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| Position description |
| COVID-19 vaccinator  May 2021 |
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#### Purpose

#### To administer or prepare the COVID-19 vaccine to suitably screened and consenting individuals, according to vaccine administration protocol. COVID-19 vaccination providers are responsible for providing a safe environment for both consumers and staff. All vaccination staff must have the knowledge, technology, and equipment to provide the best possible care, and are accountable for the care they provide.

#### Authorised workforce

Further information on the eligible vaccination workforce can be found in the Victorian COVID-19 Vaccination Guidelines (the Guidelines): <https://www.coronavirus.vic.gov.au/victorian-covid-19-vaccination-guidelines>

**Authorised immunisation providers**

Medical practitioner, nurse practitioner (within scope of practice), nurse immuniser, pharmacist immuniser, paramedic with experience in immunisation.

**Emergency authorised workforce**

Registered nurse/midwife, enrolled nurse, paramedic, Aboriginal Health Practitioner, pharmacist, pharmacy technician, fourth year pharmacy students, pharmacy technicians, and pharmacy interns

**Emergency authorised student workforce**

Medical student that has successfully completed their third year of undergraduate study or equivalent

Nursing / midwifery student that has successfully completed all units of study from the second year of a Bachelor’s program, or the first year of study of a post-graduate / Master’s program

Paramedicine student that has successfully completed all units of study from the second year of a Bachelor’s program

#### Reports to

Clinical Lead, vaccination centre.

#### Key activities

Activities may include but are not limited to:

* Determine clinical suitability for vaccination, including identifying any contraindications
* Obtain and document informed consent from patients
* Administer the COVID-19 vaccine in accordance with training protocols
* Document that vaccine has been administered in the electronic immunisation register
* Providing after-care including follow-up appointment and adverse event advice to patients
* Preparing vaccine doses for administration by reconstituting and drawing up doses from multi-dose vials
* Meet the clinical governance framework set out by the relevant health service
* Familiarise self with all clinic electronic forms, vaccine administration protocols, vaccines, and follow-up information to be given to clients
* Check emergency equipment, ensuring that adrenaline and adrenaline protocol (laminated) is at hand
* Provide administrative and supportive roles to the vaccination team
* Record on job action sheet, any problems, expected or unanticipated, and how these were resolved
* Provide supervision role to emergency authorised workforce
* Attend team meetings as directed by supervisor
* Give Clinical Lead feedback about what is working well and what is not working

Note: Pharmacists, pharmacy technicians, pharmacy students and pharmacy interns are authorised to possess and prepare the COVID-19 vaccine, but do not have the authority to administer.

## Training requirements

The following training and clinical competency requirements are essential for all health professionals that are involved in the COVID-19 vaccination program in a clinical capacity preparing and/or administering COVID-19 vaccines.

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| **Training program** | **Details** | **Training verification** |
| [**National COVID-19 Vaccination Training Program**](https://covid19vaccinationtraining.org.au/login/index.php)  <https://covid19vaccinationtraining.org.au>    (Approximately 4 hours) | **Core modules**   * COVID-19 introduction * Handling and storage * Communication and purpose * Multi-dose vial (MDV) training * Documentation and reporting * Safety and surveillance monitoring and reporting for adverse events following vaccination   **Vaccine-specific modules**   * Pfizer / BioNTech * AstraZeneca | User issued with three certificates of completion – one certificate for the core modules, and another for each vaccine specific module. |

Additional pre-requisite training, skills and capabilities are required for students and other emergency authorised workforces. Refer to the Victorian COVID-19 Vaccination Guidelines for specific detail of your training requirements: <<https://www.coronavirus.vic.gov.au/victorian-covid-19-vaccination-guidelines>>

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| [**Victorian COVID-19 eLearning Package**](https://education-mvec.mcri.edu.au/courses/dh-covid19/)  <https://education-mvec.mcri.edu.au/courses/dh-covid19/> | **eLearning modules**   * Vaccination procedures * Shoulder Injury Related to Vaccine Administration (SIRVA) * Use of multi-dose vials (MDV) * Preparing Comirnaty (Pfizer BNT162b2) vaccine   **Practical immuniser simulation**   * Consent and communications * Preparation and handling (including MDV handling) * Adverse events following immunisation (AEFI) procedures   **Supervised procedures**   * Minimum of five supervised vaccination procedures | User issued with a certificate of completion through MVEC. |
| [**Victorian COVID-19 AstraZeneca Supplementary eLearning**](https://education-mvec.mcri.edu.au/courses/covid19az/)  <https://education-mvec.mcri.edu.au/courses/covid19az/> | **eLearning module**   * Consent process (revised April 2021) * Recommendations and contraindications of the AstraZeneca COVID-19 vaccine in adults under 50 years   Training must be completed after the National COVID-19 Vaccination Training Program – AstraZeneca vaccine specific module (listed above) | User issued with a certificate of completion through MVEC |
| [**Clinical skills and capabilities demonstration**](https://www.coronavirus.vic.gov.au/victorian-covid-19-vaccination-guidelines)  <https://www.coronavirus.vic.gov.au/victorian-covid-19-vaccination-guidelines> | **Must be able to demonstrate the following skills:**   * Interpersonal skills (including consent and communication) * Preparation and/or handling (including multi-dose vial handling) * Vaccine administration (where applicable) this includes a minimum of five supervised vaccination procedures * Adverse events following immunisation (AEFI) procedures | Victorian COVID-19 Clinical Skills and Competencies Certificate assessment must be completed by an appropriately experienced and qualified authorised immuniser. |