for practice
- Follow local and national policy making comments on proposals for change
- Contribute to requirement to optimise productivity and efficiency, participating in group and team discussion to identify best practice
- Respond to queries or escalate to the clinical supervisor
- Support more junior staff in the provision of care including training in the use of protocols as needed

### **Responsibilities for financial and physical resources**

- Responsible for the safe and effective use of equipment and other resources, ensuring equipment is maintained in good working order
- Ensure vaccine, stationery and health promotion resources in immediate work area are ordered and monitored appropriately

### **Responsibilities for human resources (including training)**

- Undertake mandatory and clinical training and any other training relevant to the role as required. This can include vaccine specific training, basic life support, safeguarding and anaphylaxis
- Improve and maintain personal and professional development by participating in in-house forums and meetings

### **Role specific**

- Enable the delivery of vaccinations to all eligible citizens by assisting with the overall coordination of the site activity and day to day delivery of the vaccination programme
- Undertake both routine and specially identified tasks for which the post holder has been trained and assessed as competent, such as below:
- Conduct pre-vaccination clinical assessments to confirm if the patient meets the criteria for safe vaccination, including previous vaccinations undertaken, current health condition, assessment of any clinical conditions (medical history) and allergies
- Complete the clinical triage questionnaire based on the above
- Ensure knowledge of conditions that affect suitability for vaccination and previous vaccination history
- Address any potential adverse reaction risks and provide patient with information and advice on any adverse reactions and contra indications
- Address any concerns that may arise regarding the vaccine and contra-indications
- Ensure appropriate patient understanding of the vaccination implications and get consent agreement on vaccination
- Record clinical assessment and consent into point of care systems
- Direct any patients with accessibility needs to an accessible areas when appropriate
- May be required to prepare the vaccine (reconstitution, drawing up), using non-touch aseptic technique, as per the standard operating procedure (SOP) and manufacturer's instructions
- May be required to administer the vaccine via intra-muscular route (either in the deltoid muscle of the patient's upper arm or the antero-lateral aspect of the thigh if indicated) in accordance with training and local and national policies, procedures and standards
- Wear adequate PPE equipment in line with current national guidelines
- Conduct hand hygiene, either alcohol hand gel or hand washing according to guidance before and after each vaccination
- Ensure proper disposal of clinical and non-clinical waste and change of PPE and ensure surfaces are wiped down as per national guidelines
- Be able to respond to and raise issues or concerns with the registered health care professional on complications or emergency situations, such as anaphylaxis

- Understand current and emerging factors related to workplace health and the issues facing those working to deliver health services to the UK population
- Have an awareness of policies and procedures that affect the management of staff
- Involved in the induction and supervision of new and existing staff

#### **Responsibilities for information resources (including systems access)**

- Effectively use IT support systems to enhance direct and indirect care delivery
- Use of an electronic patient record system
- Submit accurate and timely activity data as required
- Ensure correct recording of patient data information

#### **Freedom to act**

- To make judgements and decisions within the confines of own professional code of conduct boundaries, within national and trust guidelines/policies and within legal mechanisms in place
- Interpret overall health service policy and strategy
- Work independently with some supervision

#### **Physical effort**

- Manual handling of equipment (e.g. records, vaccination equipment)
- Frequent requirement to exert moderate physical effort (walking, standing up)
- Sit moderate periods in the office when using visual Display Units / writing records / correspondence
- Lift and carry patient records and equipment daily

#### **Mental effort**

- Frequent requirement for intense concentration
- Work pattern altering to meet service need and prioritising work issues accordingly with changes faced

- Respond to queries appropriately and liaise with the clinical supervisor where necessary to gain further advice or information

#### **Behaviour / Ways of working / Work approach**

- Manage and prioritise own workload
- Work as an effective team member, demonstrate good personal communication skills and actively promote excellent team and interdisciplinary relationships
- Demonstrate appropriate assertiveness and ability to challenge others when the rights of patients may be affected
- Display good analytical ability and sound decision making in changing clinical situations
- Demonstrate concise, accurate, timely record keeping and ensure that all work carried out is recorded accurately
- Provide skilled, evidence-based care which adheres to agreed policies and procedures

#### **Patient Safety and Clinical Governance**

- Use clinical judgement and risk assessments to keep the patients as safe as possible
- Follow the centre and national policies including national protocols, Patient Group Directions (PGDs), Patient Specific Directions (PSDs) and standard operating procedures (SOPs). These include SOPs on the safe storage, administration and disposal of the vaccine, needle stick injury, Hep B management
- Assist in the monitoring and maintenance of the health, safety and security of self and others in work area
- Assist in the identification and assessment risks in work activities. Report and mitigate these risks
- Practise in accordance with the professional, ethical and legal codes of the site and its protocols and guidelines
- Work with team to maintain high standards of infection control in the clinical area and a well-maintained department environment
- Actively promote diversity and sustain relationships that promote dignity, rights and responsibilities. Identify and take action to address discrimination and oppression

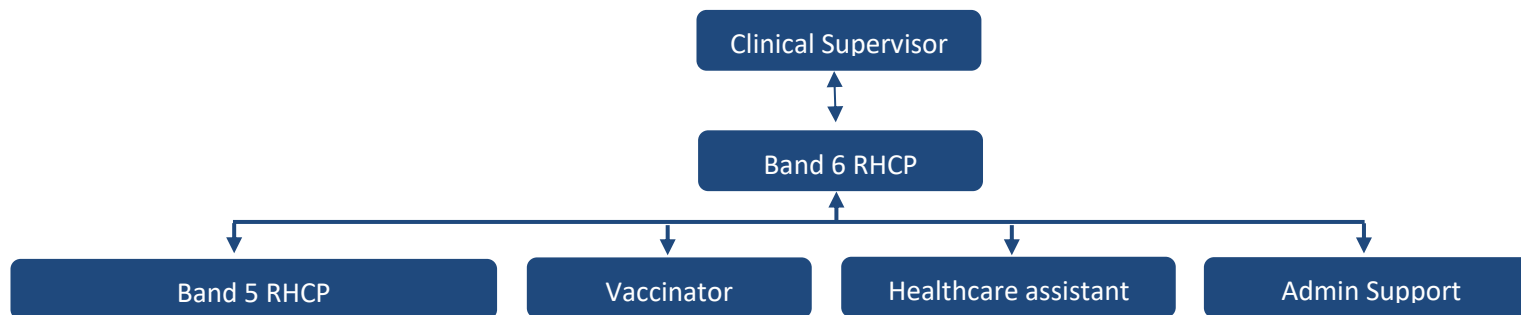
### Emotional effort

- Frequent need to cope with difficult emotional situations
- Occasional exposure to aggressive patients and/family members

- Ensure that the practice complies with Data Protection/ Confidentiality/ Caldicott principles in addition to Statutory and Regulatory guidelines of the Professional Bodies
- Safeguard people by recognising and responding when an adult or child might be at risk from abuse but also recognising their own limits and asking for help and escalate concerns when necessary
- Reflect on everyday practice to identify areas where improvements in safety or quality can be made
- Maintain compliance with staff mandatory training requirements
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## Organisational structure

The organisation structure below is indicative based on delivery under the National Protocol. Each vaccination site will locally determine its own organisational structure, including accountability and delegation based on local legal mechanism of delivery and governance.



## Person specification

Criteria		Essential	Desirable	Evidence*
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• Educated to degree level in relevant subject or equivalent level of experience of working at a similar level in specialist area</li> <li>• Registered Healthcare Professional (e.g NMC, GPhC, HCPC, GDC) or equivalent for other healthcare professionals (ie GOC), in line with given legal mechanism of delivery in place</li> <li>• Training and experience of vaccination programmes</li> </ul>	<ul style="list-style-type: none"> <li>√</li> <li>√</li> </ul>	<ul style="list-style-type: none"> <li>√</li> </ul>	A/I
<b>Knowledge and experience</b>	<ul style="list-style-type: none"> <li>• Commitment and willingness to undertake learning and development courses as required to ensure competency for role, this will include COVID-19 vaccine specific training, basic life support, anaphylaxis and NHS statutory and mandatory training</li> <li>• Willingness to undertake competency assessments</li> <li>• Understanding of Confidentiality and Data Protection Act</li> <li>• Previous experience in similar clinical role</li> <li>• Experience of working as part of a multi-disciplinary team</li> <li>• Practical skills and knowledge of cold chain procedures and medicines management</li> <li>• Working knowledge and literate with computer skills to use of word document, internet access and email correspondence and electronic record keeping</li> <li>• Evidence of continuous personal and professional development and willingness to commit to ongoing CPD</li> </ul>	<ul style="list-style-type: none"> <li>√</li> <li>√</li> <li>√</li> <li>√</li> <li>√</li> <li>√</li> </ul>	<ul style="list-style-type: none"> <li>√</li> <li>√</li> </ul>	A/I
<b>Skills Capabilities &amp; Attributes</b>	<ul style="list-style-type: none"> <li>• Effective skills in communicating complex and sensitive information and in difficult situations, requiring empathy, reassurance, persuasion and influence</li> <li>• Skills for nurturing key relationships and maintaining networks</li> <li>• Ability to analyse and interpret information, pre-empt, and evaluate issues, and recommend and appropriate course of action to address the issues</li> <li>• Problem solving skills and ability to respond to sudden unexpected demands</li> <li>• Ability for decision-making where there may be a number of courses of action</li> <li>• Ability to engender trust and confidence and demonstrate integrity in the provision of advice and support</li> <li>• Able to work under limited supervision using own initiative, organising and prioritising own workload to changing environment</li> </ul>	<ul style="list-style-type: none"> <li>√</li> <li>√</li> <li>√</li> <li>√</li> <li>√</li> <li>√</li> </ul>		A/I
<b>Values and Behaviours</b>	<ul style="list-style-type: none"> <li>• Commitment to and focused on quality, promotes high standards</li> <li>• Flexible approach to work and ability to cope with uncertainty and change</li> <li>• Values diversity and difference, operates with integrity and openness</li> <li>• Works well with others, is positive and helpful, listens, involves, respects and learns from the contribution of others</li> <li>• Actively develops themselves and supports others to do the same</li> </ul>	<ul style="list-style-type: none"> <li>√</li> <li>√</li> <li>√</li> <li>√</li> <li>√</li> </ul>		A/I

	<ul style="list-style-type: none"> <li>• Ability to work in a variety of settings</li> <li>• Understanding of and commitment to equality of opportunity and good working relationships</li> </ul>	✓ ✓		
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* Evidence will take place with reference to the following information:	
<b>A</b>	Application form
<b>I</b>	Interview
<b>T</b>	Test or Assessment
<b>C</b>	Certificate