



**Volunteer Centre Sutton**  
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## Volunteer role description

### Covid-19 Vaccination Programme

#### Vaccinator

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| <b>Organisation</b>                               | This is a coordinated effort between NHS Sutton CCG and Volunteer Centre Sutton   |
| <b>Role Title</b>                                 | Vaccinator  |
| <b>Location</b>                                   | There are two sites, in different areas of the borough – SM1 and SM6.   |
| <b>Time Commitment</b>                            | A commitment of 1 shift per week is required for this role: <ul style="list-style-type: none"> <li>• There are two shifts each day: 0830am – 1.30pm and 1.30pm - 6.30pm.</li> <li>• The sites will be open weekdays and Saturdays.</li> </ul>   |
| <b>Why you are needed</b>                         | <ul style="list-style-type: none"> <li>• To administer the vaccines and to provide a comfortable and reassuring experience for the patients.</li> </ul>   |
| <b>What you will be doing</b>                     | <ul style="list-style-type: none"> <li>• Administer the COVID-19 booster and flu vaccines to patients.</li> <li>• Recognise and respond as needed to any medical emergency. This may include helping a patient with their breathing if they have an allergic reaction to the vaccine.</li> <li>• Meeting and greeting patients, ensuring they are comfortable, reassuring them pre and post vaccine, helping them navigate the vaccination centre, as well as signposting them to relevant external resources as needed.</li> <li>• Working collaboratively with small diverse teams including NHS doctors, nurses, and other trained staff.</li> <li>• Completion of documentation associated with the administration of the vaccine, ensuring compliance with regulated requirements.</li> <li>• Work with other St John Ambulance and NHS colleagues to deliver a vaccination service, including escalating problems outside your scope of training to an appropriate person.</li> <li>• Maintain an awareness of the wellbeing of yourself and fellow volunteers so that support can be made available to everybody.</li> </ul> |
| <b>Skills, experience and attributes required</b> | <ul style="list-style-type: none"> <li>• Have experience of a paid or voluntary role caring for people, providing customer service or providing signposting and advice.</li> <li>• Aware that you will need to handle needles and potentially deal with blood and other bodily fluids.</li> <li>• Be able to follow instructions as given by clinical professionals as well as act on your own initiative within your scope of training.</li> <li>• Good interpersonal skills, and ability to be respectful and empathetic of individuals and their concerns which may include an ability to deal with conflict.</li> </ul>   |



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|   | <ul style="list-style-type: none"> <li>• Be confident, calm, and reassuring to all patients prior to and after receipt of the vaccine.</li> <li>• Have sufficient physical fitness and mental concentration for the role (this includes standing and walking potentially for the entire shift.)</li> <li>• Must be able to commit to the full training programme and pass all elements.</li> <li>• Due to the nature of the role, volunteers will need to be 18+.</li> <li>• Must not be in any of the groups at higher risk from COVID-19.</li> </ul> |
| <b>What is in it for you</b>            | <ul style="list-style-type: none"> <li>• Gaining healthcare knowledge and experience.</li> <li>• Building confidence and a sense of community due to talking to a huge variety of different people, including patients and NHS Clinical staff.</li> <li>• Being part of the vaccination programme.</li> </ul>  |
| <b>DBS requirements</b>                 | <ul style="list-style-type: none"> <li>• An enhanced DBS will be required for this role.</li> <li>• Volunteer Centre Sutton can request this on your behalf.</li> </ul>  |
| <b>Driving license requirements</b>     | <ul style="list-style-type: none"> <li>• No driving license is required for this role.</li> </ul>  |
| <b>Volunteer expenses</b>               | <ul style="list-style-type: none"> <li>• Expenses can be claimed. Further details will be provided during the application process.</li> </ul>  |
| <b>Induction and training process</b>   | <ul style="list-style-type: none"> <li>• Each volunteer role will have bespoke training.</li> <li>• This role will involve onsite as well as online training.</li> <li>• The onsite training will take place from 1st September onwards. Exact dates are currently tbc.</li> </ul>   |
| <b>Support available</b>                | <ul style="list-style-type: none"> <li>• Briefings and de-briefings are given at the start and end of every shift.</li> <li>• There is always a member of NHS staff on hand to answer any questions and to help you in your role, to discuss any questions, concerns or feedback that you might have.</li> <li>• There will be a volunteer coordinator who can be contacted outside of shifts for any concerns, shifts that you cannot make or any other matters relating to your role.</li> </ul>   |
| <b>What to do if you are interested</b> | <ul style="list-style-type: none"> <li>• Please fill out the online application form here: <a href="#">Vaccination Site Volunteering Application Form</a>.</li> <li>• Thank you for your interest. We will be in touch as soon as possible with further information about the role and what happens next!</li> </ul>   |
| <b>Additional Information</b>           | <ul style="list-style-type: none"> <li>• Twice weekly lateral flow tests will be required for this role.</li> <li>• PPE appropriate to the role will be provided.</li> </ul>   |