

A background image showing several hands of different skin tones joined together in a circle, symbolizing teamwork and support. The image is in a light, desaturated blue tone.

Covid Vaccine Workforce Programme Vaccinator Workforce Development Pack

Version 10 – 20/09/2021

“Thank you for joining us as part of our HIOW Covid-19 vaccinator workforce”



The information in this pack is correct at 03rd February 2021 but may be amended as required



Background and Key Messages

The Government has asked the NHS to deliver a Covid-19 vaccination programme

How are vaccine services staffed?

Vaccinating millions of people as quickly as possible requires lots of staff. While it is crucial for the safety and confidence of the public that staff giving vaccinations are appropriately trained, we are clear that the vaccination programme should not have a negative effect on other important NHS services.

The NHS in Hampshire and Isle of Wight have recruited and trained large numbers of Registered Healthcare Professionals and vaccinators from a range of backgrounds who are working in GP Practices, Community Pharmacies, Large Vaccination Centres and Hospital Hubs.

More vaccinators continue to be needed in the longer term. That's why last year the Department for Health and Social Care (DHSC) recently consulted on temporary changes to legislation allowing a wider group of clinical staff, including physiotherapists and paramedics, to become vaccinators, and Public Health England (PHE) and Health Education England developed training courses, including supervision from experienced staff, in order to upskill those groups.

Unregistered vaccinators from a range of backgrounds have also been recruited and trained to administer Covid vaccinations in the largest programme the NHS has ever delivered.



Purpose



This document provides a roadmap of education to develop the skills and competency you will require to become part of the workforce delivering the Covid-19 vaccine.



Completion of this roadmap will enable you to develop your Covid-19 vaccine learning record or portfolio (*a collection of evidence that illustrates development and learning to date, and provides an overview of plans for future development*) that will be your evidence that you have completed your training.



Initial Requirements



Completion of the HfHW Covid-19 vaccine Training Needs Analysis – [click here](#)



You will need to register with eLearning for Health (eLfH) – [click here](#)



You will need to provide evidence of your learning – either certificates from eLfH ([click here](#)) or a [reflective account](#)



Reflective account



A reflective account is a brief, written description of your learning.



It will include identification of what you have learnt (“what”)



And how (“so what”) you will apply this to your practice in the vaccine centres



And anything else you need to learn (“now what”)

Example Reflective Account

Name:

Learning Session Name and Date:

example: I attended xxx and learnt xxx

What

example: I will use this skill/knowledge in my role as a Covid-19 vaccinator by xxx

So
What

example: I need to increase my knowledge of / understand xxx

Now
What



MOVING FORWARD TOGETHER

Key evidence to include in your learning record / portfolio – please cross reference with training road map per role on page 10

Immunisation e-learning programme – 3 essential modules e-learning certificates and reflective accounts

COVID-19 vaccine-specific training e-learning certificates

Anaphylaxis e-learning or face to face certificate

BLS e-learning or face to face certificate

Provider mandated statutory / mandatory training

Vaccine administration by IM injection training (face to face and online module) certificate or reflective account

Covid vaccine competency assessment tool signed off as competent by the clinical supervisor

You will fall into one of these broad groups of workforce:

- Registered health care professionals (HCPs) who are experienced vaccinators (and have vaccinated in the past 12 months)
- Registered HCPs (either inexperienced in vaccination or experienced but haven't vaccinated in the past 12 months)
- Non-registered workforce (healthcare assistants etc) / New vaccinator workforce
 - New to health and care but with first aid experience – e.g. airline staff, lifeguards, community fire officers
 - Healthcare students
- ***Clinical managers***
- ***Non-clinical roles***

Each group will have a slightly different roadmap for training – see next page



Training roadmap for each workforce group

Training

Competency sign-off

Key:
✓ Needs to complete
⚡ May need to complete
✗ Does not need to complete

Programme overview / welcome pack	eLfh immunisation training e-learning programme (general principles)	Covid-19 Vaccination Specific training: for subsequent vaccines for Covid-19 there will be further vaccine specific training	Anaphylaxis & BLS/ILS training	Provider mandated statutory and mandatory training	Legal mechanisms for administering a Prescription Only Medication (POM) (e.g. PGD / national protocol) training. N.B. legal aspects training is part of eLfh immunisation training and can also be accessed in PHE slide set	Vaccine administration by IM injection training *	On-site on boarding	Public Health England competency sign off
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Vaccinators	Registered HCPs who are experienced vaccinators (and have vaccinated in the last 12 months)	✓	⚡	✓	⚡	⚡	✓	✗	✓	✓
	Registered HCPs (either inexperienced in vaccination or experienced but haven't vaccinated in the last 12 months)	✓	✓	✓	⚡	⚡	✓	⚡	✓	✓
	Non-registered HCWs	✓	✓	✓	⚡	⚡	✓	✓	✓	✓
Clinical Managers	✓	⚡	✓	⚡	⚡	✓	✓	✓	⚡	
Non-clinical roles	✓	✗	✗	⚡	⚡	✗	✗	✓	✗	

* Vaccine administration by intra muscular injection

If you told us on your training needs analysis that you require training in intra muscular injection delivery you will be invited to a face to face training session to deliver the physical skills (hand-eye co-ordination, dexterity, manipulation, and requirements for speed and accuracy) associated with delivering an intra muscular injection complimented by a clinicalskills.net online skills training module (that you will be sent access to) to develop the knowledge needed to administer an intra muscular injection using the deltoid muscle.

Training ‘Sat-Nav’

Virtual Delivery	Status
Immunisation e-learning programme – 3 essential modules: <ol style="list-style-type: none"> 1. Legal Aspects (and Assessment) 2. Vaccine Storage (and Assessment) 3. Vaccine Administration (and Assessment) 	Available here on e-LfH Available here on e-LfH Available here on e-LfH
COVID-19 vaccine-specific e-learning programme: <ol style="list-style-type: none"> 1. Core Knowledge for COVID 19 Vaccinators (and Assessment) incl. coverage of PGDs 2. COVID 19 mRNA Vaccine BNT162b2 (and Assessment) 3. Covid-19 Vaccine AstraZeneca 4. COVID-19 Vaccine Moderna 	Available here on e-LfH Available here on e-LfH Available here on e-LfH Available here on e-LFH
Anaphylaxis e-learning programme: An Introduction to Anaphylaxis e-learning programme (for non-clinical staff) Recognising and Managing Anaphylaxis e-learning programme (for clinical staff)	Available here on e-LfH Available here on e-LfH
Basic Life Support Training – please complete level 1 and level 2	Available here on e-LfH – level 1 level 2
Provider mandated statutory/mandatory e-learning programme	Click here for more details
Legal aspects of medicines administration (specifically administering Covid vaccine under a PGD or national protocol)	Slides 65-69 of Public Health England Covid-19 vaccination programme slide set
Competency Document	Status
Covid vaccine competency assessment tool	Available here from PHE at GOV.UK
Please see below for a suite of other training opportunities that may be of interest	Status
Coronavirus e-learning programme (incl. PPE)	Available here on e-LfH
Public Health – healthy conversation skills (making every contact count)	Available here on e-LfH
Administrative support staff responsible for vaccine storage could undertake the vaccine storage e-learning session	Available here on e-LfH
COVID-19 vaccination programme - Information for healthcare practitioners	Available here on GOV.UK

Provider mandated statutory/mandatory e-learning programme

Statutory training refers to training that an organisation is legally required to provide, it is defined by law or where a statutory body has instructed organisations to provide training on the basis of legislation.

Mandatory training is training that has been agreed as essential by an organisation for the safe and efficient running of services, and in order to reduce organisational risks and comply with policies and guidelines.

The national training framework for Covid vaccinator workforce states that you need to complete '*provider mandated statutory and mandatory training*'. The term *provider* relates to whom your employer is; for those of you already employed by an NHS Trust or GP surgery this means you must be up to date with the statutory and mandatory training that you are required to do as part of your substantive role. For our new workforce who are currently being employed through NHSP (NHS Professionals – the NHS staff bank) the bespoke statutory and mandatory training you will need to complete to become a Covid vaccinator is:

- Health, Safety and Welfare - level 1
- Fire safety – level 1
- Resuscitation BLS level 1 & 2
- Infection prevention and control level 2
- Safeguarding adults – level 2
- Conflict resolution – level 1
- Data Security Awareness – level 1
- Moving and Handling - Level 1
- PREVENT – Basic Prevent awareness (please complete within 28 days off starting in a vaccine centre)
- Equality and Diversity and Human Rights – Level 1 (please complete within 28 days off starting in a vaccine centre)

All statutory and mandatory training can be access through eLearning for Health ([click here](#)), once you have created and are logged into your account search for *Statutory and Mandatory Training (SMT)* programme, launch the programme and select each module you need to complete (as per list above). For registered healthcare professionals coming through the NHSP supply route please see page 13 for your statutory and mandatory training requirement.



Important changes to the statutory and mandatory training for external (to NHS) registered workforce

As a result of feedback from external candidates and having conducted a comprehensive cross departmental risk assessment the number of statutory and mandatory training courses required by registered healthcare professionals who apply for vaccinator roles through NHS Professionals (NHSP) have been reduced. These changes are intended to create a balance between efficiency but at the same time maintaining quality and safety.

What has changed and why?

Registered healthcare professionals who are not currently working in the NHS will now only be required to provide a certificate of completion for one* statutory and mandatory training module during their application process with NHSP. They will, however, still need to complete a number of vaccine specific modules. In place of requiring a training certificate of completion for statutory and mandatory training registered healthcare professionals will now need to make a self-declaration of competency and compliance against statutory and mandatory training. Local induction will remain an important part of on boarding new staff to the vaccination programme and will be the opportunity to discuss the self-certification and any proportionate training needs that may be required.

What statutory and mandatory training is still required?

Registered healthcare professionals coming through the NHSP supply route will need to provide a certificate of completion for training in [*data security awareness](#) only and self declaration against the remaining elements of statutory and mandatory training (page 11) . Local teams in vaccine centres will provide on boarding and local clinical supervisors will determine whether further statutory or mandatory training is required. Those who are not registered healthcare professionals and are applying through NHSP will still need to complete the relevant package of statutory and mandatory training (page 11) as part of their application process. They may also need to complete local training which will be decided by the relevant trust.

Will Returners applying through NHSP need to complete statutory and mandatory training?

Returners who are still registered in their profession, this includes being on the temporary register, are not required to complete the full statutory and mandatory package – they will only need to complete the [Data Security Awareness](#) training. If a Returner is no longer registered in their profession, then they will need to complete the full statutory and mandatory package (page 11) as part of their application process. Former clinicians who have already offered to return to the NHS through NHS England and NHS Improvement’s Bring Back Staff programme will have already completed their statutory and mandatory training as part of their pre-employment checks.

Will applicants still need to upload multiple training certificates to the NHSP portal?

No, applicants will just need to submit a summary list of all the training completed which includes statutory and mandatory and all vaccine related training as per their individual training pathway. The summary of completion can be accessed and downloaded by the applicants through e-Learning for Healthcare. This will then need to be uploaded to the NHSP portal.

Are volunteers required to complete statutory and mandatory training?

All training for volunteers is overseen by their employing organisation. St John Ambulance are training their volunteers on some elements of this training such as, Health and Safety and Infection Prevention and Control. Royal Voluntary Service steward volunteers are currently not required to complete statutory and mandatory training



Phase 3 - Children 12-17 Years

Additional Training Required:

Registered Healthcare Professionals (if not currently valid)

[Safeguarding Children - Level 2](#) e-learning

[Resuscitation Paediatric - Level 2](#) e-learning

[Capacity and Consent e-learning](#) (optional)

Vaccinator / HCA:

[Safeguarding Children - Level 2](#) e-learning

[Resuscitation Paediatric - Level 2](#) e-learning

Admin Support:

[Safeguarding Children - Level 2](#) e-learning



Phase 3 – Flu Vaccinations

During Autumn 2021 flu vaccine can be coadministered with a covid booster dose for some adult groups, and flu vaccine is being coadministered to 12-15 year old children in schools

Flu immunisation training can be found here: [flu immunisation modules](#) on e-learning for health.

For adult flu vaccinations, individuals will need to complete module 01. (Core knowledge for Flu Immunisers) and module 02. (Inactivated Fu Vaccines). Both modules will take around 90 minutes to complete both modules, plus the assessments.

Please note module 03. (Live Flu Vaccine) is relevant to children's flu vaccinations only, and should be completed if you will be supporting the schools programme.

Individuals will then need to be assessed and signed-off as competent against the [PHE Flu Vaccinator Competency Assessment Tool](#).

Experienced flu vaccinators may complete a self-assessment.

