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| **Job Specification; Sample Content****Covid-19 Vaccinator (3068)** |
| **The following template provides sample content for the above role.** **Please refer to the latest National Job Specification Template on the HSE Job Specification Repository to create your full and final version.** |
| **Reporting Relationship** | ***For Example:*** Professional clinical reporting relationship for supervision and governance will be to the Clinical Lead and operationally to the Operational Manager.  |
| **Purpose of the Post**  | ***For Example:*** The post holder will play a key role in the vaccination programme for COVID-19 in a Vaccination Centre or other sites as determined by the national vaccination programme, administering the COVID-19 Vaccine as per the standard operating procedure (SOP). |
| **Principal Duties and Responsibilities** | ***For Example:*** *The Registered Professional will:***Clinical / Professional*** Carry out clinical duties in accordance with HSE policies, clinical and operational guidance and standard operating procedures appropriate to the provision of COVID-19 vaccines.
* Manage assigned individuals identified for the administration of the COVID-19 vaccine as per HSE clinical guidance for COVID-19 vaccination and the Immunisation guidelines for Ireland.
* Promote, monitor and supervise care to ensure it is carried out in an empathetic and ethical manner and that the dignity, spiritual and cultural needs of people are respected.
* Adhere to infection control policies, procedures, protocols and guidelines (PPPG’s).
* Monitor individuals post vaccination as per as per HSE clinical guidance for COVID-19 vaccination guidelines for Ireland and escalate concerns as appropriate.
* Assist with the daily preparation of the vaccination pod and observation areas and ensure that vaccine, stationery and health promotion resources are available in immediate work area.
* Promote good interpersonal relationships with individuals, and their family as appropriate.
* Provide education and information pertaining to the vaccination to the individual, their family and be an advocate for the person and for their family, as required.
* Participate in clinical team meetings, critical incident analysis reviews and operational meetings, taking a lead role as required.
* Report and consult with senior clinical lead on clinical issues as appropriate.
* Maintain and manage appropriate and accurate records and reports regarding care in accordance with discipline specific regulator guidelines, legislation and Vaccination Centre PPPG’s.

**Education, Training & Development*** Take responsibility for own learning and development as relevant to the COVID-19 vaccination programme.
* Participate in the clinical / workplace induction of new staff.
* Contribute to the identification of training needs pertinent to the clinical area.
* Provide training and supervision to other staff as appropriate, sharing knowledge to maintain professional standards.
* Identify and contribute to the continual enhancement of learning opportunities.
* Participate in regular clinical reviews with line manager.
* Engage in the HSE performance achievement process in conjunction with your Line Manager and staff as appropriate.
* Keep up to date with organisational developments within the Irish Health Service.

**Administration and Operational Management*** Ensure that records are safeguarded and managed as per Statutory Instrument and HSE national PPPG’s.
* Maintain records and submit activity data / furnish appropriate reports as required.
* Maintain professional standards with regard to vaccine recipient and data confidentiality.
* Contribute to ongoing monitoring, audit and evaluation of the service as appropriate.
* Accurately record and report all complaints and incidents to appropriate personnel according to PPPG’s.
* Actively participate as a multi-disciplinary team member in all aspects of service delivery.
* Supervise the work of other grades of staff within the remit of their role, as appropriate.
* Contribute to innovation and change with regard to the vaccination programme, applying evidence based practice and advances in treatment.
* Ensure proper disposal of clinical waste and appropriate use of personal protective equipment (PPE) as per Vaccination Centre PPPG’s.
* Maintain a high standard of documentation, including service user files in accordance with local guidelines, the Freedom of Information (FOI) and GDPR Acts.
* Promote a culture that values diversity and respect.
* Engage in IT developments as they apply to service user and service administration.

**Risk Management, Infection Control, Hygiene Services and Health & Safety***The management of Risk, Infection Control, Hygiene Services and Health & Safety is the responsibility of everyone.** Become Familiar and comply with the requirements stated within the Risk Management Strategy and Risk Management Incident / Near Miss reporting PPPG’s.
* Adequately identify, assess, manage and monitor risks within their area of responsibility.
* Comply with hygiene services requirements in area of responsibility. Hygiene Services incorporates environment and facilities, hand hygiene, catering, cleaning, the management of laundry, waste, sharps and equipment.
* Foster and support a quality improvement culture throughout area ofresponsibility in relation to hygiene services.
* Take reasonable care for own actions and the effect that these may have upon the safety of others.
* Cooperate with management, attend Health & Safety related training and not undertake any task for which they have not been authorised and adequately trained.
* Bring to the attention of a responsible person any perceived shortcoming in safety arrangements or any defects in work equipment**.**
* Have a working knowledge of the Health Information and Quality Authority (HIQA) Standards as they apply to the role for example, Standards for Healthcare, National Standards for the Prevention and Control of Healthcare Associated Infections, Hygiene Standards etc. and comply with associated HSE protocols for implementing and maintaining these standards as appropriate to the role.
* Support, promote and actively participate in the sustainable energy, water and waste initiatives to create a more sustainable, low carbon and efficient health service.

**The above Job Specification is not intended to be a comprehensive list of all duties involved and consequently, the post holder may be required to perform other duties as appropriate to the post which may be assigned to them from time to time and to contribute to the development of the post while in office.**  |
| **Sample****Eligibility Criteria****Qualifications and/or experience** | **If the Eligibility Criteria are not listed on the HSE website then Eligibility Criteria will need to be developed, proposed to and approved by National HR.****Please refer to Section 6: National Eligibility Criteria of the Recruitment and Selection** **Toolkit for further guidance and advice. [Go to HSeLanD > Hubs > Discovery****Zone > Human Resources > HSE Recruitment & Selection Toolkit].****The following Eligibility Criteria is a sample of what has been advertised** **previously and may might help you to gain the necessary approvals for your own recruitment:****Candidates must at the latest date of application:**Be registered or be eligible for registration as a regulated practitioner with: 1. The Irish Medical Council or
2. The Nursing and Midwifery Board of Ireland (NMBI) or
3. The Physiotherapists Registration Board at CORU or
4. The Pharmaceutical Society of Ireland (PSI) as a pharmacist or
5. The Pre-Hospital Emergency Care Council (PHECC) as an emergency medical technician, paramedic or advanced paramedic or
6. The Dental Council of Ireland as a Dentist or
7. The Dental Council of Ireland as a Dental Hygienist
8. The Optical Registration Board at CORU as an Optometrist or
9. The Radiographers Registration Board at CORU as a Radiographer or a Radiation Therapist

**And**Have the ability to practice safely and effectively fulfilling their professional responsibility within their scope of practice. **Mandatory training**Practitioners must commit to undertake all essential training in the administration of the medicinal products, as approved by the regulatory body for the profession concerned or requested by the HSE prior to commencement of vaccinations. **Statutory Registration** Practitioners must achieve relevant statutory registration prior to appointment and maintain annual registration with the appropriate regulator.  |
| **Sample****Post Specific Requirements** | ***For Example:*** **Mandatory Training** Practitioners must commit to undertake all essential training in the administration of the medicinal products, as approved by the regulatory body for the profession concerned or requested by the HSE prior to commencement of vaccinations.  |
| **Skills, competencies and/or knowledge** | ***For Example:*** *The candidate must demonstrate:*Professional Knowledge: *For example:** Demonstrate practitioner competence and professionalism – demonstrates a high level of clinical knowledge to carry out the duties and responsibilities of the role
* Display evidence-based clinical knowledge in making decisions regarding care
* Demonstrates a knowledge and understanding of infection prevention and control
* Demonstrate a commitment to continuing professional development

Personal Competencies: *For example:** Demonstrate the ability to build and maintain relationships including the ability to work effectively in a multidisciplinary team environment
* Demonstrate evidence of ability to empathise with and treat individuals, relatives and colleagues with dignity and respect
* Demonstrate effective analytical, problem solving and decision making skills
* Demonstrate initiative and innovation, identifying areas for improvement, implementing and managing change
* Demonstrate a willingness to engage and develop IT skills relevant to the role
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