



# HANNAGE BROOK MEDICAL CENTRE

## Relief Vaccine Administrator

Hannage Brook Medical Centre are seeking to recruit a **Relief Vaccine Administrator** to provide cover for administration during Covid Vaccination clinics. You will perform administrative duties associated with delivery of the Covid Vaccine at both the Hub site at St Oswald's, Ashbourne and Hannage Brook Medical Centre in Wirksworth.

The nature of the role means that there are no guaranteed hours.

If you would like to be considered for this post, please complete and return the application form, via e-mail to [hannagebrook@nhs.net](mailto:hannagebrook@nhs.net). Please ensure you include in your application any hours you would definitely not be available to provide cover. In general, a shift would be 8 am – 1.30pm or 1.30pm – 6.30pm.

Applications will be screened for suitability as they arrive, and suitable candidates invited for interview. The job will be withdrawn once suitable candidates have been appointed.



# HANNAGE BROOK MEDICAL CENTRE

**Job title:** Relief Vaccine Administration Assistant

**Accountable to:** Operations Manager

**There are no set hours for this job role, the post holder will be offered work to cover shifts of either 8 – 1.30pm or 1.30pm – 6.30pm week days. There is also a possibility of weekend clinics Applicants should be able to work short notice to provide cover. Applicants will be required to work at Hannage Brook and St Oswald's in Ashbourne.**

**Pay Rate : £8.82 per hour**

## **Job Summary:**

- To carry out administrative or reception tasks necessary for the processes of patient care

## **Main responsibilities:**

- To provide a supportive welcome to patients
- To accurately record patient information on the management information system
- To provide any administrative support required by the Operation Manager in the delivery of the Vaccine Programme
- To wear appropriate Personal Protective Equipment and ensure Covid Safe working
- Any other activities such as shall be reasonably requested by the Practice Business Manager, Operations Manager, Doctors and other clinical staff

## **Confidentiality:**

- While seeking treatment, patients entrust us with, or allow us to gather, sensitive information in relation to their health and other matters. They do so in confidence and have the right to expect that staff will respect their privacy and act appropriately
- In the performance of the duties outlined in this job description, the post-holder may have access to confidential information relating to patients and their carers, practice staff and other healthcare workers. They may also have access to information relating to the practice as a business organisation. All such information from any source is to be regarded as strictly confidential
- Information relating to patients, carers, colleagues, other healthcare workers or the business of the practice may only be divulged to authorised persons in accordance with the

practice policies and procedures relating to confidentiality and the protection of personal and sensitive data

### **Health & safety:**

The post-holder will assist in promoting and maintaining their own and others' health, safety and security as defined in the practice health & safety policy, the practice health & safety manual, and the practice infection control policy and published procedures. This will include:

- Using personal security systems within the workplace according to practice guidelines
- Identifying the risks involved in work activities and undertaking such activities in a way that manages those risks
- Making effective use of training to update knowledge and skills
- Using appropriate infection control procedures, maintaining work areas in a tidy and safe way and free from hazards
- Actively reporting of health and safety hazards and infection hazards immediately when recognised
- Keeping own work areas and general / patient areas generally clean, assisting in the maintenance of general standards of cleanliness consistent with the scope of the job holder's role
- Undertaking periodic infection control training (minimum annually)
- Reporting potential risks identified

### **Equality and diversity:**

The post-holder will support the equality, diversity and rights of patients, carers and colleagues, to include:

- Acting in a way that recognizes the importance of people's rights, interpreting them in a way that is consistent with practice procedures and policies, and current legislation
- Respecting the privacy, dignity, needs and beliefs of patients, carers and colleagues
- Behaving in a manner which is welcoming to and of the individual, is non-judgmental and respects their circumstances, feelings priorities and rights.

### **Personal/professional development:**

The post-holder will participate in any training programme implemented by the practice as part of this employment, such training to include:

- Participation in an annual individual performance review, including taking responsibility for maintaining a record of own personal and/or professional development
- Taking responsibility for own development, learning and performance and demonstrating skills and activities to others who are undertaking similar work

### **Communication:**

The post-holder should recognize the importance of effective communication within the team and will strive to:

- Communicate effectively with other team members
- Communicate effectively with patients and carers
- Recognise people's needs for alternative methods of communication and respond accordingly

**Contribution to the implementation of services:**

The post-holder will:

- Apply practice policies, standards and guidance
- Discuss with other members of the team how the policies, standards and guidelines will affect own work
- Participate in audit where appropriate

**Personal/Professional Development**

- Participation in an annual individual performance review, including taking responsibility for maintaining a record of own personal and/or professional development
- Effectively manage own time, workload and resources
- Making effective use of training to update knowledge and skills
- Participate in any training programme implemented by the Practice as part of this employment

Signed .....

Print Name .....

Date .....

<b>PERSON SPECIFICATION</b>	
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	<b>Essential</b>
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	<b>Desirable</b>
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<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• There are no essential qualifications for this job</li> </ul>	<ul style="list-style-type: none"> <li>• 5 GCSEs, or equivalent, including English and Maths</li> <li>• Any qualification giving evidence of computer skills</li> </ul>
<b>Skills and Qualities</b>	<ul style="list-style-type: none"> <li>• Good oral communication skills, both face to face and on the phone</li> <li>• Ability to take in information and convey this accurately to a third party</li> <li>• Confidentiality</li> <li>• Flexibility</li> <li>• Ability to cope under pressure</li> <li>• Ability to deal with people patiently, and to convey an attitude of helpfulness</li> <li>• Excellent IT skills</li> <li>• Empathy</li> </ul>	<ul style="list-style-type: none"> <li>• Prior experience with NHS management information systems</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Experience of dealing with people (this may not necessarily be in a work situation)</li> </ul>	<ul style="list-style-type: none"> <li>• Previous experience in a medical field</li> <li>• Previous work experience using IT systems</li> </ul>