**Harborne Medical**

**VACCINE DATA ENTRY CLERK**

**Job Description**

**Responsible to:** Vaccine Services Coordinator / Shift Lead

**Accountable to:** Senior Leadership Team

**Job Summary:**

Use the vaccine management system to record all vaccinations given by clinicians. Ensure these are entered accurately on the patients’ record in accordance with practice protocol.

**Key Working Relationships**

The range of individuals and organisations the post holder may have contact with:

* Vaccinators
* Lead GP
* Stewards
* Session Supervisor
* Administration Team
* Patients
* Other practice staff / volunteers

**Duties and Responsibilities:**

**Data Entry**

Be fully conversant with the vaccine administration platform.

Enter data accurately from patient vaccine sheet onto vaccine administration platform.

Raise any queries with the Session Supervisor / Lead GP

Ensure all queries related to recording the vaccine are resolved in a timely manner

**Other Responsibilities**

Welcome and reassure patients where necessary

Ensure patients are prepared for vaccine administration

Signpost patients to other relevant staff to ensure any vaccine-related queries are addressed.

Periodically provide audits of patient numbers waiting for vaccines, to enable clinicians to make judgements regarding the numbers of vaccines to make available.

**Confidentiality**

Respect patient privacy and act in accordance with legislation and practice policies and procedures relating to confidentiality and the protection of personal and sensitive data.

**Health & Safety:**

Wipe down chairs / surfaces / equipment as necessary. Using appropriate infection control procedures, maintaining work areas in a tidy and safe way and free from hazards.

Assist in promoting and maintaining own and others’ health, safety and security as defined in the practice Health & Safety Policy, to 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

Report potential risks identified to the Session Supervisor / Lead GP.

Make effective use of training to update knowledge and skills

**Equality and Diversity:**

Support the equality, diversity and rights of patients, carers and colleagues, to include:

Act 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

Respect the privacy, dignity, needs and beliefs of patients, carers and colleagues

Behave 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:**

Participate in any training programme implemented by the practice as part of this employment.

Take responsibility for own development, learning and performance and demonstrate skills and activities to others who are undertaking similar work.

**Quality:**

Strive to maintain quality within the practice, and will:

Alert management and other team members to issues of quality and risk

Assess own performance and take accountability for own actions

Contribute to the effectiveness of the team by making suggestions on ways to improve and enhance the team’s performance

Work effectively with individuals in other agencies to meet patients’ needs

Effectively manage own time, workload and resources.

**Communication:**

Recognize the importance of effective communication within the team and will strive to:

Communicate effectively with other colleagues, patients and carers

Recognize people’s needs for alternative methods of communication and respond accordingly.

**Contribution to the Implementation of Services:**

Apply practice policies, standards and guidance

Participate in audit where appropriate.

This job description is subject to change and amendment by management in consultation with the post holder and is not intended to be a complete list of duties and responsibilities.

The post holder will be required to undertake any other tasks and responsibilities commensurate with the grade.