

Vaccinator - COVID 19 Vaccination Programme

**Job Specification, Terms and Conditions**

<b>Job Title and Grade</b>	Registered Health Care Professional working in the provision of the COVID-19 Vaccination Programme (As per Statutory Instrument (S.I.) No. 698 of 2020, and S.I. No. 81 of 2021).
<b>Taking up Appointment</b>	As indicated at job offer stage.
<b>Details of Service</b>	<p>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.</p> <p>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 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.</p> <p>Successful candidates and new team members will be provided with full training and induction and on-going support.</p>
<b>Reporting Relationship</b>	Professional clinical reporting relationship for supervision and governance will be to the Clinical Lead and operationally to the Operational Manager.
<b>Purpose of the Post</b>	The post holder will play a key role in the vaccination programme for COVID-19 in in the Vaccination Centre, or other sites as determined by the national vaccination programme, administering the COVID-19 Vaccine as per the standard operating procedure (SOP).
<b>Principal Duties and Responsibilities</b>	<p><b><u>Professional Responsibilities</u></b></p> <p><i>The Registered Professional will:</i></p> <p><b><u>Clinical:</u></b></p> <ul style="list-style-type: none"> <li>• Carry out their clinical duties in accordance with HSE policies, clinical and operational; guidance and standard operating procedures appropriate to the provision of COVID-19 vaccines</li> <li>• Manage the 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</li> <li>• Promote, monitor and supervise care to ensure that it is carried out in an empathetic and ethical manner and that the dignity, spiritual and cultural needs of the people are respected</li> <li>• Adhere to infection control policies, procedures, protocols and guidelines (PPPG's)</li> <li>• Monitor individuals post vaccination as per as per HSE clinical guidance for COVID-19 vaccination guidelines for Ireland and escalate concerns as appropriate</li> <li>• 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</li> <li>• Promote good interpersonal relationships with individuals, and their family as appropriate</li> <li>• Provide education and information pertaining to the vaccination to the individual, his/her family and be an advocate for the person and for his / her family, as required</li> <li>• Participate in clinical team meetings, critical incident analysis reviews and operational</li> </ul>

- 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**

*The Registered Professional will:*

- Take responsibility for own learning and development as relevant to the 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 of other staff as appropriate, sharing knowledge to maintain professional standards
- Identify and contribute to the continual enhancement of learning opportunities
- Participate in regular performance / clinical reviews with his/ her line manager

### **Administration and Operational Management**

*The Registered Professional will:*

- 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

### **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.

*The Registered Professional will:*

- Have a working knowledge of the Health Information and Quality Authority (HIQA) Standards as they apply to the role for example, National Standards for the Prevention and Control of Healthcare Associated Infections, Hygiene Standards, National Residential Standards, Standards for Healthcare, etc. and comply with associated HSE protocols for implementing and maintaining these standards as appropriate to the role.
- Become familiar and comply with the requirements stated within the Risk Management Strategy and Risk Management Incident/Near miss reporting PPPG's
- Comply with hygiene services requirements in their 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 through-out your area of

	<p>responsibility in relation to hygiene services.</p> <ul style="list-style-type: none"> <li>• The post holders' responsibility for Quality &amp; Risk Management, Hygiene Services and Health &amp; Safety will be clarified to you in the induction process and by your line manager.</li> <li>• Take reasonable care for his or her own actions and the effect that these may have upon the safety of others.</li> <li>• Cooperate with management, attend Health &amp; Safety related training and not undertake any task for which they have not been authorised and adequately trained.</li> <li>• Bring to the attention of a responsible person any perceived shortcoming in safety arrangements or any defects in work equipment</li> <li>• Support, promote and actively participate in the sustainable energy, water and waste initiatives to create a more sustainable, low carbon and efficient health service</li> </ul> <p><b>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 him / her from time to time and to contribute to the development of the post while in office.</b></p>
<p><b>Eligibility Criteria</b></p> <p><b>Qualifications and/ or experience</b></p>	<p><b>Eligible candidates are those who on closing date for applications: -</b></p> <p>1. Are registered or are eligible for registration as a regulated practitioner with;</p> <p>a) Irish Medical Council or</p> <p>b) The Nursing and Midwifery Board of Ireland (NMBI) or</p> <p>c) The Physiotherapists Registration Board at CORU or</p> <p>d) Pharmaceutical Society of Ireland (PSI) as a pharmacist or</p> <p>e) The Pre-Hospital Emergency Care Council (PHECC) as an emergency medical technician, paramedic or advanced paramedic or</p> <p>f) The Dental Council of Ireland as a Dentist or</p> <p>g) The Optical Registration Board at CORU as an Optometrist</p> <p>2. Have the ability to practice safely and effectively fulfilling his/her professional responsibility within his/her scope of practice.</p> <p><b>3. Mandatory training</b> 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.</p> <p><b>4. Statutory Registration</b> Practitioners must achieve relevant statutory registration prior to appointment and maintain annual registration with the appropriate regulator.</p> <p><b>Health</b> 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.</p> <p><b>Character</b> Each candidate for and any person holding the office must be of good character.</p>

<b>Skills, competencies and/or knowledge</b>	<p><u>Professional Competencies:</u></p> <ul style="list-style-type: none"> <li>• Demonstrate practitioner competence and professionalism – demonstrates a high level of clinical knowledge to carry out the duties and responsibilities of the role</li> <li>• Display evidence-based clinical knowledge in making decisions regarding care</li> <li>• Demonstrates a knowledge and understanding of infection prevention and control</li> <li>• Demonstrate evidence of ability to empathise with and treat individuals, relatives and colleagues with dignity and respect</li> <li>• Demonstrate the ability to build and maintain relationships including the ability to work effectively in a multidisciplinary team environment</li> </ul> <p><u>Standard Competencies:</u></p> <ul style="list-style-type: none"> <li>• Demonstrate effective analytical, problem solving and decision making skills</li> <li>• Demonstrate initiative and innovation, identifying areas for improvement, implementing and managing change</li> <li>• Demonstrate a willingness to engage and develop IT skills relevant to the role</li> <li>• Demonstrate a commitment to continuing professional development</li> </ul>
<b>Other requirements specific to the post</b>	<p>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.</p> <p>Due to the nature of the work this role requires:</p> <ul style="list-style-type: none"> <li>• 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.</li> <li>• Access to appropriate transport to fulfil the requirements of the role, frequent travel may be required to off-site locations.</li> <li>• 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.</li> <li>• Staff may be required to participate in on-call rota as required.</li> </ul>
<b>Competition Specific Selection Process</b>  <b>Short listing / Interview</b>	<p>A ranking and or short-listing exercise may be carried out on the basis of information supplied in your application form. The criteria for ranking and or short-listing 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.</p> <p><u>Failure to include information regarding these requirements may result in you not being called forward to the next stage of the selection process.</u></p> <p>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.</p>
<p>The reform programme outlined for the Health Services may impact on this role and as structures change the job specification may be reviewed.</p>	

## **Appendix 1**

S.I. No. 698 of 2020 –  
MEDICINAL PRODUCTS (PRESCRIPTION AND CONTROL OF SUPPLY) (AMENDMENT)  
(NO. 7) REGULATIONS 2020

4. The Principal Regulations are amended by inserting after Regulation 10A (inserted by Regulation 6 of the Medicinal Products (Prescription and Control of Supply) (Amendment) Regulations 2011 (S.I. No. 525 of 2011)) the following Regulation: “Keeping of records in relation to supply and administration of COVID-19 vaccination 10B.

A person who administers a medicinal product pursuant to Regulation 4F (except in the case of epinephrine (Adrenaline) shall within 7 days for administration, forward to the Health Service Executive, by electronic record means or otherwise, the following particulars in respect of such administration:

- The date of administration
- The name, address, contact number(s), email address(es), ethnicity, pregnancy status, data of birth and sex of the person to the product was administered, to the extent that the person can provide such particulars;
- Confirmation that prior to administration of the product –
  - Consent was obtained from the person to whom the product was administered for its administration, or
  - If he or she was unable to give such consent, the will and preferences for the person was established and the administration was for the benefit for the person;
- The personal public service number (within the meaning of section 262 of the Social Welfare Consolidation Act 2005) of the person to whom the product was administered, or, where that person does not have, or is unable to give, a personal public service number, other identifying particulars as define in section 2 of the Health Identifiers Act (No. 15 of 2014);
- The name, batch number and expiry date of the product; the name, business address, email and telephone number of the person who supplied and administered the product and the number of his or her certificate of registration issued by his or her professional body;
- The name, address and telephone number of the general medical practitioner (if any) of the person to whom the product was administered to the extent that the person can give such particulars; and
- Such other relevant and necessary information as may be specified by the minister

## HEALTH SERVICES EXECUTIVE

### Terms and Conditions of Employment

<b>Remuneration</b>	<p>Salary Scale;</p> <p>€35,000-€38,500-€40,000-€41,500-€43,000-€44,500-€46,000-€47,500-€49,000-€50,500.</p>
<b>Working Week</b>	<p>The standard working week applying to the post is: 39hrs per week</p> <p>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 posts from Dec 16<sup>th</sup> 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).</p>
<b>Annual Leave</b>	<p>27 days pro rata</p>
<b>Protection of Persons Reporting Child Abuse Act 1998<sup>1</sup></b>	<p>This post is one of those designated in accordance with Section 2 of the Protection of Persons Reporting Child Abuse Act, 1998. You will remain a designated officer for the duration of your appointment in this post or for the duration of your appointment to such other post as is included in the categories specified in the Ministerial Direction. Such officers will, on receiving a report of child abuse, formally notify the Senior Social Worker in the community care area in which the child is living.</p>