



# Registered Healthcare Professionals - Immunisations

## INFORMATION FOR CANDIDATES

## ABOUT THE TRUST

The Shrewsbury and Telford Hospital NHS Trust (SaTH) is the main provider of acute hospital services for around half a million people in Shropshire, Telford & Wrekin and mid Wales.

Encompassing some of the most picturesque parts of England and Wales, the Trust's catchment stretches from the Cambrian Mountains in the west, to Newport and the fringes of the Black Country in the east.

The main towns include: Bridgnorth, Ludlow, Market Drayton, Oswestry, Shrewsbury and Whitchurch (in Shropshire); Newport, Telford and Wellington (in Telford & Wrekin); and Newtown and Welshpool (in Powys) – all beautiful and unique.

Our main service locations are The Princess Royal Hospital (PRH) in Telford and The Royal Shrewsbury Hospital (RSH) in Shrewsbury which are located 20 minutes drive apart. Together they provide 99% of our activity. Both hospitals provide a wide range of acute hospital services including accident & emergency, outpatients, diagnostics, inpatient medical care and critical care.

We also provide services such as consultant-led outreach clinics at Telford, the Robert Jones and Agnes Hunt Orthopaedic Hospital, Gobowen and the Bridgnorth, Ludlow and Whitchurch Community Hospitals.

We employ more than 6,000 people, and hundreds of colleagues and students from other organisations also work in our hospitals. We benefit from around 1,000 wonderful volunteers, and our main charitable partners are the League of Friends at The Royal Shrewsbury Hospital, Friends of The Princess Royal Hospital, and the Lingen Davies Cancer Appeal which is based at The Royal Shrewsbury Hospital.



# OUR VISION AND VALUES

The Shrewsbury and Telford Hospital NHS Trust is an organisation that strives to provide high quality, safe care for our patients in an environment which our staff are proud to work in

## Our Vision:

“To provide excellent care for the communities we serve”

## Our Values:



## OUR VISION

We believe that by adhering to our Vision and working with our Values in mind we can behave in a way which will ensure the right results for the people that matter most – our patients and their families.

## OUR VALUES

Our Trust Values provide a guide for our daily lives which we are all expected to uphold, both at work and when we are representing the Trust.

Our Values were developed by staff and our patients, so they represent what is important to us within the organisation and the way we should all behave towards patients, carers, visitors, partners and each other.

You will see our Values throughout the Trust; they are not just words on a page, they represent what we are about here at SaTH. We want patients and their families to say that the care and service they receive from all of us is consistently high-quality, safe, effective, and personalised, so the feelings behind the Values shouldn't come as a surprise to anyone working in the NHS.

The reason why it is important that they are clearly written down is, so we all know what's expected, and none of us are surprised if we are asked to explain any unacceptable behaviour. Ultimately, if we follow our Values, we will provide services that are better for our patients and better for each other.

## A MESSAGE FROM OUR CEO

Thank you for your interest in this role.

Our Trust's Vision is to provide excellent care for the communities we serve. We are striving to provide high quality, safe care for our patients in an environment which our colleagues are proud to work in.

We are looking for an inspiring, motivated individual who demonstrates our values, and who can provide clear vision and direction as we continue to move forward.

You will know that our Trust is on an improvement journey. Our recent Care Quality Commission inspection demonstrates that we are making progress towards our aim of Getting to Good, despite the challenges of a pandemic. We also know that we have more to do and that we must sustain the changes if we are to keep on improving. We are wholeheartedly committed to this and have plans in place to support this including our exciting Hospitals Transformation Programme. This will support the reconfiguration of where and how we deliver our services and the modernisation of our facilities and infrastructure, so that we can deliver better quality care for all of our communities.

It is a really exciting time to be a part of our Trust. I hope that you will join us to help steer and support us on our journey.

*Louise Barnett*

Louise Barnett  
CHIEF EXECUTIVE OFFICER

## A MESSAGE FROM OUR DIRECTOR OF NURSING

Thank you for your interest in this role.

Our Trust's Vision is to provide excellent care for the communities we serve. We are striving to provide high quality, safe care for our patients in an environment which our colleagues are proud to work in.

Here at SaTH we strive to provide excellent care for our communities, and nursing is an integral part of our workforce to enable this to be achieved.

The role of a nurse is incredibly rewarding. As nurses we are often a source of great comfort and hope to patients during some of life's most pivotal moments, and you could play your part in that journey.

I have been a nurse for 30 years and every day I see the dedication and commitment our nurses show. When you join our team, you will be given the support, guidance and opportunities to develop and flourish here at SaTH.

*Hayley Flavell*

HAYLEY FLAVELL  
DIRECTOR OF NURSING

# COLLEAGUE BENEFITS

## GENERAL

27 days annual leave entitlement at joining, increasing with length of service, plus 8 bank holidays

Flexible working policies

Generous maternity pay and 2 weeks full pay paternity leave

Colleague recognition scheme and long service awards

Option to buy and sell additional annual leave

Greener travel initiative, including cycle to work scheme and lift share

Childcare information and support available, including onsite nurseries

Discounted bus passes with Arriva

## FINANCIAL

Access to various local and national discounts via various external websites

- Blue Light Card
- Health Service
- Discounts NHS

Salary sacrifice schemes for home electronics and bikes

Generous Pension scheme

Access to a financial support booklet

Pre-retirement courses

Free Will writing service

Savings and Loan schemes

## HEALTH AND WELLBEING

### PSYCHOLOGICAL SUPPORT

- Coaching
- Mental Health First
- Aiders Chaplaincy

### PHYSICAL SUPPORT

- Fast track physiotherapy service Free
- eye test vouchers

### HEALTHY LIFESTYLES AND EMOTIONAL SUPPORT

- Slimming World referral scheme Staff
- cervical screening service Long Covid support
- Access to wellbeing/rest rooms
- Menopause support including advocates, webinars, toolkits, clinics, and bi-monthly meet ups Men's
- Health - Bi-monthly forums and men's MOT
- Sleep School Wellbeing Support

Discounts with local gyms

## LEARNING AND DEVELOPMENT

### COACHING AND MENTORING

Opportunities to grow, develop and perform at your best

### LEADERSHIP ACADEMY

Leadership and management training for all levels of staff

### ACCESS TO ELEARNING COURSES

Many eLearning modules to learn from with access available at home

### APPRENTICESHIPS

There are a growing number of apprenticeship opportunities at SaTH across all disciplines

Secondment and acting-up opportunities

Support to complete qualifications such as NVQ, Masters etc. whilst on the job



## JOB DESCRIPTION

<b>Job Title:</b>	2 x Registered Healthcare Professionals - Immunisations
<b>Band:</b>	5
<b>Hours:</b>	Flexible up to 22.5 hours per week over the flu vaccine delivery period
<b>Type of Contract:</b>	Seasonal/ fixed term contract (October – December)
<b>Directorate:</b>	People and Organisational Development Directorate
<b>Job Group:</b>	Clinical
<b>Location:</b>	Across all sites
<b>Accountable to:</b>	Deputy People and Organisational Development Director
<b>Professionally accountable to:</b>	Flu Vaccination Coordinator

## JOB OVERVIEW

### **Job Purpose**

This role forms an integral part of mass flu vaccination delivery within The Shrewsbury and Telford Hospital NHS Trust.

As a Registered Health Care Professional\* working in immunisations, the post holder will work as part of a dynamic team in delivering a safe and effective service for the mass delivery of vaccinations for influenza. The post holder will undertake activities such as: clinical assessment, administering the vaccine and post vaccine observations support.

\*Occupational health vaccinators, employed or engaged by a person operating an occupational health scheme, and with one or more of the following professional registrations:

- Registered nurses, midwives and nursing associates registered with the Nursing and Midwifery Council (NMC).
- Operating department practitioners, paramedics and physiotherapists registered in Part 13, 8 or 9 of the Health and Care Professions Council register.
- Pharmacists registered with the General Pharmaceutical Council.

### **In particular, the post holder will be responsible for:**

- Conducting clinical assessments.
- The review of complex medical histories and potential adverse reactions.
- Ensuring the best possible clinical outcomes by using up-to-date skills and adhering to evidence-based policies and procedures.

### **KEY RESPONSIBILITIES AND DUTIES:**

- Responsibilities for direct/indirect patient care
- Responsible for providing specialist advice and technical services in relation to the care of patients (staff).
- Required to work independently at times.
- Plan, advise and recommend treatment when necessary.
- Handle difficult conversations (sensitive, language barriers, potentially hostile atmosphere) and convert complex technical information into easy to understand communication.



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

- Observe infection control procedures.
- Adheres to Professional Code of conduct, and maintains own professional development ensuring fit for practice.
- Ensures that all NHS statutory & mandatory training is kept up to date. Attends all mandatory training as needed. This includes BLS, Anaphylaxis, Flu vaccine and Immunisation training.
- Follow local and national policy making comments on proposals for change.
- Respond to queries or escalate to Pharmacy and or Flu Vaccination Coordinator.

### **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.

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

- Improve and maintain personal and professional development by participating in continuing professional development activities.
- Attend statutory and mandatory training in compliance with PHT requirements.

### **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.

### **Freedom to act**

- To make judgements and decisions within the confines of own professional code of conduct boundaries and within national and trust guidelines/policies for self and report to the Immunisation Coordinator.
- 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 (patient assessment and observation).
- Prioritise and adjust work pattern to meet service need accordingly.

### **Emotional effort**

- Occasional need to cope with difficult emotional situations.

### **CLINICAL & PROFESSIONAL RESPONSIBILITIES UNDERPINNING THE ROLE**

- Deliver vaccinations to all eligible patients (staff) and assist with the overall coordination of the site activity and day-to-day delivery of the vaccination programme.
- Conduct pre-vaccination clinical assessments to confirm the correct vaccination, obtain consent, provide advice on any contraindications and ensure that the patient receives post vaccination advice.
- Address any concerns that may arise regarding the vaccine and contraindications with patients (staff).
- Review medical histories and address any potential adverse reaction risks; provide patients (staff) with information on what to do in the event of adverse reactions.
- Assist with the configuration of the vaccination pod:
- Confirmation and recording of pod setup (in terms of layout and equipment)
- Confirmation and recording of required vaccine stocks, PPE and vaccine consumables
- Confirmation of availability for sanitisation materials and waste/clinical waste receptacles
- Assist with the configuration of vaccine station (as per the Green Book): vaccine, vaccine batch, staff member administering vaccination, date and site confirmation.

- Ensure vaccine preparation (ensuring correct storage and providing pre-prepared syringes to the vaccination station)
- Assist and support the vaccination delivery (ensure national guidelines are adhered to regarding PPE, clinical and non-clinical waste, sanitisation).
- Ensure that the latest PPE guidance is followed.
- Work in partnership with patients (staff) gaining consent, and treating all with reassurance, empathy, professionalism and handling difficult conversations.
- Coordinate the infection control and waste disposal, ensuring that all activities adhere to the Trust's health & safety standards.
- Ensure the correct observation of the patient's post-vaccination and offer any support they may need in case of adverse reactions.
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### **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 (staff) 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 (staff) as safe as possible.
- Ensure Trust and national policies including Written Instruction, standard operating procedures (SOPs) are followed. These include SOPs on the safe storage, administration and disposal of the vaccine.
- 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.

- Practise in accordance with the Trust’s professional, ethical and legal policies, 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 and identify and take action to address discrimination and oppression.
- Ensure compliance with Data Protection/ Confidentiality/ Caldicott principles in addition to Statutory and Regulatory guidelines of the Professional Bodies (NMC, GPhC, HCPC and others).
- Recognise and respond when an adult or child might be at risk from abuse by escalating to line manager, and reporting safeguarding concerns through the Trust’s safeguarding policy.
- 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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This job description is not intended to be an exhaustive list of duties and it may be reviewed and altered in the light of changed service needs and developments after discussion with the post holder.

#### Pandemic or Major Incident

In the event of a pandemic or major incident, the post holder may be asked to undertake other duties not necessarily commensurate to the banding of this role. This could include duties in any part of the hospital. Prior to undertaking any duties, the member of staff will have full training and induction. No member of staff will be asked to undertake duties for which they are not competent or where they feel unsafe in their environment or could put patients (staff) or themselves at risk.



## PERSON SPECIFICATION

The following pages contain a description of the qualifications, skills, experience, knowledge and other attributes a candidate should ideally possess to successfully perform this role.

# QUALIFICATIONS

ESSENTIAL	DESIRABLE
<ul style="list-style-type: none"> <li>Registered Health Care Professional e.g. NMC for nurses, midwives and registered nursing associates. GPhC for pharmacists. Registered in Part 13, 8 or 9 of the Health and Care Professions Council register for operating department practitioners, paramedics and physiotherapists.</li> <li>Evidence of core immunisation training and annual immunisation update or willingness to undertake.</li> </ul>	

# EXPERIENCE AND KNOWLEDGE

ESSENTIAL	DESIRABLE
<ul style="list-style-type: none"> <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>Previous experience in similar clinical role.</li> <li>Knowledge of immunisation schedules in accordance with national recommendations.</li> </ul>

# SKILLS

ESSENTIAL	DESIRABLE
<ul style="list-style-type: none"><li>• Clear communicator with excellent oral, writing, and presentation skills.</li><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>• Problem solving skills and ability to respond to sudden unexpected demands.</li><li>• Independent thinker with demonstrated good judgement, problem-solving and analytical skills.</li><li>• Able to work on own initiative, organising and prioritising own workloads to changing and often tight deadlines.</li><li>• An ability to maintain confidentiality and trust.</li><li>• Commitment to and focused on quality, promotes high standards in all they do.</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><li>• Understanding of and commitment to equality of opportunity and good working relationships.</li><li>• Ability to work in a variety of settings.</li></ul>	

# GENERAL CONDITIONS

As they undertake their duties, all our people are required to uphold and demonstrate the Trust's core values of: Partnering, Ambitious, Caring and Trusted. Collaboration and partnership are also central to our approach in delivering our fundamental activities of patient care, teaching, and research.

## HEALTH & SAFETY

As an employee of the Trust, you have a responsibility to:

- take reasonable care of your own Health and Safety and that of any other person who may be affected by your acts or omissions at work; and
- co-operate with the Trust in ensuring that statutory regulations, codes of practice, local policies and departmental health and safety rules are adhered to; and
- not intentionally or recklessly interfere with or misuse anything provided in the interests of health and safety

## INFECTION PREVENTION AND CONTROL (IPC)

The prevention and management of acquired infection is a key priority for the Trust. As an employee of the Trust, you have a responsibility to:

- ensure that your work methods are compliant with the Trust's agreed policies and procedures and do not endanger other people or yourself; and
- be aware of infection prevention and control policies, practices, and guidelines appropriate for your duties and you must follow these at all times to maintain a safe environment for patients, visitors and colleagues; and
- maintain an up-to-date knowledge of infection prevention and control, policies, practices, and procedures through attendance at annual mandatory updates and ongoing continuing professional development; and
- challenge poor infection prevention and control practices of others and to report any breaches, using appropriate Trust mechanisms (e.g. incident reporting policy)



# INFORMATION GOVERNANCE

The Trust is committed to compliance with Information Governance standards to ensure that all information is handled legally, securely, efficiently, and effectively. You are required to comply with the Trust's Information Governance policies and standards.

- Confidentiality and Security - Your attention is drawn to the confidential nature of information collected within the NHS. Whilst you are employed by the Trust you will come into contact with confidential information and data relating to the work of the Trust, its patients or employees. You are bound by your conditions of service to respect the confidentiality of any information you may come into contact with which identifies patients, employees or other Trust personnel, or business information of the Trust. You also have a duty to ensure that all confidential information is held securely at all times, both on and off site.
- Disclosure of Information - To ensure that information is only shared with the appropriate people in appropriate circumstances, care must be taken to check the recipient has a legal basis for access to the information before releasing it. Upon leaving the Trust's employment and at any time thereafter you must not take advantage of or disclose confidential information that you learnt in the course of your employment, to protect yourself and the Trust from any possible legal action.
- Information Quality and Records Management - You must ensure that all information handled by you is accurate and kept up-to-date and you must comply with the Trust's recording, monitoring, validation and improvement schemes and processes.

# PROFESSIONAL STANDARDS AND PERFORMANCE REVIEW

As an employee of the Trust, you have a responsibility to:

- participate in continuous personal development including, statutory and mandatory training as appropriate for the post; and
- maintain consistently high personal and professional standards and act in accordance with the relevant professional code of conduct; and
- take responsibility for the maintenance and improvement of personal and professional competence and to encourage that of colleagues and subordinates

# SAFEGUARDING CHILDREN AND VULNERABLE ADULTS

We all have a personal and a professional responsibility within the Trust to identify and report abuse.

As an employee of the Trust, you have a responsibility to ensure that:

- you are familiar with and adhere to the Trusts Safeguarding Children procedures and guidelines
- you attend safeguarding awareness training and undertake any additional training in relation to safeguarding relevant to your role

## SOCIAL RESPONSIBILITY

The Trust is committed to behaving responsibly in the way we manage transport, procurement, our facilities, employment, skills, and our engagement with the local community so that we can make a positive contribution to society. As an employee of the Trust, you have a responsibility to take measures to support our contribution and to reduce the environmental impact of our activities relating to energy and water usage, transport and waste.

## CONTINUOUS IMPROVEMENT

The Shrewsbury and Telford Hospital NHS Trust is committed to creating a culture that puts Continuous Improvement at the forefront of our transformational journey and our aim is to empower colleagues at all levels have the confidence, capability, passion, and knowledge, to test changes and make improvements at SaTH and in the communities we serve.

Following a successful five-year partnership with the Virginia Mason Institute in the USA, SaTH continues to further develop and embed the Trust's approach to Continuous Improvement at all levels of the organisation. You will be supported by an Improvement Hub, which will provide the necessary expertise to support you make improvements, while also providing training at various stages of your time at SaTH, as part of your continuing professional development.

# EQUAL OPPORTUNITIES AND DIVERSITY

The Shrewsbury and Telford Hospital NHS Trust is striving towards being an equal opportunities employer. No job applicant or colleague will be discriminated against on the grounds of race, colour, nationality, ethnic or national origin, religion or belief, age, sex, marital status or on the grounds of disability or sexual preference.

Selection for training and development and promotion will be on the basis of an individual's ability to meet the requirements of the job.

The Shrewsbury and Telford Hospital NHS Trust the post-holder will have personal responsibility to ensure they do not discriminate, harass, bully, or contribute to the discrimination, harassment or bullying of a colleague or colleagues, or condone discrimination, harassment or bullying by others.

The post-holder is also required to co-operate with measures introduced to ensure equality of opportunity.

## NO SMOKING POLICY

There is a no smoking policy in operation within the Trust. Smoking within the Trust's premises or within the Trust's grounds is not permitted.

## MISCELLANEOUS

This job description is an outline of the key tasks and responsibilities of the post and is not intended to be an exhaustive list. The job may change over time to reflect the changing needs of the Trust and its services as well as the personal development.





## The Royal Shrewsbury Hospital

Telephone: 01743 261000

Minicom: 01743 261213

Address:

The Royal Shrewsbury Hospital

Mytton Oak Road

Shrewsbury

SY3 8XQ

[Getting to The Royal Shrewsbury Hospital](#)

## The Princess Royal Hospital

Telephone: 01952 641222

Minicom: 01952 641222 Ext: 4995

Address:

The Princess Royal Hospital

Apley Castle

Telford

TF1 6TF

[Getting to The Princess Royal Hospital](#)