

Health Care Assistant

Band	3
Job Description	<ul style="list-style-type: none">• Support with the configuration of the vaccination station, ensuring the availability of initial consumables, waste receptacles, trolleys and vaccines.• Ensure all paperwork has been provided pre-vaccination by the citizen, check identity and confirm vaccine details (type, date, time, dose) and sign any required documentation.• Prepare citizen for the vaccination (e.g. have their arm ready).• Support the vaccinator in the delivery of the vaccination.• Direct citizen to the post vaccination waiting area within the Pod.• Record vaccine stock when removed or returned to fridge and to report low stock levels for vaccines, stationery and clinical equipment.• Report low vaccine stock to maintain appropriate levels, checking expiry dates and recording wastage.• Be familiar with Patient Group Directives (PGD's) for the vaccination.• Support vaccinator with the disposal of any clinical and non-clinical waste and change of PPE.• Ensure waste control and sanitisation of the vaccination area.• Record vaccination event and mark completion; if for any reason the vaccination hasn't been completed, record that information along with the reason.• Be responsible for storage, transportation and delivery of vaccines and equipment (e.g. collect and return vaccines to storage areas, ensure disposal of used clinical equipment).• Maintain accurate records and ensure strict data and patient record confidentiality.
Job Specification	<p>Experience:</p> <ul style="list-style-type: none">• Experience of working in a community setting and/or working with patients.• Able to demonstrate team working.• Able to demonstrate a basic understanding of the national immunisation programme. <p>Qualifications and knowledge:</p> <ul style="list-style-type: none">• Good levels of literacy and numeracy. GCSE English and Maths desirable.• Evidence of good IT skills.• Able to demonstrate good interpersonal skills.• Excellent record keeping and organisational skills.• Ability to deal with stressful situations.

- Ability to work accurately and with good attention to detail.

Skills:

- Ability to prioritize work.
- Self-motivated.
- Able to demonstrate effective communication skills using a variety of communication systems with children and adults.
- Excellent communication skills.

Personal attributes:

- Flexible approach to working – must be able to work in different locations or work occasional unsocial hours as required.
- Ability to work in a variety of settings with a variety of people.
- Works well within a team environment.
- Proactive approach to situations.

DRAFT