



## Appendix C. Flu vaccinator competency assessment tool

The competency assessment tool has been divided into 3 areas:

1. Knowledge.
2. Core clinical skills.
3. The clinical process and procedure for vaccine administration.

Vaccinators should be assessed against all the competencies relevant to the role assigned to them. It is recognised that not all competencies will be relevant to all staff, for example, if they have been assigned a role in vaccine administration only and are not responsible for assessing suitability for vaccination and taking consent. However, competencies that have been marked as 'not applicable' but which become applicable if the vaccinator is given additional responsibilities or a change in role, can be assessed at a later date without having to complete a whole new competency tool. Multiple supervisors may sign off competency where required (for example, if not all competencies can be assessed at one time) and additional competencies can be added if necessary.

### How to use the competency assessment tool

The assessment tool can be used as a self-assessment tool, an assessment tool for use with a supervisor or both depending on the previous experience of the vaccinator. Where a particular competency is not applicable to the individual's role at the time of assessment, indicate 'not applicable' (NA).

The vaccinator should complete the self-assessment column and then, if they are new to vaccination or returning to vaccination after a prolonged interval, share it with their supervisor or assessor. The supervisor assessing the immuniser must be a registered healthcare practitioner who is competent and experienced in delivering immunisations.

The supervisor carrying out the assessment should:

- review the vaccinator's self-assessment, discussing any areas that are identified as 'need to improve' and the relevant action plans
- observe their performance as they provide immunisations or advice to several patients and indicate whether each competency is 'met' or 'needs to improve' in the supervisor review column

- if improvement is needed, help the immuniser to develop an action plan that will enable them to achieve the required level of competence and plan a further assessment
- acknowledge if they and/or the immuniser decide that they are not suitable for the role and communicate this to the employer

When the supervisor and immuniser agree that the immuniser is competent in all the relevant areas, sign off the section at the bottom of the assessment.

<b>Competency assessment tool for staff administering the flu vaccines</b>		<b>Not applicable to role assigned (NA)</b>	<b>Self-assessment Record: met (M) or needs to improve (NI) (initial and date)</b>	<b>Supervisor review Record: met (M) or needs to improve (NI) (initial and date)</b>
<b>Part 1: knowledge</b>			<b>Self-assessment</b>	<b>Supervisor review</b>
<b>1a</b>	Can provide evidence of completion of the flu vaccine specific elearning programme or attendance at a specific, comprehensive flu vaccine training course.			
<b>1b</b>	Has successfully completed and passed a knowledge assessment – either the e-learning course assessment or an end of course test.			
<b>1c</b>	Able to access the online Green Book and other relevant flu vaccine guidance, for example, DHSC/UKHSA/NHS E&I letters (or Scotland, Wales and Northern Ireland equivalents), Vaccine Update, UKHSA Information for Healthcare Practitioners on the flu vaccine programme and so on			
<b>1d</b>	Knows who to contact for advice if unsure about issues such as eligibility for vaccines or action to take if a vaccine error occurs.			
<b>1e</b>	Able to explain the basics of how the different flu vaccines are made, what they contain and why, any contraindications or precautions and possible side effects and how to treat them.			
<b>Part 2: core skills for immunisation</b>			<b>Self-assessment</b>	<b>Supervisor review</b>
<b>2a</b>	Is up to date with requirements for anaphylaxis and basic life support (BLS) training (has undertaken within past year or as per employers' stipulations).			

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<b>2b</b>	Aware of how to respond to an immediate serious adverse event following vaccination, knows the whereabouts of anaphylaxis and emergency care equipment and how and when to use it.			
<b>2c</b>	Can explain incident response and reporting process in case of a procedural error, needlestick injury, breach of infection control measure and so on, as per local protocol.			
<b>2d</b>	Demonstrates good practice in infection prevention and control. Uses appropriate aseptic technique when handling injection equipment (e.g. syringes, needles) to prevent contamination and infection.			
<b>2e</b>	Disposes of sharps, vaccine syringes and vials and other vaccine equipment safely in line with local protocol.			
<b>2f</b>	Demonstrates knowledge and understanding of the rationale for and importance of maintaining the vaccine cold chain. Familiar with local protocols for cold chain management and the action to be taken in case of cold chain failure and who to contact.			
<b>Part 3: clinical process and procedure</b>			<b>Self-assessment</b>	<b>Supervisor review</b>
<b>3a</b>	Checks patient's identity and patient's records prior to vaccination to ascertain suitability for vaccination.			
<b>3b</b>	Able to answer patient, parent or carer questions, referring to leaflets to aid explanations or discussion as appropriate and using interpreter if necessary to ensure patient, parent or carer			

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	are informed. Knows who to refer to or who to contact if further detail or advice is required.			
<b>3c</b>	Able to clearly and confidently discuss the benefits and risks of flu vaccination and able to address any concerns patients, parents or carers may have.			
<b>3d</b>	Demonstrates knowledge of consent requirements and any relevant issues such as the capacity to consent, Mental Capacity Act and the age of the individual. Ensures consent is obtained prior to vaccination and is appropriately documented.			
<b>3e</b>	Demonstrates knowledge and understanding of contraindications and precautions to flu vaccine and is able to assess appropriately for these, or, if necessary, the need to postpone vaccination (or give inactivated vaccine if LAIV contraindicated).			
<b>3f</b>	Checks that there is an appropriate legal authority to supply and administer the vaccine such as: they are an appropriate prescriber, vaccine has been prescribed to a specific patient via a Patient Specific Direction, or, the vaccinator is authorised to administer the vaccine in accordance with a Patient Group Direction (PGD), national Protocol or Written Instruction.			
<b>3g</b>	Checks the presentation of the flu vaccine, the expiry date, how it has been stored prior to use and prepares it according to the			

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	vaccine manufacturer's instructions in the Summary of Product Characteristics (SPC).			
<b>3h</b>	Positions patient appropriately and chooses appropriate vaccination site for injectable vaccines i.e. use of anterior lateral aspect of the thigh in babies under one year or deltoid muscle in upper arm in older children and adults.			
<b>3i</b>	Demonstrates correct intramuscular injection technique			
<b>3j</b>	Demonstrates correct intranasal administration technique			
<b>3k</b>	Demonstrates an understanding of the procedure for reporting any vaccine reactions and knows how and when to report using the MHRA's Yellow Card Scheme.			
<b>3l</b>	Completes all necessary documentation, recording type and product name of vaccine, batch number, expiry date, dose administered, site used, date given and name and signature.			
<b>3m</b>	Demonstrates good record keeping and understands the importance of making sure vaccine information is recorded on relevant data system(s).			
<b>3n</b>	Advises patient, parent or carer on what to expect after vaccination as appropriate (for example, rash, fever) and management of these. Provides patient, parent or carer with a copy of post-immunisation advice sheet or the product's Patient Information Leaflet (PIL), if appropriate.			

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<b>3o</b>	Understands individual limitations and knows where to refer patients where there may be more complex requirements, or a more experienced immuniser is required			

**Action plan** (record any actions required to meet any competencies assessed as 'needs to improve'. Sign and date these once met)

## Statement of competence

Name of individual:

\_\_\_\_\_ has shown appropriate knowledge, skill and competence to safely administer:

(tick as applicable)

Injected inactivated flu vaccine

Intranasal live flu vaccine

Name of supervisor(s) carrying out assessment (or mark as N/A if experienced vaccinator carrying out self-assessment):

Role or job title: