

Organisation Name: Communities 1st

Address: Various across Hertfordshire and West Essex

Contact Name: Volunteer Centre Team

Email: volunteer@communities1st.org.uk

Telephone Number: 020 3940 4865

Volunteer Vaccine Admin Support

- Support the vaccinator in the delivery of the vaccination.
- Provide administrative support to the vaccination site's staff.
- Ensure all paperwork has been provided pre-vaccination by the citizen, check identity & confirm vaccine details (type, date, time, dose).
- Maintain, request and transfer confidential patient records, ensuring they are stored in an accurate and secure filing system. Adhere to confidentiality as per the site's policy.
- Prepare citizen for the vaccination (e.g. have their arm ready).
- 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.
- Record vaccination event and mark completion; if for any reason the vaccination hasn't been completed, record that information along with the reason.
- Coordinate and maintain communication with team members about routine and daily activities including rota's, contacting clinical staff, updating systems and other duties.
- Provide non-clinical advice, information to patients/clients and relatives when necessary.
- Assist with data collection activities by ensuring records are up to date. Maintain accurate, clear and legible documentation in all legal records in accordance with the Data Protection Act.
- Check that all equipment is safe and available for use and support with the configuration of the vaccination station.
- Assist in ordering, receiving, storing and transporting vaccines in accordance with Management Medicines Policy.
- Responsible for infection and waste control, cleaning and sanitisation of the Pod area.

Experience:

- Competent in the use of Microsoft Office.
- Experience of working in an administrative environment.
- Experience with dealing with a variety of people and as part of a team.