

Covid Vaccine Workforce Programme Vaccinator Workforce Development Pack

Version 6 – 31/12/2020

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



The information in this pack is correct at 31st December 2020 but may be amended as required



MOVING FORWARD TOGETHER

Background and Key Messages

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

How will vaccine services be staffed?

Vaccinating millions of people as quickly as possible will require lots of staff. While it is crucial for the safety and confidence of those who will be eligible 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 will therefore be working with local employers as well as national partners to initially recruit as many trained and experienced vaccinators as possible, including those working in primary care, and we have recently set out details of a new contractual agreement for GP and their teams through which they can support this programme. Experienced vaccinators working for NHS trusts and other employers will also be among the first asked to help deliver the vaccine.

More vaccinators will be needed in the longer term. That's why 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 will be developing training courses, including supervision from experienced staff, in order to upskill those groups.



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 HfW 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](#)



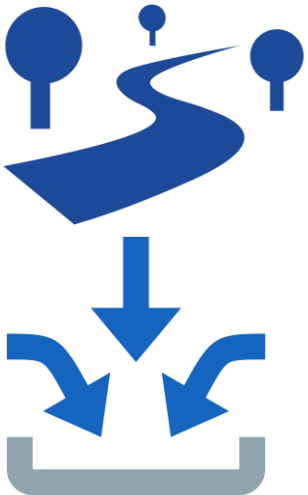
Reflective account



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

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

Provider mandated statutory / mandatory training

COVID-19 vaccine-specific training e-learning certificates

Legal aspects of medicines administration (i.e. PGD / national protocol) certificate or reflective account

Anaphylaxis e-learning or face to face certificate

Vaccine administration by IM injection training certificate or reflective account

BLS e-learning or face to face certificate

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

MOVING FORWARD TOGETHER

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' following legislative change
 - 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

		Programme overview pack (Currently undergoing publication process)	Immunisation training (general principles) ~1.5 hours (e-learning) / ~time locally determined (F2F/virtual)	COVID-19 vaccination training 2-3 hours (e-learning) / ~3 hours (F2F/virtual)	Anaphylaxis & BLS/ILS training ~30-50mins (anaphylaxis e-learning) / ~2-3 hours (F2F/virtual)	Provider-mandated statutory/mandatory training ~1 day	Legal mechanisms for administering a Prescription Only Medicine (POM) (e.g. PGD / National Protocol) training ~TBC (e-learning) / locally determined (F2F/virtual)	Vaccine administration by IM injection training ~Time locally determined (F2F)	On-site onboarding ~Half day	Competency sign-off ~Time depends on individual needs
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		✓	✗	✗	✓	✓	✗	✗	✓	✗

Note: With the delivery of subsequent vaccines for COVID-19 there will be further requirements to provide vaccine-specific training to the workforce based upon the manufacturer's specification.

Key:

- ✓ Needs to complete
- ✓ May need to complete
- ✗ Does not need to complete



Training ‘Sat-Nav’

Virtual Delivery		Status
Immunisation e-learning programme – 3 essential modules: 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: 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		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 64-68 of Public Health England Covid-19 vaccination programme slide set (please click pale grey download button and wait)
Face to Face Delivery	Status	
Vaccine administration by intra-muscular injection face to face training	University of Portsmouth Campus - https://www.eventbrite.co.uk/e/national-vaccination-training-programme-tickets-133333876213 University Hospitals Southampton NHS Trust – click here	
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
- PREVENT – Basic Prevent awareness

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).



University Hospitals Southampton NHS Trust IM Injection face to face session

To sign up to a University Hospitals Southampton NHS Trust IM Injection face to face session you will first need to create an account on our Virtual Learning Environment. This can be done by clicking onto the below button and there is the option to create a new account.

Create new account

Once the account has been created it should take you straight to a enrolling page asking for an enrolment key, if not then in the search box at the top right type “[ELFH - COVID 19 Vaccination Programme: training products list](#)” or click on this link. The enrolment key = Vaccine2020 – it is vitally important you do not share this information with colleagues as it could offset completion records.

Once you’re on the course page there is an option to tick the pathway please tick “External Vaccine Volunteer to UHS” once you tick this the face to face option will appear below. It will give you the option to sign up to a date and time, all dates will be run at Southampton General Hospital, Coxford Rd, Southampton SO16 5YA.

Instructions on how to get to the room - IM Injection training Room AB237, B Level, South Academic Block.

Enter the hospital at the main entrance (C Level). Continue straight, till you arrive at M&S Café. Turn RIGHT and proceed into lift area and walk past 2 lifts on the left. Turn LEFT into the long corridor for South Academic Block. Walk till you get to another lift area on the right (~100m) Enter into the stairwell opposite lifts and walk down 1 flight of stairs onto B Level. Exit stairs and proceed down the corridor to room AB237 on the left

