

JOB DESCRIPTION

JOB DETAILS	
Job Title	Perinatal Pathway for Vaccination Failsafe Officer
Reports to	Antenatal and Newborn Screening Coordinator
Band	Band 4
Department/Directorate	Maternity – Women and Children's

JOB PURPOSE
The post holder will work as part of a dynamic team delivering a flexible, safe and effective vaccination service for pregnant service users and babies at RDUH NHS Trust. They will support the clinical team with the delivery of the Flu, Covid, Pertussis, RSV vaccination programmes in Pregnancy by undertaking a wide range of administration duties including but not limited to, creating, and maintaining up to date spreadsheets and data input. The post holder will also provide support where needed, to the Antenatal & Newborn (ANNB) Screening / Fetal Medicine Team. This role will include the monitoring / completion of national vaccination and local EPR systems to ensure that national requirements are met and areas of concern identified in a timely manner; the collation of data to inform the nationally required information. This will include submission of activity reports to include local activity and also quality reports. They will also complete audits to inform service provision and improvement plans.
KEY RESULT AREAS/PRINCIPAL DUTIES AND RESPONSIBILITIES

- To monitor systems on a daily basis to ensure that national standards are met and areas of concern are identified in a timely manner.
- Be responsible for checking the quality of data entered onto the failsafe systems and to ensure that national standards are maintained.
- They will inform the clinical midwifery team of any impending breaches and remedial actions undertaken.
- To provide data to the midwifery team for the submission of activity reports and local uptake information along with any requested external reporting.
- To liaise closely with the Midwifery team, wards and community teams to ensure the smooth running of the Vaccination service.
- To liaise with the midwives, collating data for the Vaccination in Pregnancy programme, submitting reports and compiling any reports required.
- To be responsible for answering telephone enquiries and referring to other members of the team / department as appropriate.
- To be confident and competent when dealing with women/birthing people during telephone or face to face conversations and ensure resolution of individual concerns.
- To contribute to Vaccination in the Perinatal Pathway audits.
- To act as the main point of contact in relation to issues / updates for the screening failsafe systems.

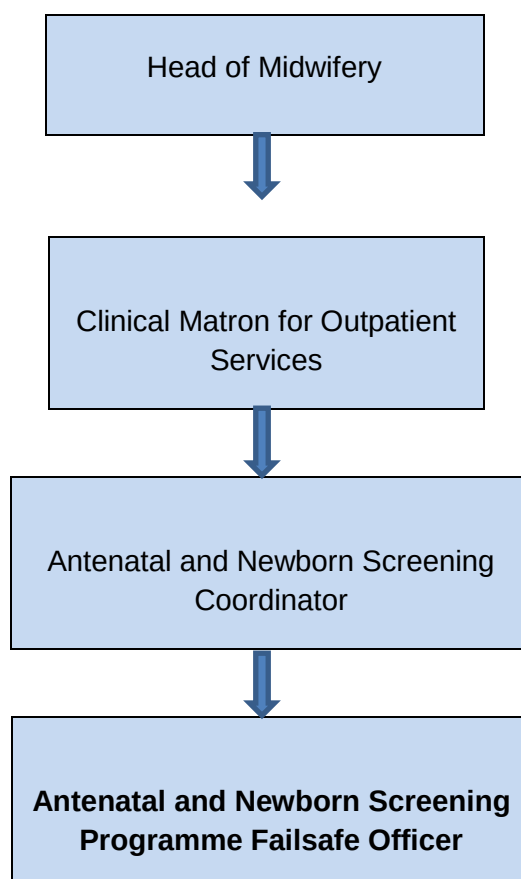
KEY WORKING RELATIONSHIPS

The post holder is required to deal effectively with staff of all levels throughout the Trust as and when they encounter on a day to day basis.

The role involves liaison on a daily basis with work colleagues and a variety of healthcare professionals at all levels.

Internal to the Trust	External to the Trust
• Midwives • Maternity Care Assistants • Obstetricians • Paediatricians • Laboratory services	• Child Health team • NHS England • Laboratory services • Tertiary centres

ORGANISATIONAL CHART



FREEDOM TO ACT

Ability to work using own initiative with excellent organisational skills and meticulous attention to detail.

To work within Trust policies and procedures. Use initiative to deal with routine matters and complex queries, deciding when it is necessary to refer to the available line manager. Work is managed rather than supervised and the post holder will organise own workload on a day to day basis.

COMMUNICATION/RELATIONSHIP SKILLS

The post holder will communicate with a range of senior stakeholders concerning their views in relation to complex projects/plans. The post holder will need to facilitate collaborative working between managers internally and externally in order to achieve objectives; this will require negotiation and motivation skills.

The post holder will receive information which may be complex and sensitive and require actions which will be time critical. This will require timely discussion and dissemination to members of the team as appropriate.

The post holder will need to maintain good working relationships with their own and other departments.

The post holder will establish strong communication links with the patient advice and liaison team and relevant patient user groups.

ANALYTICAL/JUDGEMENTAL SKILLS

Excellent communication and interpersonal skills to support a positive patient experience and articulate in a confident manner both face to face and over the telephone.

Judgements on complex facts requiring interpretation and comparing options which may involve exercising judgement when dealing with clients or other departments/partner agencies.

PLANNING/ORGANISATIONAL SKILLS

Ability to plan and organise own workload in consideration of the service capacity and demand. Working with the midwifery team to ensure workload is planned and organised in the most effective and timely way.

PATIENT/CLIENT CARE

The post holder is required to put the patient, as the first priority, at the centre of all activities.

The post holder will have daily contact with patients in the course of their normal duties.

POLICY/SERVICE DEVELOPMENT

Propose changes in conjunction with working groups which have wider implications. This may involve participation in working groups to develop service policy and performance.

FINANCIAL/PHYSICAL RESOURCES

To ensure the efficient and effective use of all resources used within the course of one's own duties, maintaining an awareness of the financial impact of inappropriate use.

HUMAN RESOURCES

Maintain and update own training relevant to post. Taking an active part in the development review of own work suggesting areas for learning and development in the coming year.

INFORMATION RESOURCES

Daily use of IT programmes and applications relevant to the department. Responsible for maintaining patient data.

RESEARCH AND DEVELOPMENT

The post holder will partake in National audit activity as required.

PHYSICAL SKILLS

Advanced keyboard skills are required.

PHYSICAL EFFORT

Ability to work flexibly within the department utilising hot desks and office space as appropriate.
The work is mainly light office work. On occasions there is a need to transport & lift heavy sets of case notes.

MENTAL EFFORT

Ability to work under pressure, prioritise own workload and work to deadlines.
There is substantial use of computer work throughout the day to search for patient information, input data and undertake analysis.
The work situation is such that there are frequent disturbances from phone calls and clinicians calling for assistance / advice / information, which can be inconvenient particularly when working on complex data analysis.
Working under pressure with tight schedules and deadlines in order to meet trust, regional and national targets.

EMOTIONAL EFFORT

The post holder will meet with staff and/or stakeholders several times a week, requiring the post holder to effectively influence and negotiate in difficult circumstances.
There is some exposure to distressing or emotional circumstances within this post. On occasion there may be the sharing of unwelcome news.

WORKING CONDITIONS

The post holder will work primarily within a shared office space.
The role requires the ability to sit for long periods using Display screen equipment.

OTHER RESPONSIBILITIES

Take part in regular performance appraisal.

Undertake any training required in order to maintain competency including mandatory training, e.g. Manual Handling

Contribute to and work within a safe working environment

You are expected to comply with Trust Infection Control Policies and conduct him/herself at all times in such a manner as to minimise the risk of healthcare associated infection

As an employee of the Trust, it is a contractual duty that you abide by any relevant code of professional conduct and/or practice applicable to you. A breach of this requirement may result in action being taken against you (in accordance with the Trust's disciplinary policy) up to and including dismissal.

You must also take responsibility for your workplace health and wellbeing:

- When required, gain support from Occupational Health, Human Resources or other sources.

- Familiarise yourself with the health and wellbeing support available from policies and/or Occupational Health.
- Follow the Trust's health and wellbeing vision of healthy body, healthy mind, healthy you.
- Undertake a Display Screen Equipment assessment (DSE) if appropriate to role.

DISCLOSURE AND BARRING SERVICE CHECKS

This post has been identified as involving access to vulnerable adults and/or children and in line with Trust policy successful applicants will be required to undertake a Disclosure & Barring Service Disclosure Check.

GENERAL

This is a description of the job as it is now. We periodically examine employees' job descriptions and update them to ensure that they reflect the job as it is then being performed, or to incorporate any changes being proposed. This procedure is conducted by the manager in consultation with the jobholder. You will, therefore, be expected to participate fully in such discussions. We aim to reach agreement on reasonable changes, but if agreement is not possible, we reserve the right to insist on changes to your job description after consultation with you.

Everyone within the Trust has a responsibility for, and is committed to, safeguarding and promoting the welfare of vulnerable adults, children and young people and for ensuring that they are protected from harm, ensuring that the Trusts Child Protection and Safeguarding Adult policies and procedures are promoted and adhered to by all members of staff.

At the Royal Devon, we are committed to reducing our carbon emissions and minimising the impact of healthcare on the environment, as outlined in our Green Plan available on our website. We actively promote sustainable practices and encourage colleagues to explore and implement greener ways of working within their roles.

PERSON SPECIFICATION

Job Title	Antenatal and Newborn Screening Programme Failsafe Officer
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Requirements		Essential	Desirable
QUALIFICATION/ TRAINING	SPECIAL	Good general education including GCSE in English (or equivalent) NVQ 3 Business Administration or Team Leadership or Customer Care or equivalent qualification / experience RSA III or equivalent level of skill gained through experience or alternative qualification Additional relevant administration knowledge acquired through further experience	
KNOWLEDGE/SKILLS		Excellent Written/verbal communication skills Advanced keyboard & Computer Skills (Microsoft office) Ability to work using own initiative with excellent organisational skills and meticulous attention to detail. Ability to work under pressure, prioritise own workload and work to deadlines. Ability to exercise judgement and take responsibility for actions. Able to promote good working relationships amongst team, colleagues and clinical staff.	Good working knowledge of Maternity digital systems Knowledge of the five National Antenatal and Newborn Screening Programmes
EXPERIENCE		Experience with Data collation and analysis Significant clerical/administrative experience within customer care environment or similar Experience of working under pressure Experience of working as part of a team in a multi-disciplinary environment	Previous Experience of working in the NHS

PERSONAL ATTRIBUTES	Motivated and Reliable Willing to undertake training relevant to the post. Ability to work independently, within a team Adaptable and responsive to changing service Confident and sympathetic when liaising with patients/staff Ability to remain calm and professional when working under pressure.	
OTHER REQUIREMENTS	The post holder must demonstrate a positive commitment to uphold diversity and equality policies by the Trust	

WORKING CONDITIONS/HAZARDS		FREQUENCY (Rare/ Occasional/ Moderate/ Frequent)			
		R	O	M	F
Hazards/ Risks requiring Immunisation Screening					
Laboratory specimens	Y		X		
Contact with patients	Y			X	
Exposure Prone Procedures	Y	X			
Blood/body fluids	Y		X		
Hazard/Risks requiring Respiratory Health Surveillance					
Solvents (e.g. toluene, xylene, white spirit, acetone, formaldehyde and ethyl acetate)	N				
Respiratory sensitisers (e.g isocyanates)	N				
Chlorine based cleaning solutions (e.g. Chlorclean, Actichlor, Tristel)	N				
Animals	N				
Cytotoxic drugs	N				
Risks requiring Other Health Surveillance					
Radiation (>6mSv)	N				
Laser (Class 3R, 3B, 4)	N				
Dusty environment (>4mg/m3)	N				
Noise (over 80dBA)	N				
Hand held vibration tools (=>2.5 m/s2)	N				
Other General Hazards/ Risks					
VDU use (> 1 hour daily)	Y				X
Heavy manual handling (>10kg)	N				
Driving	N				
Food handling	N				
Night working	N				
Electrical work	N				
Physical Effort	Y	X			
Mental Effort	Y				X
Emotional Effort	Y			X	
Working in isolation	Y		X		
Challenging behaviour	Y	X			