

Appendix A

Competency assessment tool: information for users

The competency assessment tool has been divided into three areas:

1. Knowledge.
2. Core clinical skills – many of the competencies are core skills used in a range of clinical areas, but for the purposes of this assessment tool, they should be used in the context of immunisation.
3. The clinical process/procedure for vaccine administration.

It is recognised that not all competencies will be relevant to all staff. For example, in some areas such as schools, pharmacy or prison health, immunisers will require very specific knowledge and skills. The competencies required will depend on the individual service area and the specific range of vaccines given by the immuniser. The word 'patient' has been used throughout but can be interchanged with the appropriate word for the health setting in which the competency assessment framework is used.

Where there are very specific needs for particular service areas, service leads may wish to extract the relevant competencies for their service for ease of assessment. This is acceptable but for consistency and ease of transfer between areas, the wording should be the same and any documentation should clearly state which area(s) and for which vaccine(s) the assessment has been carried out. This list of competencies is not exhaustive and additional competencies, as required by locality or service area, can be added as 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, as described below. Where a particular competence is not applicable to the individual's role, indicate 'not applicable' (NA).

1. Vaccinators: those administering immunisations should be assessed against all competencies, except where the vaccinator is only required to use specific administration techniques, for example if they are only giving the intranasal influenza vaccine or intradermal Bacillus Calmette-Guérin (BCG) vaccine.

2. Other role in immunisation: if a practitioner's role is to advise about or support immunisation programmes, but not to actually administer vaccines, they and their assessor need to identify which competencies are applicable

3. Practitioner to complete self-assessment column: practitioners are stating that they feel competent in their role and have the necessary knowledge and skills.

4. Share with supervisor:

The supervisor assessing the practitioner must be a registered healthcare practitioner who is competent and experienced in delivering immunisation programmes.

The supervisor carrying out the assessment should:

- review the practitioner'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/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 achieve the required level of competence with a review date for further assessment
- when the supervisor and practitioner agree that the practitioner is competent in all the relevant areas, sign off the section at the bottom of the assessment.

The competency assessment tool is provided on the following pages.

National Minimum Standards and Core Curriculum for Immunisation Training

	Competency Assessment Tool: Registered Staff - For staff registered on a professional register such as NMC , GMC, HCPC, GPhC	Not applicable (NA) to current area of practice	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 attendance at a specific, comprehensive immunisation training course. (The course should cover all of the topics detailed in the "Core Curriculum for Immunisation Training") and/or provide evidence of completing an immunisation eLearning programme (state the name of course/type of training attended).				
1b	Has successfully completed a knowledge assessment e.g. an e-learning course assessment, end of course test, etc				
1c	Able to access the online Green Book and is aware of the electronic update nature of this publication.				
1d	Able to access other relevant immunisation guidance e.g. DH/PHE/NHS England letters, Vaccine Update, Q&As on new or revised vaccine programmes, the PHE algorithm for persons with unknown or uncertain immunisation status, or Wales and NI equivalents.				
1e	Knows who to contact for advice if unsure about vaccination schedules, vaccine spacing and compatibility, eligibility for vaccines or if a vaccine error occurs (e.g. local Screening and Immunisation team, PHE Health Protection Team, other locally available immunisation lead or Wales and NI equivalents).				
1f	Able to access current information on other countries' schedules if required (e.g. World Health Organisation (WHO) or the European Centre for Disease Control (ECDC) websites) and can advise patients and/or parents/carers if any additional vaccines are needed.				
1g	Able to discuss the relevant national and local immunisation 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 locally (e.g. BCG or travel vaccines).				
1h	Is able to advise on appropriate safe, timely administration of the vaccine(s) required by the patient.				
1i	Understands the different types of vaccine, is able to state which vaccines are live and which are inactivated and is aware of the different routes of administration e.g. injected, intranasal or oral.				
1j	Able to explain the general principles of immunisation e.g. why multiple and/or booster doses are required, why intervals need to be observed between doses and why influenza vaccine needs to be given annually.				
1k	Aware of local and national targets for immunisation uptake and why vaccine uptake data is important. If appropriate, knows where to find uptake data for their area of practice				

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	Part 2: Core Skills for immunisation	Not applicable (NA) to current area of practice	Self-Assessment	Supervisor review	
2a	Is up to date with local requirements for anaphylaxis and CPR training (normally recommended annually).				
2b	Aware of the whereabouts of anaphylaxis and emergency care equipment, how and when to use it and the follow up care required.				
2c	Can techniques explain incident response and reporting process in case of a procedural error, needlestick injury, etc. as per local protocol.				
2d	Demonstrates good practice in hand hygiene and relevant infection prevention.				
2e	Disposes of sharps, vaccine vials and other vaccine equipment safely in line with local guidance.				
2f	Demonstrates knowledge and understanding of the rationale for 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	Not applicable (NA) to current area of practice	Self-Assessment	Supervisor review	
3a	Checks patient's identity and patient's records prior to vaccination to ascertain previous immunisation history 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	Can explain which vaccines are to be given and able to answer patient's and/or parents/carers questions, referring to leaflets to aid explanations/discussion as appropriate and using interpreter if necessary to ensure patient/parent/carer 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 risks and benefits of vaccination and able to address any concerns patients and/or parents/carers may have.				
3d	Aware of, and able to discuss, any current issues, controversies or misconceptions surrounding immunisation.				
3e	Demonstrates knowledge of consent requirements and the particular issues relevant to the area of practice, 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.				
3f	Demonstrates knowledge and understanding of contraindications and is able to assess appropriately for contraindication or, if necessary, the need to postpone vaccination.				
3g	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).				
3h	Checks the presentation of vaccine products, the expiry date, how they have been stored prior to use and prepares them according to the Summary of Product Characteristics (SPC).				
3i	Positions patient appropriately and chooses appropriate vaccination site(s) i.e. use of anterior lateral aspect of the thigh in babies under one year and/or upper arm in older children and adults for injectable vaccines.				

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3j	Chooses the correct administration route for the vaccine(s) to be delivered.				
3k	Demonstrates correct subcutaneous technique where recommended e.g. for patients with bleeding disorders				
3l	Demonstrates correct intradermal technique e.g. for administration of BCG vaccine.				
3m	Demonstrates correct intramuscular technique e.g. for administration of DTaP vaccine.				
3n	Demonstrates correct intranasal technique e.g. for administration of live influenza vaccine to children.				
3o	Demonstrates correct oral technique e.g. for administration of live rotavirus vaccine to babies				
3p	Demonstrates an understanding of practice/clinic procedures for the reporting of vaccine reactions and knows how and when to report using the MHRA's Yellow Card Scheme.				
3q	Completes all necessary documentation, recording type and product name of vaccine, batch number, expiry date, dose administered, site(s) used, date given and name and signature.				
3r	Demonstrates good record keeping and understands the importance of making sure vaccine information is recorded on GP data system, reported to local Child Health Information System (CHIS), in the Personal Child Health Record (PCHR), and the use of appropriate methods for reporting unscheduled vaccinations or where vaccines are given outside of GP premises.				
3s	Advises patient/parent/carer on potential post-vaccination reactions as appropriate (e.g., rash, pyrexia) and management of these. Provides patient/parent/carer with a copy of post-immunisation advice sheet such as the NHS leaflet 'What to expect after vaccination' or the product's Patient Information Leaflet (PIL), if appropriate.				

Statement of competence	
Name of individual: ----- has shown appropriate knowledge, skill and competence to safely administer/advise about vaccinations.	Signature Date:
Name of supervisor carrying out assessment :-----	Signature Date: