



**Education and Training for Vaccine Administration
by Health Care Support Workers (HCSW)
in Northern Ireland**

June 2022

Version 1.1

Introduction

This document outlines the training and competencies required for the safe and effective administration of vaccinations by Health Care Support Workers (HCSWs).

The term Health Care Support Worker (HCSW) includes all non-statutory registered staff that may be involved in administering vaccinations. This document is to be used alongside the Regional Framework for Vaccine Administration by HCSWs in Northern Ireland February 2022, and the latest version of the relevant Regional Vaccination Protocol for:

- the particular COVID-19 injectable vaccine(s)
- Inactivated Influenza injectable vaccine

And the latest version of the supply only PGD for:

- Live Attenuated Influenza non- injectable vaccine (LAIV).

The competency framework (Appendix 2) within this document is designed for HCSWs who are all new to the role of administering vaccinations. They will work through the competencies with a Mentor to ensure safe administration of the vaccinations. All those involved in the delivery of vaccination programmes should be mindful that these programmes evolve over time. Therefore, staff must ensure they keep their knowledge and practical skills up to date to maintain the required competence. The onus sits with the employer to ensure that their vaccinator workforce maintain both their skills and knowledge on an ongoing basis.

For clinical governance, it is strongly recommended that all HCSWs participating in the administration of vaccinations must:

- Have an NVQ in health care or 2 years' experience in working in a health sector
- have successfully completed their probationary period and be confirmed in post;
- not be undergoing any investigation involving conduct or competence

Training Process

- Identify individual requiring training;
- Identify the training required to safely administer the vaccination(s) (see Appendix 1) for recommended training for COVID-19 vaccination, Inactivated Influenza and LAIV; *This should include all Training, Competency and Supervision requirements, set out in Section 2 “Characteristics of Staff”, of the relevant National Vaccination Protocol for each COVID-19 vaccine, Inactivated Influenza and supply only PGD for LAIV issued by HSCB/PHA on behalf of the Department of Health;*
- Identify a Mentor (Registered Practitioner) competent in all aspects of the relevant protocol and /or PGD and in the delivery of the vaccine(s) who will be identified as a supervisor throughout the vaccination sessions);
- Book training through either a combined course or individual modules:
 - Clinical Education Centre (a combined course covering Modules 1-5)
 - Online through *E-learning for Healthcare* (individual Modules 1-13) www.e-lfh.org.uk;
 - Essential reading, Chapter 3,14A, &19 The Greenbook
- Submit Certificates to Mentor as evidence of training completed.
- Shadow Mentor at clinics until deemed competent;
- Sign off competency document (Mentor & HCSW).

Training Recommendations

It is recommended that a blended approach to training is employed. HCSWs should avail of the agreed recommended taught courses and online learning resources which they can consult while they are undertaking their training and assessment (Appendix 1).

In addition to gaining knowledge, all HSCWs undertaking a role in vaccination need a period of protected supervised practice to allow them to observe and develop clinical vaccination skills working alongside a Mentor. The Mentor will be a registered healthcare professional trained and competent in all aspects of the Protocol and Patient Group Directions (PGD).

A competency framework (Appendix 2) has been developed to help assess fitness to practice and to facilitate learning and development. The statements of competency used in this document have been adapted from the Royal College of Nursing (RCN) Immunisation Knowledge and Skills Competence Assessment Tool and Public Health England (PHE) competency framework to support the training and

assessment of non-registered HCSWs who have a role in administering vaccinations.

The competency document must be presented to the identified Mentor in the workplace by the HCSW throughout their training. HCSWs should be assessed against each competency as competent (has achieved the competency=A) or has not achieved the competency (needs development=ND). If further support is required a training plan with agreed outcomes should be developed, using the observed feedback section of the competency document.

Prior to signing off the competency document the Mentor must be satisfied that the HCSW who will administer the vaccine(s) has the experience, knowledge and skills to provide the care required. There is no specified time limit within which the competency will be achieved, however progress or otherwise must be reviewed on a regular basis.

Should it become apparent that the HCSW is unable to achieve the required competencies the decision to cease their participation in this role must be communicated to them in an open, honest manner.

The HCSW administering the vaccine remains accountable for their practice in accordance with their individual contract of employment. In addition, registered healthcare professionals acting as a Mentor must continue to abide by their professional Code of Conduct at all times.

On completion of the training and competency requirements set out in this document and in the relevant National Protocol or PGD (LAIV only), HCSWs must continue to be supervised whilst administering the vaccinations as they cannot assess the individual presenting for vaccination, provide information and advice or obtain informed consent for the individual.

The clinical supervisor must be a registered healthcare professional trained and competent in all aspects of the Protocol and PGD and be able to provide clinical supervision for overall provision of clinical care provided.

Appendix 1

Training Requirements for COVID-19(Adult) Inactivated Influenza and Live Attenuated Influenza Vaccination

Prior to undertaking the practical skills elements of the training the following modules must be completed.

The modules are designed to provide HCSWs with the knowledge required to confidently and competently administer vaccinations under a National Protocol or supply only PGD.

Modules 1 - 5 are known as COVID-19 Vaccinator Core Skills. These modules are completed in one of two ways:

- A combined session in the Clinical Education Centre (CEC), where there is no assessment but full attendance throughout the session is a requirement.

Or

- Individually via eLearning with an assessment requiring a pass grade on completion on www.e-lfh.org.uk . These modules also need to be completed prior to administering Inactivated Influenza and LAIV.

Modules 6 – 13 can be taken in any order. An assessment must be completed at the end of each module and a pass grade obtained. Each module can be retaken until the required standard is achieved.

In addition to completing the modules above, HCSWs must read chapters 3, 14a and 19 of the Immunisation against Infectious Disease (the Green Book). Chapter 3 provides information on the storage, maintenance of cold chain and disposal of vaccines. Chapter 14a provides information specific to COVID-19 vaccines and Chapter 19 provides information on Influenza. The Mentor will then examine the HCSW's knowledge in relation to these topics. Consideration should be given to providing the Mentor with protected time to undertake this task.

All training and competency requirements set out in the relevant National Protocol(s) for administration of COVID-19 vaccines, Inactivated Influenza and supply only PGD for Live Attenuated Influenza vaccine (LAIV) must be met by all staff operating under the legal authority of the National Protocol(s) and PGD.

The following modules and reading are mandatory vaccine related learning for all vaccinators

Training	Course Management
<p>COVID-19 Vaccinators Core Skills:</p> <ol style="list-style-type: none"> 1. Infection Prevention and Control 2. Intramuscular Injections 3. Medicines Management Principles 4. Anaphylaxis 5. Patient Group Directions (PGD) 	<p>Clinical Education Centre(combined session)</p> <p>Or</p> <p>www.e-lfh.org.uk (individual modules)</p>
6. Core Knowledge for Covid-19 vaccinator	www.elfh.org.uk
7. COVID-19 mRNA Vaccine(Pfizer/BioNTech) Comirnaty 30mcg per dose	
8. COVID-19 Vaccine Moderna	
9. Core Knowledge for Flu vaccinators	
10. Live Flu Vaccine	
11. Inactivated Influenza	
12. Legal Aspects	
13. Basic Life Support /Resuscitation level 2- yearly E-learning with practical skills update as requested	CEC or www.e-lfh.org.uk
14. Storage Maintenance of cold chain/disposal of vaccines Green Book-Chapter 3 COVID specific vaccinations -Chapter 14a Influenza- Chapter 19 - access online at: www.gov.uk/government/collections/immunisation-against-infectious-disease-the-green-book	
In addition to this training HCSWs need to complete their yearly mandatory training which should include updates on safeguarding for children and adults.	
Recommended training but not mandatory:	
1. Distraction technique to minimise a child's anxiety during vaccination	www.elfh.org.uk

NB: You may be required to undertake additional training as further vaccines come into use

Appendix 2

Competency framework for the Administration of Vaccines by Health Care Support Workers

Part one: Knowledge

Part two: Core skills

Part three: Clinical processes and procedures

Trainee Name	
Mentor Name	
List the vaccine/vaccines being assessed to deliver and or support:	
Vaccine Name	
Vaccine Name	
Vaccine Name	
Vaccine Name	

Part 1: Knowledge

Please indicate whether competency has been achieved “A” or needs development “ND”

Competency statements: HCSW's	Assessment by Mentor		Evidence of achievement, if applicable/comment	Mentor's Signature
	First attempt (<i>State further attempts as required</i>)	Date competency achieved		
Can provide evidence of attendance at a specific, comprehensive immunisation training course and/or completion of an immunisation e-learning course*.				
Has successfully completed a knowledge assessment eg.an e-learning course assessment.				
Is able to access the online Green Book				
Able to explain the general principles of immunisation e.g. why multiple and/or booster doses are required				
Aware of local and national targets for immunisation uptake and why vaccine uptake data is important.				

* The course should cover all of the topics detailed in the Core Curriculum for Immunisation Training.

Part 2: Core Skills for Vaccinators

Please indicate whether competency has been achieved “A” or needs development “ND”

Competency statements: HCSWs	Assessment by Mentor		Evidence of achievement, if applicable/comment	Mentor's Signature
	First attempt (<i>State further attempts as required</i>)	Date competency achieved		
Is up to date with local requirements for anaphylaxis and CPR training (normally recommended annually).				
Aware of the whereabouts of anaphylaxis and emergency care equipment, how and when to use it				
Can explain incident response and reporting process in case of a procedural error, needle stick injury, etc. as per local protocol.				
Demonstrates good practice in hand hygiene and relevant infection prevention and control. Uses appropriate aseptic technique when preparing vaccines and handling equipment (e.g., syringes, needles)				
Through discussion demonstrates knowledge and understanding of the cold chain management. Familiar with local protocols and the action to take in case of a cold chain failure				
Works within local protocol or standard operating procedure (SOP), understands limitations of own role and able to refer on for advice appropriately.				
Describes their role in relation to the administration of the vaccines and the role of other members of the immunisation team				

Part 3 Clinical Processes and Procedures

Please indicate whether competency has been achieved “A” or needs development “ND”

Competency statements: HCSWs	Assessment by Mentor		Evidence of achievement if applicable/comment	Mentor’s Signature
	First attempt (<i>State further attempts as required</i>)	Date competency achieved		
Checks the presentation and expiry date of the vaccine				
Can explain which vaccines are to be given				
Checks that consent has been obtained by the Registrant				
Provides reassurance and positions the patient correctly				
Demonstrates correct intramuscular technique including correct site for injectable vaccines or nasal delivery technique for LAIV				
Disposes of used equipment in accordance with local waste management guidance				
Completes all necessary records accurately & ensures vaccine administration is recorded on VMS as applicable or CHS for LAIV.				
Explains the importance of maintaining confidentiality throughout the vaccination process				

Observed Practice Feedback

Trainee Details	Mentor Details
Name:	Name:
Contact	Contact
Feedback on performance	
General	
Areas of strength	
Areas for development	
Agreed Actions	

Trainee Reflections

What did I learn from this experience?

What did I do well?

What do I need to improve or change?

How will I achieve this?

Statement of proficiency

I confirm that the individual below has shown appropriate knowledge, skill and proficiency to safely administer the named vaccines

Print Name:

.....

Vaccine	Name of Mentor	Designation	Signature	Date

Statement of proficiency

I agree that I have had sufficient training and consider myself proficient to administer named vaccinations

Print Name:

.....

Designation:

.....

Vaccine	Signature	Date