

**HEALTH & SOCIAL CARE NORTHERN IRELAND**  
**Medical Student Technician Vaccinator Band 4**  
**JOB DESCRIPTION**

<b>JOB TITLE:</b>	Bank Medical Student Technician - Vaccinator
<b>BAND:</b>	Band 4
<b>LOCATION:</b>	Greater Belfast Vaccination Centre at the SSE Arena, (In first instance. Other locations may become available as the vaccination programme continues)
<b>REPORTS TO:</b>	
<b>ACCOUNTABLE TO:</b>	Clinical Director or Operational Director
<b>PERIOD OF EMPLOYMENT:</b>	24 <sup>th</sup> May – 15 <sup>th</sup> August 2021
<b>HOURS:</b>	Various Shifts Mon –Sunday 07.45- 20.30

Appointments will be made on a bank only 'as and when' contract of employment and you will be employed by the South Eastern H&SC Trust. Pending the needs of service, you may likely be required to give a commitment of a minimum of 24 hours service per week (please note that short shifts are 6 hours long).

**JOB CONTEXT & SUMMARY:**

Medical Student Technician - Vaccinator is a new role designed to provide opportunities for medical students to support the regional vaccination programme at the SSE Arena (in the first instance), with medical students working to the terms of the National Protocol to administer Covid-19 vaccine under the guidance of appropriately trained professionals. Also to improve their technical skills in fundamental patient care, audit and quality improvement, whilst learning the skills of caring for patients and working with colleagues in the healthcare setting. Medical Student Technician - Vaccinators will work as an extension of the vaccination team. The Medical Student Technician – Vaccinator will assist Clinical Staff with the care of patients as required. The post holder will carry out tasks for which they have been deemed competent during the Trust's specified training programme.

**KEY DUTIES / RESPONSIBILITIES**

- 1 **Professional/Clinical**
  - 1.1 Assist clinical staff in the delivery of care, maintaining confidentiality at all times.
  - 1.2 Carry out assigned duties and clinical tasks under the appropriate supervision of a clinical supervisor trained and competent in all aspects of

the protocol.

- 1.3
    - Prepare and maintain their vaccination station before and after procedures to a standard suitable for clinical procedures.
    - Administer vaccine
    - Disposal of clinical waste and change of PPE as per national guidelines
    - Adherence to infection control practices between individuals
  - 1.4 Prepare and undertake agreed clinical activities with patients:
    - Undertake clinical observations and complete relevant documentation, such as NEWS scores
  - 1.5 Support patients before, during and after activities.
  - 1.6 Observe and report any changes in patient's condition and behaviour.
  - 1.7 Assist members of the professional team in the delivery of a high standard of patient care.
  - 1.8 Maintain knowledge of and work in accordance with Trust policies, procedures and protocols.
  - 1.9 Prioritise own workload as directed by senior staff.
- 2 Operational**
- 2.1
    - Under the appropriate supervision of a clinical supervisor administer the vaccine to already consented and assessed individuals.
    - Assess the patient's readiness for vaccination.
    - Address any concerns and ensure consent and clinical assessment has already taken place.
    - Ensure correct syringes and needles are used.
    - Ensure that vaccine batch numbers are recorded under the correct patient.
    - Dispose of syringes and sharps as per the clinical waste policy.
  - 2.1 (cont.)
    - Take on accountability for administration of the vaccine, once drawn up and clinical assessment carried out.
    - Ensure that complaints, suggestions or queries are reported immediately to the Doctor/Nursing staff.
  - 2.2 Report accidents/incidents immediately to Nurse in charge and assist in investigation of the same.
  - 2.3 Help to maintain a safe environment in accordance with the Health and Safety at Work Order (NI 1979).
  - 2.4 Adhere to the Trust's policy on the wearing of uniforms.

**3 Personal**

- 3.1 Co-operate with duty rostering so as to ensure that adequate staffing, and optimum use of workforce is achieved.

#### **4 Educational / Training**

- 4.1
- Complete the Covid-19 vaccination e-learning programme, including the relevant vaccine specific session, and locally-provided COVID-19 vaccine training.
  - Undertake an induction process at the SSE Arena and be signed off as competent by the clinical supervisor using the COVID-19 vaccinator competency assessment tool.
- 4.2 Reflect on own practise and learn from it.
- 4.3 Participate in audit, quality improvement and research as required. (This is likely to only become available in the future when the current pandemic is under control).
- 4.4 Continue to train and develop own knowledge and practice in keeping with clinical personal need.

#### **5 Salary**

- 5.1 Band 4 - £21,892 - £24,157 per annum (pro rata for part-time)

### **GENERAL REQUIREMENTS**

The post holder will be required to:

- 1 Ensure the Trust's policy on equality of opportunity is promoted through his/her own actions and those of any staff for whom he/she has responsibility.
- 2 Co-operate fully with the implementation of the Trust's Health and Safety arrangements, reporting any accidents/incidents/equipment defects to his/her manager, and maintaining a clean, uncluttered and safe environment for patients/clients, members of the public and staff.
- 3 Adhere at all times to all Trust policies/codes of conduct, e.g.
  - Smoke Free policy;
  - IT Security Policy and Code of Conduct;
  - Standards of attendance, appearance and behaviour.
- 4 Contribute to ensuring the highest standards of environmental cleanliness within your designated area of work.
- 5 Co-operate fully with regard to Trust policies and procedures relating to infection prevention and control.
- 6 All employees of the Trust are legally responsible for all records held, created or used as part of their business within the Trust including patients/clients, corporate and administrative records whether paper-based or electronic and also including emails.

All such records are public records and are accessible to the general public,

with limited exceptions, under the Freedom of Information Act 2000, the Environmental Information Regulations 2004, the General Data Protection Regulations (GDPR) and the Data Protection Act 2018.

Employees are required to be conversant with the Trust's policy and procedures on records management and to seek advice if in doubt.

- 7 Take responsibility for his/her own ongoing learning and development, in order to maximise his/her potential and continue to meet the demands of the post.
- 8 Represent the Trust's commitment to providing the highest possible standard of service to patients/clients and members of the public, by treating all those with whom he/she comes into contact in the course of work, in a pleasant, courteous and respectful manner.

This Job Description will be subject to review in the light of changing circumstances and is not intended to be rigid and inflexible but should be regarded as providing guidelines within which the individual works. Other duties of a similar nature and appropriate to the grade may be assigned from time to time. It is a standard condition that all Trust staff may be required to serve at any location within the Trust's area, as needs of the service demand.

*April 2021*

## PERSONNEL SPECIFICATION

**JOB TITLE:** Temporary Medical Student Technician - Vaccinator

**BAND:** 4

**LOCATION:** SSE Arena, Belfast (In first instance, other locations may become available as the vaccination programme continues)

### ESSENTIAL CRITERIA

**SECTION 1:** The following are **ESSENTIAL** criteria which will initially be measured at shortlisting stage although may also be further explored during the interview/selection stage. You should therefore make it clear on your application form whether or not you meet these criteria. Failure to do so may result in you not being shortlisted.

Factor	Criteria
Experience / Qualifications/ Registration	<ul style="list-style-type: none"> <li>You must be currently engaged and have completed Year 2 as a medical student at a recognised UK or Ireland medical school</li> </ul> <p>Or</p> <ul style="list-style-type: none"> <li>You must be currently engaged in Year 2 of a recognised course in Physician Associate Studies</li> </ul> <p><b><i>You will be required to submit a letter of support from your University</i></b></p>
Other	<ul style="list-style-type: none"> <li>Will have completed the required training before 24<sup>th</sup> May 2021.</li> <li>Will be available to work during the period 8am-8pm, 7 days per week (as required), studies permitting. Successful applicants will be expected to work a minimum 24hrs per week</li> </ul>

As part of the Recruitment & Selection process it may be necessary for the Trust to carry out an Enhanced Disclosure Check through Access NI before any appointment to this post can be confirmed.

Successful applicants may be required to attend for a Health Assessment  
All staff are required to comply with the Trust's Smoke Free Policy

**WE ARE AN EQUAL OPPORTUNITIES EMPLOYER**