

COVID-19 Vaccinator

**Job Specification & Terms and Conditions**

|  |  |
| --- | --- |
| **Job Title, Grade Code** | COVID-19 Vaccinator  (Grade Code: 3068) |
| **Remuneration** | The salary scale for the post is:  €35,855 - €39,390 - €40,905 - €42,420 - €43,935 - €45,450 - €46,965 - €48,480 - €49,995 - €51,515 (01/02/2022)  Salary Scales are updated periodically and the most up to date versions can be found here: <https://healthservice.hse.ie/staff/benefits-services/pay/pay-scales.html> |
| **Campaign Reference** | To be completed by Recruiter. |
| **Closing Date** | To be completed by Recruiter. |
| **Proposed Interview Date (s)** | To be completed by Recruiter. |
| **Taking up Appointment** | A start date will be indicated at job offer stage. |
| **Location of Post** | Insert location  There is currently xx permanent / specified purpose / part time / whole-time vacancy available in xxxxxxxxxx  A panel may be formed as a result of this campaign for xxxxxxxxxxx from which current and future, permanent and specified purpose vacancies of full or part-time duration may be filled. |
| **Informal Enquiries** | Please provide name & contact details for person who will deal with informal enquiries. |
| **Details of Service** | The Registered Health Care professional appointed to this post will work within the Integrated Services Programme; working as a part of multi-disciplinary teams delivering a coordinated approach to the rollout of the COVID-19 Vaccination Programme.  The COVID-19 vaccination programme has evolved, developed and expanded in response to the pandemic. A dynamic, flexible and responsive approach to the roll out of the COVID-19 vaccination programme will be required to meet future demands. This will require the team members to be agile in terms of work attendance patterns and locations.  Successful candidates and new team members will be provided with full training and induction and on-going support. |
| **Reporting Relationship** | Professional clinical reporting relationship for supervision and governance will be to the Clinical Lead and operationally to the Operational Manager. |
| **Key Working Relationships** | Provide a brief overview of the types of people that the job holder will typically engage with in the fulfilment of the duties and responsibilities of their role. This overview should provide the applicant with a sense for the key working relationships associated with the role. |
| **Purpose of the Post** | 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** | *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 (See S.I text in Appendix 1) 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.** |
| **Eligibility Criteria**  **Qualifications and/ or experience** | **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.    **Health**  A candidate for and any person holding the office must be fully competent and capable of undertaking the duties attached to the office and be in a state of health such as would indicate a reasonable prospect of ability to render regular and efficient service.  **Character**  Each candidate for and any person holding the office must be of good character. |
| **Post Specific Requirements** | **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. |
| **Other requirements specific to the post** | 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.  Due to the nature of the work this role requires:   * Whilst initial assignment has been identified under location, Flexibility to attend for work in varied locations under the COVID-19 Vaccination Programme may be required. Activities could be conducted at Vaccination Centres and/or any other site nationwide. * Access to appropriate transport to fulfil the requirements of the role, frequent travel may be required to off-site locations. * Flexibility in relation to working hours to fulfil the requirements of the role. Please note these roles may participate in a 5/7 rota (i.e. Monday – Sunday). Contracted hours of work liable to change between the projected hours of 7am – 10pm over seven days to meet the requirement of the extended day services. * Staff may be required to participate in on-call rota as required. |
| **Skills, competencies and/or knowledge** | 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 |
| **Campaign Specific Selection Process**  **Ranking/Shortlisting / Interview** | A ranking and or shortlisting exercise may be carried out on the basis of information supplied in your application form. The criteria for ranking and or shortlisting are based on the requirements of the post as outlined in the eligibility criteria and skills, competencies and/or knowledge section of this job specification. Therefore it is very important that you think about your experience in light of those requirements.  Failure to include information regarding these requirements may result in you not being called forward to the next stage of the selection process.  Those successful at the ranking stage of this process (where applied) will be placed on an order of merit and will be called to interview in ‘bands’ depending on the service needs of the organisation. |
| **Diversity, Equality and Inclusion** | The HSE is an equal opportunities employer.  Employees of the HSE bring a range of skills, talents, diverse thinking and experience to the organisation. The HSE believes passionately that employing a diverse workforce is central to its success – we aim to develop the workforce of the HSE so that it reflects the diversity of HSE service users and to strengthen it through accommodating and valuing different perspectives. Ultimately this will result in improved service user and employee experience.  The HSE is committed to creating a positive working environment whereby all employees inclusive of age, civil status, disability, ethnicity and race, family status, gender, membership of the Traveller community, religion and sexual orientation are respected, valued and can reach their full potential. The HSE aims to achieve this through development of an organisational culture where injustice, bias and discrimination are not tolerated.  The HSE welcomes people with diverse backgrounds and offers a range of supports and resources to staff, such as those who require a reasonable accommodation at work because of a disability or long term health condition.  For further information on the HSE commitment to Diversity, Equality and Inclusion, please visit the Diversity, Equality and Inclusion web page at <https://www.hse.ie/eng/staff/resources/diversity/> |
| **Code of Practice** | The Health Service Executive will run this campaign in compliance with the Code of Practice prepared by the Commission for Public Service Appointments (CPSA).  The CPSA is responsible for establishing the principles that should be followed when making an appointment. These are set out in the CPSA Code of Practice. The Code outlines the standards that should be adhered to at each stage of the selection process and sets out the review and appeal mechanisms open to candidates should they be unhappy with a selection process.  The CPSA Code of Practice can be accessed via <https://www.cpsa.ie/>. |
| The reform programme outlined for the Health Services may impact on this role and as structures change the Job Specification may be reviewed.  This Job Specification is a guide to the general range of duties assigned to the post holder. It is intended to be neither definitive nor restrictive and is subject to periodic review with the employee concerned. | |

**COVID-19 Vaccinator**

**Terms and Conditions of Employment**

|  |  |
| --- | --- |
| **Tenure** | The current vacancy available is **permanent/temporary** and **whole time/part-time.**  The post is pensionable. A panel may be created from which permanent and specified purpose vacancies of full or part time duration may be filled. The tenure of these posts will be indicated at “expression of interest” stage.  Appointment as an employee of the Health Service Executive is governed by the Health Act 2004 and the Public Service Management (Recruitment and Appointments) Act 2004 and Public Service Management (Recruitment and Appointments) Amendment Act 2013. |
| **Remuneration** | The Salary scale for the post is: **PLEASE INSERT (Pro Rata - part-time)**  The Salary scale for the post of Vaccinator is (01/02/2022):  €35,855-€39,390-€40,905-€42,420-€43,935-€45,450-€46,965-€48,480-  €49,955-€51,515.  New appointees to any grade start at the minimum point of the scale. Incremental credit will be applied for recognised relevant service in Ireland and abroad (Department of Health Circular 2/2011). Incremental credit is normally granted on appointment, in respect of previous experience in the Civil Service, Local Authorities, Health Service and other Public Service Bodies and Statutory Agencies. |
| **Working Week** | The standard working week applying to the post is 39 hours per week.  **Please include the following paragraph for posts that traditionally worked 9-5, Monday to Friday. Do not include for nursing and other posts that are required to work shifts over a 7-day week.**  HSE Circular 003-2009 “Matching Working Patterns to Service Needs (Extended Working Day / Week Arrangements); Framework for Implementation of Clause 30.4 of Towards 2016” applies. Under the terms of this circular, all new entrants and staff appointed to promotional posts from Dec 16th, 2008 will be required to work agreed roster / on call arrangements as advised by their line manager. Contracted hours of work are liable to change between the hours of 8am-8pm over seven days to meet the requirements for extended day services in accordance with the terms of the Framework Agreement (Implementation of Clause 30.4 of Towards 2016). |
| **Annual Leave** | 27 days pro rata. |
| **Protection of Children Guidance and Legislation** | The welfare and protection of children is the responsibility of all HSE staff. You must be aware of and understand your specific responsibilities under the Children First Act 2015, the Protections for Persons Reporting Child Abuse Act 1998 in accordance with Section 2, Children First National Guidance and other relevant child safeguarding legislation and policies.  Some staff have additional responsibilities such as Line Managers, Designated Officers and Mandated Persons. You should check if you are a Designated Officer and / or a Mandated Person and be familiar with the related roles and legal responsibilities.  For further information, guidance and resources please visit: [HSE Children First webpage](https://www.hse.ie/eng/services/list/2/primarycare/childrenfirst/resources/). |
| **Superannuation** | This is a pensionable position with the HSE. The successful candidate will upon appointment become a member of the appropriate pension scheme. Pension scheme membership will be notified within the contract of employment. Members of pre-existing pension schemes who transferred to the HSE on the 01st January 2005 pursuant to Section 60 of the Health Act 2004 are entitled to superannuation benefit terms under the HSE Scheme which are no less favourable to those which they were entitled to at 31st December 2004 |
| **Age** | The Public Service Superannuation (Age of Retirement) Act, 2018\* set 70 years as the compulsory retirement age for public servants.  ***\* Public Servants not affected by this legislation:***  Public servants joining the public service or re-joining the public service with a 26 week break in service, between 1 April 2004 and 31 December 2012 (new entrants) have no compulsory retirement age.  Public servants, joining the public service or re-joining the public service after a 26 week break, after 1 January 2013 are members of the Single Pension Scheme and have a compulsory retirement age of 70. |
| **Probation** | Every appointment of a person who is not already a permanent officer of the Health Service Executive or of a Local Authority shall be subject to a probationary period of 12 months as stipulated in the Department of Health Circular No.10/71. |
| **Infection Control** | Have a working knowledge of 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. |
| **Health & Safety** | It is the responsibility of line managers to ensure that the management of safety, health and welfare is successfully integrated into all activities undertaken within their area of responsibility, so far as is reasonably practicable. Line managers are named and roles and responsibilities detailed in the relevant Site Specific Safety Statement (SSSS).  Key responsibilities include:   * Developing a SSSS for the department/service[[1]](#footnote-1), as applicable, based on the identification of hazards and the assessment of risks, and reviewing/updating same on a regular basis (at least annually) and in the event of any significant change in the work activity or place of work. * Ensuring that Occupational Safety and Health (OSH) is integrated into day-to-day business, providing Systems Of Work (SOW) that are planned, organised, performed, maintained, and revised as appropriate, and ensuring that all safety related records are maintained and available for inspection. * Consulting and communicating with staff and safety representatives on OSH matters. * Ensuring a training needs assessment (TNA) is undertaken for employees, facilitating their attendance at statutory OSH training, and ensuring records are maintained for each employee. * Ensuring that all incidents occurring within the relevant department/service are appropriately managed and investigated in accordance with HSE procedures[[2]](#footnote-2). * Seeking advice from health and safety professionals through the National Health and Safety Function Helpdesk as appropriate. * Reviewing the health and safety performance of the ward/department/service and staff through, respectively, local audit and performance achievement meetings for example.   **Note**: Detailed roles and responsibilities of Line Managers are outlined in local SSSS. |

**\*\*\*\*\*\*\*Helpful Reminders\*\*\*\*\*\*\***

**1) Please remember to delete any prompts and / or tables (in dark blue) in the sections above**

**2) Ensure all fonts are now in black**

1. A template SSSS and guidelines are available on the National Health and Safety Function, here: <https://www.hse.ie/eng/staff/safetywellbeing/about%20us/>

   2 See link on health and safety web-pages to latest Incident Management Policy [↑](#footnote-ref-1)
2. [↑](#footnote-ref-2)