



Appendix A

Vaccinator competency assessment tool work book

Supervision and assessment of competency

A period of supervised practice to allow observation of, and development of skills in vaccine administration and application of knowledge to practice is essential. Supervision for new vaccinators and support for all vaccinators is critical to the safe and successful delivery of the vaccination programme. The supervisor must be a registered, appropriately trained, experienced and knowledgeable practitioner in vaccination.

All new vaccinators, and those returning to vaccination after a prolonged interval, should complete this competency assessment for formal evaluation and sign-off of their clinical competency. They should be supervised administering the vaccine(s) until both they, and their supervisor or trainer, feel confident that they have the necessary knowledge and skills to administer vaccines safely and competently.

Experienced vaccinators should use this competency tool to self-assess that they are able to meet all the competencies listed and confirm that they have the knowledge and skills necessary to administer vaccines. This will be required to work to PGDs and Protocols.

Once signed and dated, all vaccinators should retain the competency tool in their training records.

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 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. Some competencies may also only be applicable to registered staff. 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 compete 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.

This competency assessment tool should be used in conjunction with the
'National minimum standards and core curriculum for immunisation training'.
This workbook has been provided separately for ease of use by vaccinators.

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.

As different vaccines have some important differences between them (for example, the vaccine components, how they should be stored and prepared, the dosage and so on), a section at the end is included so that vaccinators can add the name of the vaccine they are being assessed or self-assessing for and sign against each individual type of vaccine. Where the competence applies to all vaccines (for example management of anaphylaxis, intramuscular injection technique), individual assessment of competency for each vaccine is not required. Vaccinators may wish to use a fresh competency assessment tool when they undertake training to give a new vaccine.

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 vaccinations 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 vaccinator 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 vaccinator decide that they are not suitable for the role and communicate this to the employer

When the supervisor and vaccinator agree that the vaccinator is competent in all the relevant areas, they should both sign the section at the bottom of the assessment.



Vaccinator competency assessment tool workbook

Name of healthcare worker to be assessed	
Role of healthcare worker	
Date of commencement of assessment	
Name of supervisor (N/A if self assessed)	



Part 1. Knowledge

Competency assessment tool for health care workers with a role in the provision of a vaccination service		Applicable to role assigned (yes or no)	Self-assessment Record: met (M) or needs to improve (NI) (initial and date)	Supervisor review Record: met (M) or needs to improve (NI) (initial and date)
1a	Can provide evidence of attendance at a specific, comprehensive vaccination training course and/or of completion of a vaccination e-learning programme. The training should cover the topics detailed in the “Core Curriculum for Vaccination Training” (state the name of course/type of training attended).			
1b	Has successfully completed and passed a knowledge assessment, for example, e-learning assessment or an end-of-course test.			
1c	Able to access the online Green Book and other relevant vaccine guidance, for example, communications from DHSC/ UKHSA/NHSE, JCVI statements, Vaccine Update, UKHSA Information for Healthcare Practitioners guidance on new or revised vaccine programmes, the UKHSA algorithm for individuals with uncertain or incomplete vaccination status, specific vaccine PGDs and other resources as appropriate.			
1d	Knows who to contact for advice if unsure about vaccination schedules, vaccine spacing and compatibility, eligibility for vaccines or if a vaccine error occurs (for example, local Screening and Immunisation team, local Health Protection Team, other locally available vaccination lead or relevant consultant team).			
1e	Able to access current information on other countries’ schedules (e.g. World Health Organisation (WHO) website) if required, and understands how and when it is appropriate to use them. Can advise individuals and/or parents/carers if any additional vaccines are needed.			
1f	Able to discuss the relevant national and local vaccination programmes and the diseases for which vaccines are currently available. Aware of programmes for specific clinical risk groups and use of vaccination in outbreak situations. Knows where to refer to if vaccines are not available from their service (e.g. BCG or some travel vaccines).			
1g	Able to advise on appropriate safe, timely administration of the vaccine(s) required by the patient.			
1h	Understands the different types of vaccine, is able to state which vaccines are live, which are inactivated/non-live and why it is important to know this.			
1i	Aware of the different routes of administration e.g. injected, intranasal or oral and why using the correct route matters.			
1j	Able to explain the general principles of vaccination e.g. why primary, booster and/or additional doses may be required, why intervals need to be observed between doses and why certain vaccines (e.g. influenza) need to be given annually.			
1k	Able to explain the basics of how the vaccine works, what it contains and why, any contraindications or precautions and possible side effects and how to treat them.			
1l	Aware of local and national targets for vaccination uptake and why vaccine uptake data is important. If appropriate, knows where to find uptake data for their area of practice			

Part 2. Core skills for vaccination

Competency assessment tool for health care workers with a role in the provision of a vaccination service		Applicable to role assigned (yes or no)	Self-assessment Record: met (M) or needs to improve (NI) (initial and date)	Supervisor review Record: met (M) or needs to improve (NI) (initial and date)
2a	Is up to date with requirements for anaphylaxis and basic life support (BLS) training (normally recommended annually or as per employers' stipulations).			
2b	Aware of how to respond to an immediate serious adverse event following vaccination and knows the whereabouts of anaphylaxis and emergency care equipment and how and when to use it.			
2c	Can explain incident response, knows where to obtain guidance and advice and can describe the reporting process in case of a procedural error, needlestick injury, breach of infection control measure and so on, as per local protocol.			
2d	Demonstrates good practice in hand hygiene and relevant infection prevention and control. Uses appropriate no-touch technique when preparing vaccines and handling injection equipment (e.g. syringes, needles) to prevent contamination and infection.			
2e	Disposes of sharps, vaccine syringes and vials and other vaccine equipment safely in line with local protocol and national guidelines.			
2f	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.			
2g	Works within local protocol or standard operating procedure (SOP), understands limitations of own role and able to refer on for advice appropriately.			

Part 3. Clinical process and procedure

Competency assessment tool for health care workers with a role in the provision of a vaccination service		Applicable to role assigned (yes or no)	Self-assessment Record: met (M) or needs to improve (NI) (initial and date)	Supervisor review Record: met (M) or needs to improve (NI) (initial and date)
3a	Checks individual's identity and their records prior to vaccination to ascertain previous vaccination history, suitability and eligibility and which vaccines are required e.g. to bring patient up to date with national schedule, for planned travel, for specific identified risk, post-exposure prophylaxis etc.			
3b	Demonstrates knowledge and understanding of contraindications and precautions for the vaccines to be given and is able to assess appropriately for these. Refers to relevant registered professional if in doubt.			
3c	Can explain which vaccines are to be given and able to answer patient's and/or parent/carer questions, referring to leaflets to aid explanations or discussion as appropriate, and using interpreter if necessary to ensure patient/parent/carer is informed. Knows who to refer to/ contact if further detail or advice is required.			
3d	Able to clearly and confidently discuss the benefits and risks of vaccination and able to address any concerns patients, parents and/or carers may have.			
3e	Aware of, and able to discuss, any current issues or misconceptions surrounding vaccination.			
3f	Demonstrates knowledge of consent requirements and any relevant issues such as the capacity to consent and the age of the individual (e.g. Gillick competency, the Mental Capacity Act 2005). Ensures consent is obtained prior to vaccination and is appropriately documented.			
3g	Checks that there is an appropriate legal authority to supply and administer the vaccine such as: they are a prescriber, the vaccine has been prescribed to a specific patient via a signed prescription or Patient Specific Direction, or the vaccinator is authorised to administer the vaccine in accordance with a Patient Group Direction (PGD), Written Instruction for Occupational Health or National Protocol.			
3h	Checks the presentation of vaccine products, the expiry date, that they have been correctly stored prior to use and prepares them according to the vaccine manufacturer's instructions in the Summary of Product Characteristics (SPC).			
3i	Able to state correct dose, depending on vaccine type, and draw it up accurately.			
3j	Chooses the correct administration route for the vaccine(s) to be delivered.			
3k	Chooses appropriate vaccination site(s) e.g. use of anterior lateral aspect of the thigh in babies under one year and/ or deltoid muscle of upper arm in older children and adults for intramuscularly administered vaccines, and positions patient appropriately.			

Competency assessment tool for health care workers with a role in the provision of a vaccination service		Applicable to role assigned (yes or no)	Self-assessment Record: met (M) or needs to improve (NI) (initial and date)	Supervisor review Record: met (M) or needs to improve (NI) (initial and date)
3l	Demonstrates awareness of what to check before administering vaccines to patients with bleeding disorders or who are taking anticoagulants.			
3m	Demonstrates correct intramuscular technique e.g. for administration of inactivated influenza vaccine.			
3n	Demonstrates correct subcutaneous technique where this technique is required (rarely indicated).			
3o	Demonstrates correct intradermal technique e.g. for administration of BCG vaccine (or fractional doses of mpox vaccine when required).			
3p	Demonstrates correct intranasal technique e.g. for administration of live influenza vaccine to children.			
3q	Demonstrates correct oral technique e.g. for administration of live rotavirus vaccine to babies.			
3r	Demonstrates an understanding of the procedure for the reporting of any vaccine reactions and knows how to report using the MHRA's Yellow Card Scheme.			
3s	Completes all necessary documentation, recording type and product name of vaccine, batch number, expiry date, dose administered, route and site(s) used, date given and name and signature of vaccinator.			
3t	Demonstrates good record keeping and understands the importance of making sure vaccine information is accurately recorded on relevant data systems such as GP data system, reported to local Child Health Information System (CHIS), recorded in digital or hand held records such as the Personal Child Health Record (PCHR) (Red Book), Record a vaccination service (RAVS) or maternity systems and notes and knows to how to report unscheduled vaccinations or where vaccines are given outside of GP premises.			
3u	Advises patient or carer on what to expect after vaccination as appropriate (for example, local injection site reactions, fever) and management of these. Provides patient/parent/carer with a copy of post-vaccination advice sheet such as the NHS leaflet 'What to expect after vaccination' or the product's Patient Information Leaflet (PIL) if appropriate.			
3v	Demonstrates an understanding of own limitations and knows where to refer patients where there may be more complex requirements, or a more experienced vaccinator is required.			

Action Plan

(Record any actions required to meet any competencies assessed as ‘needs to improve’. Sign and date these once met)

Supervisor/assessor to sign to say that

Name of individual: Job title:

has the appropriate knowledge, skill and competence to safely advise on and/or administer the vaccines stated below.

Name of vaccine assessed for	Date competency achieved	Name of supervisor/ assessor	Role/job title of supervisor/ assessor	Supervisor/ assessor signature
		Mark as n/a if carrying out self-assessment		