

FLU VACCINATOR

Candidate Pack



Job Summary

This summary has been generated using AI to provide a clear and accessible overview of the role. It is intended to support candidates who may find the full job description harder to read. Our goal is to make the application process more accessible and inclusive for everyone

- This role helps deliver flu vaccinations safely and effectively across the Trust.
- You will work as part of a team to give vaccines and support patients before and after they are vaccinated.
- You will check medical histories and make sure it's safe for each person to get the vaccine.
- You will follow NHS rules and training to keep patients and staff safe.
- You will use computer systems to record vaccine details and keep accurate records.
- You will work independently at times and may need to handle sensitive or difficult conversations.

Job Description

Job title:	Flu Vaccinator
Grade:	5
Site:	Cross site working
Accountable to:	Lead Nurse IPC
DBS required:	Yes Enhanced

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 assessments for safe delivery of the vaccine and post vaccination care.

** Occupational health vaccinators are defined in Regulations 8 of the HMR 2012. In accordance with Regulation 8 and Schedule 17 of HMR 2012, occupational health vaccinators employed or engaged by a person operating an occupational health scheme and operating under this written instruction may be:*

- *Registered nurses, midwives and nursing associates currently 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 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 Vaccination 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/staff 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 eligibility of 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:
 - a) Confirmation and recording of pod setup (in terms of layout and equipment)
 - b) Confirmation and recording of required vaccine stocks, PPE and vaccine consumables

c) 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 transportation of 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 potentially handling difficult conversations.
- Coordinate the infection control and waste disposal, ensuring that all activities adhere to the Trust's health & safety standards.
- If required, observation of the patient/staff post-vaccination and offer any support they may need in case of adverse reactions.

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 patient/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 patient/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).
- Recognising 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.

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 patient/staff or themselves at risk.

Infection Prevention and Control (IPC)

The Trust is committed to reducing the risk of health care acquired infection. Accordingly, the post holder must adhere to all Trust infection control policies, procedures and protocols (to include hand decontamination, correct use of PPE (Personal Protective Equipment) and care and management of patient/staff with communicable infections). The post holder is required to report any breaches/concerns promptly using the Trust's incident reporting system.

Equal opportunities and Diversity

The Shrewsbury and Telford Hospital NHS Trust is striving towards being an equal opportunities employer. No job applicant or member of staff 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 post-holder will have personal responsibility to ensure they do not discriminate, harass or 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.

Review

This job description is an outline of the principal areas of responsibility and may be subject to periodic change. The job title is not restrictive, and the job holder may at any time be required to undertake other duties within their competence beyond the confines of this job description. The post may change over time to reflect the developing needs of the Trust and its services, as well as the personal development of the job holder. All changes will be discussed with the post holder.

Person Specification

	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> Currently 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. Evidence of UKHSA 2025 (or aligned equivalent) foundation immunisation training. Annual immunisation update (or willingness to undertake). 	<ul style="list-style-type: none"> Have undertaken 2025/2026 Flu Vaccination learning, ideally Core AND Inactivated sections, or be willing to undertake
Experience and knowledge	<ul style="list-style-type: none"> Experience of working as part of a multidisciplinary team Practical skills and knowledge of cold chain procedures and medicines management Working knowledge and literate with computer skills to 	<ul style="list-style-type: none"> Previous experience in similar vaccination clinical role Knowledge of immunisation schedules in accordance with national recommendations

	<p>use of word document, internet access and email correspondence and electronic record keeping.</p> <ul style="list-style-type: none"> • Evidence of continuous personal and professional development and willingness to commit to ongoing CPD 	
Skills	<ul style="list-style-type: none"> • Clear communicator with excellent oral, writing, and presentation skills • Effective skills in communicating complex and sensitive information and in difficult situations, requiring empathy, reassurance, persuasion and influence. • Skills for nurturing key relationships and maintaining networks. • Problem solving skills and ability to respond to sudden unexpected demands. • Independent thinker with demonstrated good judgement, problem-solving and analytical skills • Able to work on own initiative, organising and prioritising own 	<ul style="list-style-type: none"> • Example • Example • Example

	<p>workloads to changing and often tight deadlines.</p> <ul style="list-style-type: none"> • An ability to maintain confidentiality and trust. • Commitment to and focused on quality, promotes high standards in all they do. • 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. • Understanding of and commitment to equality of opportunity and good working relationships. • Ability to work in a variety of settings 	
--	--	--

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 and 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. This may be known, suspected, witnessed or have raised concerns. Early recognition is vital to ensuring the patient is safeguarded; other people (children and vulnerable adults) may be at risk. The Trust's procedures must be implemented, working in partnership with the relevant authorities. The Sharing of Information no matter how small is of prime importance in safeguarding children, young people and vulnerable adults.

- As an employee of the Trust you have a responsibility to ensure that:
 - you are familiar with and adhere to the Trust's 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.

