

Vaccinator Job Description

Job Title:	Vaccinator
Accountable to:	Service Clinical Lead
Hours:	As required to cover the BEMS Outreach Vaccination Service
Hourly Rate:	£19.33
Location:	Various
Contract:	Zero Hours, Fixed term to 31 st March 2026

Job Summary

As a Zero Hours Vaccinator you will work as part of a team to provide a caring, quality service to patients during the delivery of COVID-19 and Influenza vaccines to the patient population defined within the outreach service.

You will be a qualified healthcare professional with suitable proven experience and competence in vaccination. At all times you will work within your own competence and use your own judgement, knowledge and common sense in your day-to-day activities.

The post holder will be responsible for:

- Assisting with the configuration of the vaccination service, recording of required vaccine stocks and consumables, Personal Protective Equipment (PPE) and sanitisation materials.
- Travel across Bath, Swindon and Wiltshire to administer Covid-19 and Influenza vaccinations in a variety of settings including patients own homes, care homes, pop up settings etc.
- Conduct clinical assessments, including the review of complex medical histories and potential adverse reactions.
- Gain informed verbal consent from patients before vaccination.
- Administer Covid-19 and Influenza vaccinations according to the relevant National Protocol or Patient Group Direction (PGD).
- Ensure the best possible clinical outcomes by using up-to-date skills and adhering to evidence-based policies and procedures.
- Maintain universal infection control procedures.
- Maintain vaccine integrity through safe vaccine storage and cold chain procedures.

Job Responsibilities

- Conduct clinical assessments of patients prior to vaccination to confirm the patient meets the criteria for safe vaccination, including previous vaccinations, current health condition, assessment of medical history and allergies.
- Assess the patient's readiness for vaccination and address any concerns the patient may have prior to vaccination.
- Provide the patient with verbal and written advice about any potential adverse reaction and contra-indications.
- If a vaccine is contraindicated, give a verbal explanation and advice when vaccination may be considered in the future.
- Ensure the patient understands the vaccination implications and gain informed, verbal consent to proceed with vaccination.
- When required, work in partnership with patients, relatives and carers to gain consent for vaccination, treating all with reassurance, empathy, professionalism and handling difficult conversations.

- Dilution (if required) and drawing up of the vaccine from multi-dose vials.
- Administer Covid-19 and Influenza vaccinations to patients who have consented and been assessed according to the relevant and valid legal frameworks of National Protocol or Patient Group Direction.
- Record the clinical assessment and outcome, including the vaccine batch numbers, on the electronic patient record or point of care system.
- Adhere to the businesses clinical waste and sharps protocols when disposing of syringes and sharps.
- Follow in house, local and national Infection Control guidelines including the use of PPE when required.
- Responsible for safe use of equipment and resources, ensuring equipment is maintained and suitable for use.
- Complete the vaccination outreach service documentation at the end of each vaccination session.
- Assist with the monitoring of vaccine and other related stock.
- Participate in clinical audits as required.
- Undertake additional tasks as required within your general role as a vaccinator.
- Work independently and under supervision when required.
- Communicate routine, complex and sensitive information to patients and/or their relatives and colleagues.
- Handle difficult conversations (sensitive, language barriers, hostile atmosphere) and convert complex technical information into easily to understand communication.

Professional Responsibility

- Adhere to your Professional Code of Conduct, work within own competence and maintain professional development to stay fit for practice.
- Use clinical judgement and risk assessments to keep the patients as safe as possible.
- Ensure all NHS statutory & mandatory training is kept up to date. This includes Basic Life Support, Anaphylaxis, immunisation procedures and specific Covid-19 and Influenza vaccination training.
- Follow local and national policies and protocols, seeking guidance from Team Leaders and Managers if required.
- Promote service uptake within the community.
- Respond to queries and/or escalate to the Management Team or clinical supervisor when appropriate.
- Knowledge and understanding of local and national cold chain procedures and the safe storage, administration and disposal of Covid-19 and Influenza vaccines.
- Build and maintain relationships with other healthcare professionals and external bodies.
- Participate in training programmes, performance reviews, and personal/professional development.

Responsibility for information resources (including systems access)

- Effectively use Information Technology (IT) systems to enhance direct and indirect care delivery.
- Use of an electronic patient record or point of care system.
- Maintain accurate documentation and records using IT as per BEMS policies and procedures.

Patient Safety and Clinical Governance

- Use clinical judgement and risk assessments to maintain patient safety.

- Follow local and national policies including Patient Group Directions, Patient Specific Directions, National Protocols and Standard Operating Procedures.
- Practise in accordance with the professional, ethical and legal codes of the service and its protocols and guidelines.
- Work with the team to maintain high standards of infection control in all areas of the service.
- Sustain relationships that promote dignity, rights and responsibilities. Identify and take action to address discrimination and oppression.
- Ensure that clinical practice complies with Data Protection/ Confidentiality/ Caldicott principles in addition to Statutory and Regulatory guidelines of the Professional Bodies (NMC, GPhC, HCPC and others).
- Reflect on everyday practice to identify areas where improvements in safety or quality can be made.
- Maintain compliance with staff mandatory training requirements.
- Assist and support BEMS to provide a quality vaccination service.
- Promote and maintain the health, safety and security of self and others in the work area in accordance with the BEMS+ Health and Safety Policy.
- Assist in the identification and assessment risks within the working activities.
- Use personal security systems and manage work risks effectively.
- Report potential risks and adverse incidents and participate in significant event review promptly and as per BEMS+ Risk Management Policy.
- Reduce transmission of infection by using local and national infection prevention and management procedures.

Safeguarding

- Commit to safeguarding adults at risk (vulnerable adults), children, and young people.
- Adhere to legislation and local policies on Safeguarding Children and Adults and be aware of your duties and responsibilities.
- Recognise signs of abuse and neglect.
- Inform the BEMS+ Safeguarding Lead of any concerns promptly.
- Stay up to date with safeguarding training requirements.

Confidentiality:

- Respect patients' privacy and maintain confidentiality.
- Access and share information only with authorised persons as per BEMS+ confidentiality policy.

Equality and Diversity:

- Support equality, diversity, and rights of patients, carers, colleagues and visitors.
- Respect the privacy, dignity, and beliefs of all individuals.
- Behave in a welcoming, non-judgmental manner.

This job title and job description is neither exhaustive nor exclusive and is subject to periodic review and amendments.

PERSON SPECIFICATION

Qualifications and Training

- Registered Health Care Professional e.g. NMC for nurses, GPhC for pharmacists.
- Completed Basic Life Support and Anaphylaxis training within the last 12 months.
- Completed UK Health Security Agency National minimum standards and core curriculum for vaccination training.

- Completed e-learning and assessment on the current Covid-19 and Influenza vaccination programme.
- Completed e-learning and assessment on the specific Covid-19 vaccination product to be administered.
- Completed NHS statutory and mandatory training required by employer.
- Commitment and willingness to undertake further training as required.

Knowledge

- Knowledge of immunisation schedules in accordance with national recommendations and where to access relevant and accurate sources of information, e.g. The Green Book.
- Understand the requirements of and the rationale for the Covid-19 and Influenza vaccination programmes.
- Understand and maintain the requirements of vaccine storage and cold chain maintenance.
- Understand and maintain universal infection control procedures.
- Maintain strict confidentiality and an understanding of information governance requirements and data protection.
- Able to make decisions appropriate to role, level of knowledge and competence, using professional judgement; some of which will require analysis.

Experience

- Experience of administering Covid-19 and Influenza vaccinations in the past 12 months.
- Work within a clinical health care role in primary care or other healthcare environment.
- Experience of using IT systems, including accessing medical records and Yellow Card reporting scheme.
- Ability to record, retrieve information and enter data on electronic patient record or point of care system.
- Work according to national or local protocols and legal frameworks for vaccination.

Communication Skills

- Evidence of a good standard of literacy / English language skills.
- Exceptional interpersonal skills with the ability to communicate effectively with patients, carers and relatives remaining sensitive and empathetic.
- Listens to others' views respecting and valuing individual patient needs.
- Ability to recognise and manage challenging situations in a calm and professional manner.
- Manage conflict and verbal or physical aggression calmly and effectively.
- High standards of written communication skills with the ability to use email and internet.
- Positive and clear oral communication skills, both face to face and on the telephone.
- Ability to take instruction directly and work as part of a small and interdependent team.
- Delegate duties safely and competently.
- Contribute to team effectiveness by reflecting on activities and making suggestions.

Personal qualities and attributes

- Able to work at the desired times.
- Flexibility of hours for cover.
- Able to undertake the physical requirements of the post.
- Work well under pressure.
- Able to work as a team member, working unsupervised and use own initiative to problem solve and manage competing priorities.
- Ability to organise and prioritise workload.
- Evidence of working autonomously, with some support and supervision.
- Proven ability to evaluate the safety and effectiveness of own clinical practice.