

COVID-19 Vaccination Programme: Workforce and Training Workstream  
 Job Description Vaccinator – Cover Sheet

<b>Sponsor: Workforce Workstream</b>	<b>Date: 02/12/2020</b>	
<b>Executive Summary:</b>		
<p><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 – Vaccinator.</i></p>	<b>This paper is for (delete as appropriate):</b>	
	<p><b>Approval</b> – <i>To formally receive and discuss a report and approve its recommendations OR a particular course of action</i></p>	
	<p><b>Receipt</b> – <i>To discuss, in depth, a report noting its implications for the programme without formally approving it</i></p>	
	<p><b>Note</b> – <i>For the intelligence of the Group without the in-depth discussion as above</i></p>	✓
<p><b>Assurance</b> – <i>To reassure the Group that controls and assurances are in place</i></p>		
<b>Reason for Consideration and Previous Consideration:</b>		
<p><i>Updated version control.</i></p>	<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 Vaccinator	<b>Region</b>	
<b>Pay band</b>	AFC Band 3 (indicative)	<b>Responsible to</b>	
<b>Salary</b>	£10.40 - £11.14 p/hour (indicative)	<b>Accountable to</b>	
<b>Tenure</b>	Locally agreed (dependent on employer)	<b>Responsible for</b>	Responsible for day to day work assigned to .....team. <i>[insert name of team]</i>
<b>Funding Arrangements</b>	Choose an item.	<b>Base</b>	
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 Vaccinator will work as part of a dynamic team in delivering a safe and effective service for the mass delivery of COVID-19 vaccine(s). The post holder will be responsible for preparing and administering the vaccine to citizens within a team of staff working in a clinical team under the direction and supervision of a registered health care professional.</p> <p>In particular the post holder will be responsible for:</p> <ul style="list-style-type: none"> <li>• Configuration of their vaccination station</li> <li>• Preparation of the vaccine</li> <li>• Administration of the vaccine</li> <li>• Disposal of clinical waste and change of PPE as per national guidelines</li> <li>• Adherence to infection control practices between individuals</li> <li>• Offer administrative support when required</li> </ul>	

Key Job specifics and responsibilities	Key accountabilities
<p><b>Responsibilities for patient care</b></p> <ul style="list-style-type: none"> <li>Administration of the vaccine to already consented and assessed individuals</li> <li>Assess the patient's readiness for vaccination</li> <li>Address any concerns and ensure consent and clinical assessment has already taken place</li> <li>Ensure preparation of the vaccine has been undertaken appropriately</li> <li>Check vaccine before administration and report any concerns i.e. about the syringe/needle/dose to the clinical supervisor. Cross check that vaccine batch numbers are recorded under the correct patient records</li> <li>Disposal of syringes and sharps as per the clinical waste policy</li> <li>Take on accountability for preparation and/or administration of the vaccine, including issuing of the vaccine card to client and reminder of second dose if appropriate</li> </ul> <p><b>Responsibilities for policy and implementation</b></p> <ul style="list-style-type: none"> <li>Follows policies in relation to the vaccination programme</li> <li>Follows local and national policies including all applicable local standard operating procedures</li> <li>Be aware of requirement to optimise productivity and efficiency, participating in group and team discussion to identify best practice</li> </ul> <p><b>Responsibilities for financial and physical resources</b></p> <ul style="list-style-type: none"> <li>Responsible for the safe and effective use of equipment and other resources, ensuring equipment is maintained in good working order</li> </ul> <p><b>Responsibilities for human resources (including training)</b></p> <ul style="list-style-type: none"> <li>Undertake mandatory and clinical training and any other training relevant to the role as required. This will include training in vaccine preparation, administration, basic life support, safeguarding and anaphylaxis</li> </ul>	<p><b>General / Role Specific</b></p> <ul style="list-style-type: none"> <li>Undertake both routine and specially identified tasks for which the post holder has been trained and assessed as competent, such as below:</li> <li>Confirm the identity of the patient and the agreement of undertaking vaccination, addressing any concerns</li> <li>Address any additional questions or refer back to the registered health care professional as appropriate</li> <li>Ensure that the vaccination is conducted in line with the patient's condition (offer seat if necessary, encourage them to relax their arm and ensure they are in the most appropriate position to receive the vaccine)</li> <li>Prepare the vaccine (reconstitution, drawing up), using non-touch aseptic technique, as per the standard operating procedure (SOP) and manufacturer's instructions</li> <li>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</li> <li>Immediately observe patient's reaction and if appropriate, direct people to the registered health care professional or post vaccination observation area</li> <li>Wear adequate PPE equipment in line with current national guidelines</li> <li>Conduct hand hygiene, either alcohol hand gel or hand washing according to guidance before and after each vaccination</li> <li>Ensure proper disposal of clinical and non-clinical waste and change of PPE and ensure surfaces are wiped down as per national guidelines</li> <li>Be able to respond to and raise issues or concerns with the registered health care professional on complications or emergency situations, such as anaphylaxis</li> <li>Respond to queries appropriately and liaise with the clinical supervisor where necessary to gain further advice or information</li> </ul>

- Participate in clinical and other audits as required
- Participate in relevant emergency preparedness process for their team
- Demonstrate own activities to others when necessary to ensure ongoing competency
- Understand current and emerging factors related to workplace health and the issues facing those working to deliver health services to the UK population

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

- Effectively use IT support systems to enhance direct and indirect care delivery (explain the relevance of this to administering of vaccinations)
- Use of an electronic patient record system
- Submit accurate and timely activity data as required
- Record adverse events and clinical incidents and/or report to the registered health care professional

#### **Freedom to Act**

- Accountable for own professional actions, under the support and supervision of the registered healthcare professional
- Works within the National Protocol
- Escalates queries or problems outside own area of competence to registered healthcare professionals or clinical supervisor

#### **Physical effort**

- Manual handling of equipment (e.g. vaccination equipment)
- Standing up whilst delivering vaccination (most of the working hours)
- Sitting moderate periods when using Visual Display Units / writing records / correspondence
- Lifting and carrying of patient records and equipment daily

#### **Mental effort**

- Frequent concentration to complete vaccine preparation and administration
- Work pattern altering to meet service need and prioritising work issues accordingly with changes faced

#### **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 and others may be infringed
- Demonstrate ability to assess, plan, implement and evaluate the needs of patients
- Demonstrate concise, accurate, timely record keeping and ensure that all work carried out is recorded accurately

#### **Clinical Governance**

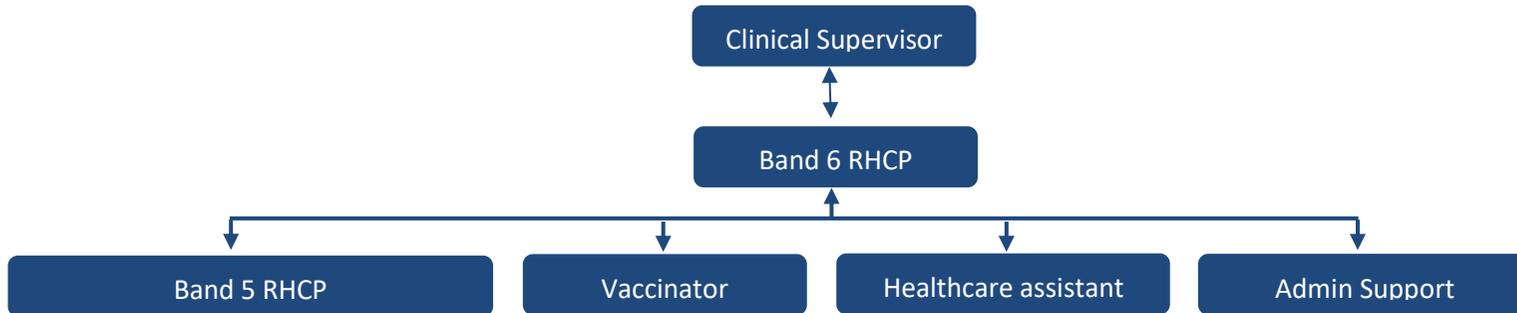
- Assist in the monitoring and maintenance of the health, safety and security of self and others in work area
- Assist in the identification and assessment risks in work activities
- Observe and maintain strict confidentiality with regards to any patient/family/staff/records and information in line with the requirements of the Data Protection Act
- Practise within the national protocols, training and levels of competence
- Adhere to all centre policies, procedures and processes
- Work with team to maintain high standards of cleanliness in the clinical area and a well-maintained department environment

**Emotional effort**

- Occasionally needs to cope with difficult emotional situations
- Occasional exposure to aggressive patients and family members

**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 NVQ 3-4 level in a relevant subject or equivalent level of qualification and short courses or equivalent clinical previous proven experience</li> <li>First aid training</li> <li>Experience in giving injections or vaccinations previously</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> </ul>	√  √ √		A/I
<b>Skills Capabilities &amp; Attributes</b>	<ul style="list-style-type: none"> <li>Good communication skills</li> <li>Communicates complex condition related information to patients, requiring empathy and reassurance</li> <li>Ability to work as part of a team and actively participate in team meetings</li> <li>Able to maintain and record accurate documentation of interactions between clients, colleagues and other agencies in the appropriate legal records</li> <li>Able to demonstrate professional conduct, preserve patient rights including confidentiality and promote mutual respect amongst colleagues</li> </ul> <p><b>Analytical and judgment skills</b></p> <ul style="list-style-type: none"> <li>Able to make decisions appropriate to role, level of knowledge and competence, using professional judgement; some of which will require analysis</li> <li>Work according to protocols under clinical supervision.</li> </ul> <p><b>Planning and organisational skills</b></p> <ul style="list-style-type: none"> <li>Able to work flexibly and respond to changing demands in workload</li> <li>Able to prioritise own work and support the team daily</li> <li>Delivers vaccination sessions and health promotion as needed</li> </ul> <p><b>Physical skills</b></p> <ul style="list-style-type: none"> <li>Standard keyboard skills and IT literacy</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> </ul>	√ √		A/I

	<ul style="list-style-type: none"> <li>• Able to make a connection between their work and the benefit to patients and the public</li> <li>• Consistently thinks about how their work can help and support clinicians and frontline staff deliver better outcomes for patients.</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> </ul>	√ √	√	
<b>Other</b>	<ul style="list-style-type: none"> <li>• An ability to maintain confidentiality and trust and an awareness of information governance requirements and data protection</li> </ul>	√		A/I

* 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