* 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

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| --- |
| **SECTION A FOR APPLICANT.**Please complete the entire section. |
| Name of Applicant |  |
| Standard 1The 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 2The 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 3The 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 4The 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 5The 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 6The 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)