

Integrated Children's Services

JOB DESCRIPTION & PERSON SPECIFICATION

JOB TITLE: COVID Immunisation Healthcare Assistant

BAND: 3

REPORTS TO: TBC

BASE: TBC

JOB SUMMARY

1. To assist the COVID Immunisation and Vaccination team in the delivery of a safe and effective immunisation programme.
 2. To assist the team to ensure sessions run smoothly
 3. To ensure systems and processes are in place to support the clinical lead to manage the immunisation and vaccination programme
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MAIN RESPONSIBILITIES OF THE POST

Organisational Values:

Compassion in Action - We listen, are respectful and respond with empathy, humanity and kindness to the emotions and needs of our patients, service users and carers.

Working Together - We put patients at the centre of everything we do. We communicate with and involve patients, service users, families, carers, and the communities we serve and respond to their feedback.

Respect for Everyone - We provide person-centred care and treat everyone with dignity and compassion at all times. We will see each person as unique and valuable. We respect the contribution everyone makes.

Seeking Excellence - We work in partnership with patients, service users and carers to agree and achieve the best possible outcomes.

- To support the teams in organising immunisation and vaccination sessions.



- Undertake some aspects of the immunisation sessions, including the administration of vaccines to ensure the smooth running of the sessions under direction of clinical lead and registered nurses.
- To work effectively as a team member accepting delegated duties from the clinical lead
- Inputting information about immunisation and vaccination onto systems
- Ordering stock and stock control
- To support team data collection by developing spreadsheets and databases to collect and collate
- To monitor and record fridge temperatures to maintain the cold chain
- To attend all statutory training sessions
- To communicate in order to plan and coordinate sessions. This will involve delivering and collecting consent forms and negotiating the use of rooms at sites.
- To participate in Employee Development Reviews and identifying own training needs
- To adhere to Trust Policies & Guidelines with regard to Safeguarding Children
- To organise own relief cover for annual leave and study times.
- Develop own Knowledge and competence

Communication

- Communicate with a wide range of people.
- Basic, sensitive, complex and contentious information may be communicated
- The post holder may experience language barriers
- Verbal, phone and written communication will be used

Analytical and Judgemental Skills/ Freedom to Act

- The post holder must act independently to delegated duties
- The post holder will receive supervision from the clinical lead and should be aware they can approach any team member for support and advice



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- The post holder will need to be aware of and work alongside local, Trust, and National guidelines and Policies

Planning and Organisational Skills

- The post holder will have responsibility for the short, medium and long-term planning of the data required by the team
- The post holder must prioritise competing demands
- The post holder will be able to be organised and coordinate the ordering of stationery and equipment as requested
- To ensure the provision of accurate data for statistical and planning purposes as requested

Physical Skills

- Keyboard skills are a requirement.
- Required to carry equipment for immunization and vaccination sessions to clinics.
- Organise and deliver effective admin support to the clinical lead

Responsibility for Patients/Clients

- To meet, greet, and organise large groups of people.
- To reassure and provide information at sessions to a variety of people as directed by the registered nurses

Policy and Service Responsibilities

- The post holder may be involved in suggesting service changes, which may apply to department or service wide
- To be familiar with and work within the Trust's policies and procedures.
- Maintain confidentiality in line with the Trust's policy on confidentiality.
- Maintain all records in accordance with Trust policy.

Responsibility for Financial and Physical Resources

- The post holder will be responsible for monitoring office stationery, clinic supplies, and requesting replacements authorized by the clinical lead, and will be responsible for receiving the goods



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- The post holder will be responsible for ensuring calibrating of all equipment used within the team
- To be accountable for the effective use of resources both physical and non-physical within span of control – reporting concerns as appropriate
- Assist in identifying team trends in the use of resources
- To negotiate priorities in workload in conjunction with the clinical lead

Responsibility for Staff

- Participate in induction for new staff
- To administratively support the clinical lead with HR issues

Responsibility for Information

- The post holder will be responsible for inputting data into systems regarding immunisation and vaccination
- There will be responsibility for inputting and searching for data
- To recognise the importance of concise and accurate information – verbal and written

Research and Development

- The post holder will undertake audits and surveys as required for role.

Physical Effort

The following is an expectation of the role and will vary in frequency;

- Sitting, standing, walking
- Pushing/pulling trolleys and carrying equipment for immunisation and vaccination sessions
- Lifting equipment either with or without mechanical aids

Mental Effort

The following is an expectation of the role;

- Taking messages and recording accurately in an agreed approach.
- Checking documents and systems for patient data
- Analysing statistics or carrying out calculations



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- Typing as and when required

Emotional Effort

The following is an expectation of the role on an ad-hoc basis;

- Providing a telephone service and therefore being able to diffuse/manage distressed patients/clients/parents on a frequent basis.

Working Conditions

The following is an expectation of the role

- Using a Visual Display Unit (VDU) frequently to ensure records are maintained

OTHER DUTIES

1. The post holder will be required to use a computer, either a stand alone or as part of a networked system, and will be responsible for the quality of information. The amount of time spent on this type of work will vary.
2. The Trust embraces the principles of Improving Working Lives and all staff will be required to adhere to the standards laid down in this initiative.
3. The post holder will be required to take part in an annual performance appraisal, where this job description will be reviewed, and objectives set.
4. The Trust has a No Smoking Policy that prohibits any smoking whilst at work.
5. To follow and adhere to the Trust's Health and Safety Policies and instructions and be responsible for your own and others health and safety in the work place.
6. The post holder is expected to contribute to the creation of a working environment where everyone feels respected, valued and treated with dignity.

This job description is not exhaustive and may be amended in consultation with the post holder. It should be reviewed whenever major changes have been agreed to the post and should be reviewed as part of the annual appraisal process to ensure it remains an accurate reflection of the duties and responsibilities undertaken by the post holder

Safeguarding Children and Adults

All Trust staff have a responsibility to ensure the safeguarding of children, young people and vulnerable adults. This includes attending statutory and mandatory training, adhering to local Safeguarding Children and Adults boards' policies and procedures and inter-agency guidance as identified in the Trust's Safeguarding policies and procedures.



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Confidentiality

Personal information and many of the duties of this post are of a confidential nature and disciplinary action will be taken if confidential information is divulged to inappropriate persons.

Data Protection Act

All staff are reminded of their duties and responsibilities as employees under the General Data Protection Regulations (2018) and in particular to ensure that Personal Data is not negligently or unlawfully handled or disclosed to unauthorised persons.

Infection Control

As an employee of Coventry and Warwickshire Partnership Trust you are responsible for protecting yourself and others against the risk of acquiring a Healthcare Associated Infection. All staff, clinical or non-clinical, are expected to comply with infection control policies and procedures. You will attend the mandatory infection control training and updates as required by the Trust.

Environmental Issues

The Trust is committed to reducing its impact on the environment by preventing pollution, continually improving its environmental performance which increases the wellbeing of staff and patients. As a member of staff you are expected to adhere to policies to assist the Trust in meeting its environmental and sustainability targets.

Post holder's Signature

Date:

Post holder's Name:

Manager's Signature

Date:

Manager's Name:



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Person Specification

JOB TITLE: COVID 19 Immunisation Healthcare Assistant

		HOW MEASURED? A (Application form) I (Interview)	WEIGHTING 1 – Low 2 – Medium 3 – High
Coventry and Warwickshire Partnership Trust Values	Demonstrable ability to meet the Trust Values 	A/I	3
QUALIFICATIONS	Good level of general education including English and Maths NVQ 3 in Healthcare or equivalent experience For Bands 1-4 clinical Care Certificate or willingness to complete Care Certificate within 12 weeks	A & I A & I A	3 3 3
KNOWLEDGE & SKILLS	Can evidence a good working knowledge of email, word processing, Excel, and data base manipulation Demonstrate an understanding of equal opportunities Policy and the implementation for service delivery Good interpersonal skills Good communication skills	I I A & I I	3 3 3 3



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	Good listening	A & I	3
	Good record keeping	A	3
	Reporting back to Senior Team Member	I	3
	Good verbal and written skills	A& I	3
	Recording and maintenance of Information Systems	A & I	3
	Problem solving	I	3
	Evidence of Team Working	A & I	3
EXPERIENCE	Previous experience in dealing with conflict	I	1
	Experience of Microsoft/IT packages	I	3
PERSONAL ATTRIBUTES <i>(Demonstrable)</i>	No discriminating attitudes of behaviours	I	3
	Work as a committed team member	A & I	3
	Display flexibility	A & I	3
OTHER <i>(Please specify)</i>	Willing to undertake a DBS (Disclosure and Barring Service) Clearance	A	3



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