



Appendix C:

Flu vaccinator competency assessment tool

The competency assessment tool has been divided into three areas:

1. knowledge
2. core clinical skills
3. the clinical process/procedure for vaccine administration

Immunisers 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. 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. Where a particular competency is not applicable to the individual's role, indicate 'not applicable' (NA).

The immuniser should complete the self-assessment column and then, if they are new to immunisation, share it with their supervisor/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 immuniser's self-assessment, discussing any areas that are identified as 'need to improve' and the relevant action plan
- observe their performance as they provide immunisations/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
- 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

- acknowledge if they and/or the immuniser decide that they are not suitable for the role and communicate this to the employer

	Competency Assessment Tool for staff administering the flu vaccines	Not applicable to role assigned (NA)	Self-assessment Record: met (M) or needs to improve (NI) (initial & date)	Supervisor review Record: met (M) or needs to improve (NI) (initial & date)	Record action plan for any assessed as 'needs to improve' (as agreed with supervisor)
	Part 1: knowledge		Self-Assessment	Supervisor review	
1a	can provide evidence of completion of the flu vaccine-specific elearning programme and any other additional relevant elearning sessions, or attendance at a specific, comprehensive flu vaccine training course				
1b	has successfully completed and passed a knowledge assessment – either the e-learning course assessment or an end of course test				
1c	able to access the online Green Book and other relevant flu vaccine guidance e.g. DHSC/PHE/NHS E&I letters (or Scotland, Wales and Northern Ireland equivalents), Vaccine Update, Information for Healthcare Practitioners on the inactive and live flu vaccine programme, etc				
1d	knows who to contact for advice if unsure about issues such as eligibility for vaccines or action to take if a vaccine error occurs				
1e	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				
	Part 2: core skills for immunisation		Self-Assessment	Supervisor review	
2a	is up to date with requirements for anaphylaxis and basic life support (BLS) training (has undertaken within past year or as per employers' stipulations)				
2b	aware of how to respond to an immediate serious reaction following vaccination, knows the whereabouts of anaphylaxis and emergency care equipment and how and when to use it				
2c	can explain incident response and reporting process in case of a procedural error, needlestick injury, breach of infection control measure, etc. as per local protocol				

2d	knows how to put on and take off personal protective equipment (PPE) as required and demonstrates good practice in infection prevention				
2e	disposes of sharps, vaccine syringes and vials and other vaccine equipment safely in line with local protocol				
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				
Part 3: clinical process and procedure			Self-Assessment	Supervisor review	
3a	checks patient's identity and patient's records prior to vaccination to ascertain suitability for vaccination				
3b	able to answer patient/parents/carers 's questions, referring to leaflets to aid explanations/discussion as appropriate and using interpreter if necessary to ensure patient/parents/carers are informed. Knows who to refer to or who to contact if further detail or advice is required				
3c	able to clearly and confidently discuss the benefits and risks of flu vaccination and able to address any concerns patients and/or parents/carers may have				
3d	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				
3e	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)				
3f	checks that the vaccine has been appropriately prescribed via a Patient Specific Direction (PSD) or is authorised to be supplied and/or administered via a Patient Group Direction (PGD), Protocol, Written Instruction etc				
3g	checks the presentation of the flu vaccine, the expiry date, how it has been stored prior to use and prepares it according to the Summary of Product Characteristics (SPC)				
3h	positions patient appropriately and chooses appropriate vaccination site 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 for injectable vaccines				

3i	demonstrates correct intramuscular injection technique				
3j	demonstrates correct intranasal administration technique				
3k	demonstrates an understanding of procedure for the reporting of any vaccine reactions and knows how and when to report using the MHRA's Yellow Card Scheme				
3l	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				
3m	demonstrates good record keeping and understands the importance of making sure vaccine information is recorded on relevant data system(s)				
3n	advises patient/parent/carer on what to expect after vaccination as appropriate (e.g., rash, fever) and management of these. Provides patient/parent/carer with a copy of post-immunisation advice sheet or the product's Patient Information Leaflet (PIL) if appropriate				
3o	understands individual limitations and knows where to refer patients where there may be more complex requirements or a more experienced immuniser required				
Statement of competence					
Name of individual: <hr/> has shown appropriate knowledge, skill and competence to safely administer flu vaccine					
Name of supervisor carrying out assessment: <hr/> Role/job title: <hr/>					