* This form is for Authorised and Provisional Vaccinators working in the Dunedin and Invercargill Immunisation clinics
* This form is to be completed and accompany the ‘Focus on You’ annual appraisal.
* Section A must be completed by you (the vaccinator) first
* Section B must be completed by a Peer Reviewer who is currently an authorised vaccinator who has observed you providing vaccinations within the last year, this may or may not be the person completing your Appraisal.
* These standards apply to fully authorised, pharmacist and provisional vaccinators. Appendix 3.3 Immunisation Handbook

|  |  |
| --- | --- |
| **SECTION A FOR APPLICANT.**  Please complete the entire section. | |
| Name of Applicant |  |
| Standard 1  The vaccinator is competent in all aspects of the immunisation technique and has the appropriate knowledge and skills for the task | **You are equipped to deal with**  □ anaphylaxis  □ other reactions related to immunisation  □ resuscitation including up to date ILS  □ safe disposal of equipment  □ spillages (blood or vaccine)  □ remain current with developments in immunisation theory, practice, cultural competency and policy |
| Standard 2  The vaccinator obtains informed consent to immunise | **In your vaccination practice you consistently:**  □ obtain informed consent for each episode  □ communicate immunisation information effectively and in a culturally appropriate way  □ document that the individual/parent/guardian has been made aware of the benefits and risks of the disease and the vaccine in order to make an informed choice before vaccination  □ support communication with suitable health education material  □ allow time to answer questions and obtain feedback  □ Keep a written record that consent has been obtained. In situations where documentation is recorded electronically (CIR), written records may not be required |
| Standard 3  The vaccinator provides safe immunisation | **In your vaccination practice you consistently**  □ ensure the environment is safe for the process, that emergency equipment is available, and that privacy is provided that is appropriate for the client.  □ ensure continuity of the cold chain  □ ascertain date of last immunisation  □ undertake an appropriate clinical assessment including health status, reactions to previous vaccines and contraindications to immunisation  □ use aseptic technique in preparing and administering all vaccines  □ visually check vaccine including expiry date  □ reconstitute vaccine with the appropriate diluent  □ change needle between preparing and administering vaccine when advised by manufacturer  □ Use correct needle size and length  □ position person being vaccinated appropriately  □ identify and administer vaccine at the appropriate site and correct angle  □ dispose of needle and syringe in sharps container  □ inform the vaccinated/caregiver about care after immunisation  □ provide verbal and written information that is evidence based and follows best practice principles about care after immunisation  □ advise vaccinees to remain under observation for a minimum of 20min after immunisation, or 15minutes after covid vaccines |
| Standard 4  The vaccinator documents information on the vaccine(s)administered and maintains patient confidentiality | **In your vaccination practice you consistently**  □ complete all documentation as required to ensure the patient is correctly identified and the records are accurate and complete  □ ensure that all electronic or manual records are completed and when consent from patient is obtained, shared with other HCPs  □ ensure the immunisation certificate is accurately completed if applicable eg Children’s Immunisation Certificates  □ ensure all documentation is appropriately stored and confidentiality is maintained. Storage of documentation is as per clinic process  □ give immunisations according to the National Immunisation Schedule recommendations for age |
| Standard 5  The vaccinator administers all vaccine doses for which the vaccine recipient is due at each visit and only follows true contraindications | **In your vaccination practice you consistently**  □ adhere to the National Immunisation Schedule or approved immunisation programme and deliver all the immunisations recommended for that visit unless the individual/parent/guardian does not consent to this  □ ensure any reasons for deferral are documented |
| Standard 6  The vaccinator reports AEFIs promptly, accurately, and completely | **In your vaccination practice you consistently**  □ ensure all AEFI are reported and that a CARM report is completed  □ ensure the appropriate Clinic Lead/Coordinator is advised immediately following an adverse event as per clinic requirements  □ seek specialist opinion prior to further vaccinations when appropriate  □ ensure that the patient/parent/guardian is informed and documentation in patients records are completed |

**Comments**

If you have additional comments about your practice please write below

**Declaration**

I confirm that this self assessment represents a true and accurate record of my vaccination practice

Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**SECTION B FOR PEER REVIEWER**

Please complete the entire section.

|  |  |
| --- | --- |
| Name of peer reviewer |  |
| Email |  |
| I am currently an authorised vaccinator and have observed the staff member providing vaccines within the last year | □ Yes |

**Comments**

If you have additional comments about the vaccinators practice please write below

**Declaration**

To my knowledge this self assessment represents a true and accurate record of his/her vaccination practice

In my judgement the vaccinator demonstrates appropriate clinical skills to be a competent vaccinator

Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

References

Vaccinator Authorisation in the Auckland Region. Peer Reviewed Self-Assessment.

[*https://www.arphs.health.nz/vaccinator*](https://www.arphs.health.nz/vaccinator)

Immunisation Handbook; Immunisation Advisory Centre/Appendix 3: Immunisation standards for vaccinators and guidelines for organisations offering immunisation services.

[*https://www.health.govt.nz/publication/immunisation-handbook-2020*](https://www.health.govt.nz/publication/immunisation-handbook-2020)