What is an Immunisation Lead responsible for?1-6

Coordination

- Identifying individuals who are eligible for vaccinations including those who are more difficult to access
- Scheduling dedicated clinics for vaccine delivery
- Proactively calling and recalling all eligible patients
- Working with staff in supported living settings, care homes, and secondary and tertiary providers to ensure they have vaccination policies
- Liaising with community services and voluntary agencies to meet the needs of the wider community, including hard-to-reach populations



Vaccine management and administration

- Overseeing procurement, storage, and distribution of vaccines
- Ensuring vaccine guidelines are followed
- Ensuring staff are trained, skilled, knowledgeable, and competent in vaccine administration
- Creating standardised procedures
- Monitoring adherence to best practices

Vaccine safety monitoring and quality assurance

- Overseeing and reporting any adverse events
- Following appropriate measures when addressing adverse events
- Certifying the quality and accuracy of immunisation records
- Generating and following best practice processes to document and maintain appropriate records

Education and training

- Providing education and training to healthcare providers
- Staying up-to-date on the latest research
 and recommendations
- Sharing the latest information and updates to guidelines (including any updates to the routine immunisation schedule) with all relevant staff

Programme evaluation

- Monitoring and evaluating the performance of immunisation programmes or coordinating the best person in the practice to do this regularly
- Assessing vaccine coverage rates for their area
- Identifying approaches for improvement and implementing strategies to enhance immunisation uptake and compliance

Collaborating and networking

- Collaborating with stakeholders within primary care networks, and with external bodies
- Participating in immunisation-related meetings, conferences, and committees to stay informed about best practice
- Sharing best practice experience and potentially even contributing to the development of immunisation guidelines

Patient communication

- Addressing vaccine hesitancy and multi-dose compliance by increasing awareness and providing evidence-based information about vaccines to patients, families, and healthcare providers
- Handling concerns and misconceptions around vaccinations
- Promoting vaccine acceptance through effective communication strategies















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