|  |  |
| --- | --- |
| Job Specification | |
| Job Title | Immunisation Nurse |
| Reports to | Regional Immunisation Nurse Manager |
| Direct Reports | N/A |
| Matrix Reports | N/A |
| Location | The University of Worcester and additional Immunisation Clinics nationally as required |
| Key Stakeholders | Spire OH Clients, Students, Spire OH Colleagues and Wider Spire Healthcare Colleagues |
| Role Purpose  *What service does this Role Provide?*  *How does it support the business?* | The Immunisation Nurse plays an important role within the Immunisation Team, supporting the clinical delivery of Spire Occupational Health’s (Spire OH) immunisation services, primarily for the University of Worcester and additional clients as required.  This role is central to the implementation of a robust vaccination programme, serving as the on-site clinical professional responsible for its daily delivery. The Immunisation Nurse also contributes significantly to the broader Occupational Health and Immunisation Service by providing preventative healthcare measures and promoting health awareness.  There is also a requirement for the post holder to be involved with immunisation clinics delivered at other client sites in alternative regions across the UK. |
| Key Responsibilities  *Day-to-day tasks*  *Key activities in their remit*  *What and who is the incumbent responsible for?*  *What are the daily/monthly/annual key outcomes?* | * Delivering a robust Immunisation programme to the University of Worcester and alternative immunisation clinics * Clinical audit, including observational audit * Improving and maintaining quality and safety standards * Maintain an up-to-date knowledge of Immunisation and Vaccination issues within the speciality of Occupational Health and ensure this is reflected in your own clinical practice * Service modernisation when required * To participate in all benchmarking and quality audits within the department such as SEQOHS * To work in accordance with the NMC Code of Professional Conduct, always maintaining professional standards * Ensure compliance with legal and regulatory requirements e.g. The Health and Social Care Act 2008 (Regulated Activities) Regulations 2014. * At all times adhere to General Data Protection Regulation (GDPR) & Confidentiality requirements when handling patient information. * Ensure you maintain accurate patient information at all times * At all times adhere to company’s infection and prevention control guidelines. * Complete any other duties are requested by your line manager. |
| Candidate Requirements (Essential and/or desirable skills, experience and qualifications) | |
| * + Registered Nurse with valid NMC PIN with no restrictions or conditions.   + Post- registration experience in Immunisations/Vaccinations/phlebotomy is essential.   + More than 2 years’ experience in a registered post.   + Up to date BLS & anaphylaxis experience and knowledge.   + Experience in working with an Occupational Health provider is desirable.   + Can meet travel requirements expected of the role across the UK. | |
| Behaviours and Characteristics (Traits and attributes that supports an individual’s ability to deliver in the role) | |
| * Able to communicate effectively and work well within a team * Works within all relevant practice policies and procedural guidelines * Able to deliver high quality care under pressure * Can manage their workload independently * Work efficiently in a fast-paced environment * Excellent verbal and written communication skills * Can prioritise their workload effectively | |
| Knowledge Required | |
| * Planning, delivering and evaluation of Immunisation/Vaccine clinics * Appropriate, safe and effective service delivery in line with local/national policy/guidance * In depth knowledge of Department of Health ‘Green Book’ * In depth knowledge of Department of <https://immunisationsuk.co.uk/wp-content/uploads/2015/06/National_Immun_Train_Stand1.pdf> * In depth knowledge of Department of The RCN Immunisation Knowledge and Skills Competence Assessment Tool | |
| Spire OH Values | |
| Succeeding together   * Building collaborative relationships * Collaboration   Delivering on our promises   * Taking initiative * Managing Execution * Focusing on performance   Being outstanding   * Being authentic * Understanding the business * Being flexible and adaptable | |
| Version Control | |
| Job Number | OH1 |
| Sponsor | Spire OH Recruitment & HR |
| Date | March 2025 |