

Education courses - frequently asked questions:

How do I register for a course?

You can create an account or log in as an existing user and register online at [Conectus Learning](#) and pay by credit card.

We offer online, face to face and blended (mixture of online and face to face) learning opportunities.

Please note: Due to contractual requirements nurses delivering childhood national immunisation schedule vaccines are given priority enrolment in two-day Vaccinator Training Courses in their area. As the two-day courses tend to fill quickly, we recommend that other immunisation providers register for flexible learning vaccinator training courses, as there is a "non-priority" enrolment system for these courses.

Where can I get the immunisation handbook?

This is a Ministry of Health resource. The most current version is available on the Ministry of Health website [here](#).

To complete the vaccinator training course or vaccinator update course, it is important to have read the following sections of the Immunisation Handbook: Introduction, General immunisation principles and Appendices 3 & 4. The Immunisation Handbook can be downloaded as an eBook onto your device from the Ministry of Health website. Please do not print the online version. If you have access to a hardcopy bring it to the course but you need to be aware that several chapters have been updated.

Can I register for a vaccinator training course if I'm not employed?

You don't need to be employed to register for one of our courses. However, for our two-day courses priority is given to nurses delivering childhood schedule vaccines in the DHB area of the course due to contractual requirements.

If you are not currently employed in an area that offers vaccinations services, it can be very difficult to complete the full authorisation process, particularly the clinical assessment. Neither IMAC nor the local immunisation coordinators are responsible for arranging a clinical placement where you can undertake a clinical assessment.

For those choosing to undertake the course while not employed in a vaccinating area, please be aware that it is recommended that you complete the clinical assessment within 6 months of completing the course but if that is not possible provided you complete a 2 yearly update, you have up to 5 years before you will need to repeat the full vaccinator training course.

Please refer to the Vaccinator Training Course Standards [here](#) for more information.

I'm an enrolled nurse - can I complete the vaccinator training course?

Enrolled nurses should contact their local Medical Officer of Health and inquire whether they can become authorised vaccinators in the DHB where they practice.

What is the difference between the flexible learning and two-day vaccinator training courses?

If you have not completed any vaccinator training previously, you can complete either our two-day vaccinator training course or our flexible learning vaccinator training course. Both cover the same content but are taught differently. The flexible learning vaccinator training course involves working through online self-study over approximately 12 hours, followed by a four-hour tutorial. The two-day course is two full days of face to face tutorial. Completing a vaccinator training course is the first step towards your vaccinator authorisation or approval process.

How do I pass the vaccinator training course?

At the end of the two days or the four-hour tutorial (in the case of the vaccinator training course – flexible learning) you will be able to complete an online open book assessment providing we have received payment of the course registration fee and proof of your Annual Practising Certificate number.

What is an authorised vaccinator?

An authorised vaccinator is usually a nurse who has been authorised by the local Medical Officer of Health to deliver vaccinations on the National Immunisation Schedule without a prescription for these vaccinations.

How do I become authorised?

- Complete the pre-reading for a vaccinator training course
- Undertake 16 hours theory (either the flexible learning or two-day vaccinator training course)
- Pass an online open book assessment
- Pass a clinical assessment on a minimum of two vaccinations relevant to your clinical area
- Apply to your local Medical Officer of Health for vaccinator authorisation

Please see the current Immunisation Handbook (Appendix 4) for information on authorisation. For more information on authorisation please contact your Medical Officer of Health at your DHB's Public Health Unit.

You will need a current CPR certificate to apply for authorisation. Resuscitation training for all vaccinators should be at a standard equivalent to that set for New Zealand Resuscitation Council: 'Health Professional Responder, CORE Immediate – Adult and Child'. Please refer to Appendix 4 (specifically A4.2) of the Immunisation Handbook [here](#) for more information regarding CPR requirements.

I have a query about authorisation, who can I contact?

It would be best to check with your local immunisation coordinator as the requirements differ a little bit between the DHBs.

You can find a list of coordinators on our website [here](#).

Can I vaccinate without authorisation?

Yes. You can still administer vaccinations without being authorised as long the vaccines are prescribed by a doctor or covered by standing orders. Information on standing orders can be found on the Ministry of Health website [here](#).

How do I organise a clinical assessment?

Your clinical assessment needs to be completed once you have received your certificate upon passing your online open book assessment with 80% or more following your vaccinator training course.

Please contact your immunisation coordinator to organise a clinical assessment. A list of local immunisation coordinators can be found on our website [here](#).

Neither IMAC nor the local immunisation coordinators are responsible for arranging a clinical placement where you can undertake a clinical assessment.

I'm a pharmacist, what process do I have to follow?

Pharmacist vaccinators are 'approved' to administer certain vaccines, please see the online version of the Immunisation Handbook (Appendix 4) for more information. When the pharmacist has completed the vaccinator training course and an independent clinical assessment, or a vaccinator update, they advise the Pharmaceutical Society of New Zealand (PSNZ). Check with your local immunisation coordinator for any additional requirements in your area.

How often do I need to complete an update course?

Updates need to be completed every two years, this is two years from the date of the face to face component of your course. The update courses are available face to face or on-line.

I only vaccinate adults, which course should I complete?

Vaccinator training course:

Both the two day and flexible learning vaccinator training courses cover the whole of life schedule. This not only gives you a wider range of knowledge, but should you change career paths at a later stage, you shouldn't need to re-do this original training.

Vaccinator update course:

All our classroom updates cover whole of life vaccination. If you wish to complete an update that is more specialised, we have available several different types of online updates.

- Vaccinator update: Infants to Adults
- Vaccinator update: Adolescents to Adults
- Vaccinator update: Public Health Nurses
- Vaccinator update: Pharmacists
- Midwives Immunisation Update
- BCG vaccinator

Other courses available:

- Provisional vaccinator training course (see separate PVTC FAQ's)
- Tuberculosis, mantoux skin testing and BCG (more information below)
- Introduction to Immunisation
- Vaccine storage and transport
- Human papillomavirus vaccination module
- Introduction to Immunisation

TB, mantoux skin testing and BCG vaccination online course - what do you need to know?

This online course is available to all health professionals who wish to complete it for their own learning even if they are not going to administer the BCG vaccine.

The clinical component, supervised BCG vaccination and BCG clinical assessment, is only for vaccinators employed in a public health unit or some specialist travel clinics. These vaccinators will need to apply to their local Medical Officer of Health for BCG endorsement after successful completion of all the requirements.

Other vaccinators who would like to administer BCG vaccines should discuss this with their local Medical Officer of Health and determine whether they are eligible for endorsement, or not, prior to enrolling on the course. If you undertake this course and then find out you are not eligible for endorsement, no refund will be offer.

I've lost my certificate, how do I get a new one?

If you completed a course between 2008 and 2018, there may be a charge for a replacement certificate. To request this, please email us at imaceducation@auckland.ac.nz.

We are unable to provide replacement certificates prior to 2008 or for online update courses completed prior to 2016. All online course attendees were advised via email to download their certificate prior to the changeover of learning management system in 2018.

For those who completed courses from 2019, you should log into your account on [Conectus Learning](#) to download your certificate.