

COVID-19 Vaccination Programme: Workforce and Training Workstream
Job Description Band 6 Registered Healthcare Professional – Cover Sheet

Sponsor: Workforce Workstream	Date: 02/12/2021	
Executive Summary:	This paper is for (delete as appropriate):	
<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 6 Registered Healthcare Professional.</i>	Approval – To formally receive and discuss a report and approve its recommendations OR a particular course of action	
	Receipt – To discuss, in depth, a report noting its implications for the programme without formally approving it	
	Note – For the intelligence of the Group without the in-depth discussion as above	✓
	Assurance – To reassure the Group that controls and assurances are in place	
Reason for Consideration and Previous Consideration:	Risks:	
<i>Updated version control.</i>	N/A	
Financial / Commercial Implications:	Equality, Diversity and Inclusion Impact:	
N/A	N/A	

Job description and person specification

Position			
Job title	Registered Healthcare Professional-Supervision	Directorate/ Region	
Pay band	AFC Band 6 (indicative)	Responsible to	
Salary	£16.52 - £17.48 p/hour (indicative)	Accountable to	
Tenure	Locally agreed (dependent on employer)	Responsible for	Responsible for day to day work assigned toteam. <i>[insert name of team]</i>
Funding Arrangements	Choose an item.	Base	
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 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 vaccine(s). The post holder will undertake a clinical supervisory role, overseeing a team of vaccinators.</p> <p>In particular, the post holder will be responsible for:</p> <ul style="list-style-type: none"> • Supervision of clinical assessment and consent prior to vaccination • Supporting the assessment of those with complex medical histories and potential adverse reactions and offering specialist advice as needed • Supervision of the configuration of the vaccination station • Supervision of reconstitution and drawing up of the vaccine prior to administration and ensuring that each activity is recorded • Supervision of safe vaccine administration • Supervision of post vaccination observation stage and responding to any emergencies as appropriate 	
Key Job specifics and responsibilities		Key accountabilities	

Responsibilities for patient care

- Responsible for clinical supervision of a team of vaccinators
- Responsible for providing highly specialist advice and technical services in relation to the care of patients
- Required to work with minimal supervision
- Plan, advise, recommend and evaluate 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
- Oversees 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
- Act as a mentor or respond to any escalations or queries from more junior staff
- Support staff in the provision of care including training in the use of site protocols for implementing safe delivery of the service

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 are ordered and monitored appropriately

Responsibilities for human resources (including training)

Role specific

- Undertake a clinical supervisory role, overseeing several unregistered vaccinators, volunteers and/or registered healthcare professionals, ensuring a safe delivery of the vaccination service
- Assist to influence and facilitate learning and best practice within the setting and service areas
- Assist with the overall coordination of the vaccine activity and day to day delivery of the vaccinations, ensuring clinic rooms and equipment within own area are prepared and sufficient stock of clinic supplies are available
- Supervise the pre-vaccination clinical assessments to confirm the correct vaccination, the consent agreements and consult on the provision of specialist advice on contra indications. Address any concerns that may arise regarding the vaccine and contra-indications.
- Supervise the review of complex patient medical history and address any potential adverse reaction risks; support challenging conversations around vaccine risk/benefit, adverse reactions and concerns
- Supervise and coordinate the vaccine preparation (reconstitution and drawing-up) as per the standard operating procedure (SOP) and manufacturer's instructions
- Supervise vaccination delivery (oversee paperwork and vaccine confirmation activity, ensure national guidelines are respected regarding PPE, clinical and non-clinical waste, sanitisation)
- Supervise the vaccinators / volunteers / healthcare assistants / administrative staff in the delivery of vaccinations
- Supervise the post vaccination observation area and be the escalation point for any complex adverse reactions and anaphylaxis shocks
- Follow PPE guidelines (i.e. exchange PPE equipment if the individual has come into contact with a patient when overseeing the vaccination process)
- May be required to train and/or assess and sign-off competence of new vaccinators
- Coordinate the infection control and waste disposal, ensuring that all activities are adhered to the highest health and safety standards

Behaviour / Ways of working / Work approach

- Manage and prioritise own workload

- 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, clinical meetings and clinical supervision and support the development of others by acting as a mentor and role model
- 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
- Mentors other staff frequently

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 adverse events and clinical incidents

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
- Act with minimal guidelines and set goals and standards for others

Physical effort

- Manual handling of equipment (e.g. records, vaccination equipment)
- Frequent requirement to exert moderate physical effort (walking, standing up)

- 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
- Display good analytical ability and sound decision making in changing clinical situations
- Develop insight into evidence underpinning care
- 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
- Be a confident and competent computer user with good IT skills and experience of using applications such as Outlook, Word, Excel
- 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

- 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 (supervisory responsibility, drawing-up, patient assessment and observation)
- Work pattern altering to meet service need and prioritising work issues accordingly with changes faced

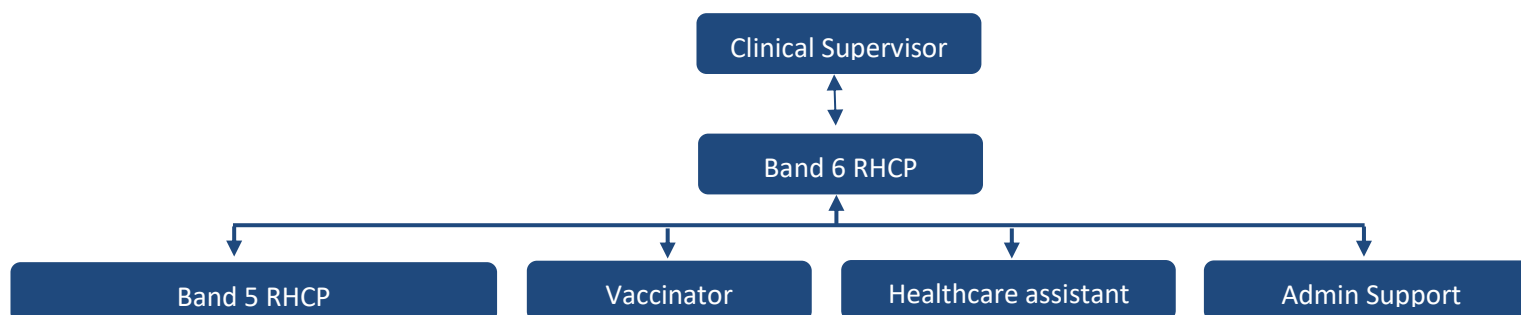
Emotional effort

- Occasional 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

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*
Qualifications	• Educated to degree level in relevant subject or equivalent level of experience of working at a similar level in specialist area	√		A/I
	• 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	√		
	• Training and experience of vaccination programmes		√	
Knowledge and experience	• 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	√		A/I
	• Willingness to undertake competency assessments	√		
	• Understanding of Confidentiality and Data Protection Act	√		
	• Previous experience in similar role in public sector		√	
	• Previous experience in clinical supervision		√	
	• Previous experience in vaccination or proven relevant transferable skills (i.e. injections, medical entitlements)	√		
	• Experience of working as part of a multi-disciplinary team	√		
	• Working knowledge and literate with computer skills to use of word document, internet access and email correspondence and electronic record keeping	√		
	• Evidence of continuous personal and professional development and willingness to commit to ongoing CPD	√		

Skills Capabilities & Attributes	<ul style="list-style-type: none"> • Effective skills in communicating complex and sensitive information and in difficult situations, requiring empathy, reassurance, persuasion and influence • Practical skills and knowledge of cold chain procedures and medicines management • Skills for nurturing key relationships and maintaining networks • Ability to analyse and interpret information, pre-empt, and evaluate issues, and recommend an appropriate course of action to address the issues • Problem solving skills and ability to respond to sudden unexpected demands • Ability to make decisions on difficult issues where there may be a number of courses of action • Ability to engender trust and confidence and demonstrate integrity in the provision of advice and support • Able to work under limited supervision using own initiative, organising and prioritising own and others' workloads to changing and often tight deadline 	√ √ √ √ √ √		A/I
Values and Behaviours	<ul style="list-style-type: none"> • Commitment to and focused on quality, promotes high standards • Flexible approach to work and ability to cope with uncertainty and change • Values diversity and difference, operates with integrity and openness • Works well with others, is positive and helpful, listens, involves, respects and learns from the contribution of others • Actively develops themselves and supports others to do the same • Ability to work in a variety of settings • Understanding of and commitment to equality of opportunity and good working relationships 	√ √ √ √ √ √ √		A/I

* Evidence will take place with reference to the following information:	
A	Application form
I	Interview
T	Test or Assessment
C	Certificate