

Provisional Vaccinator Foundation and Update Course Standards

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This publication is intended to support education sessions provided at Vaccinator Education Courses and should be used in conjunction with other evidence-based immunisation publications.

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Introduction

The Provisional Vaccinator Foundation and Update Course Standards set the minimum education requirements which underpin safe vaccination practice in New Zealand, ensuring equity and consistency in national course content and delivery. The principles of Te Tiriti O Waitangi underpin our kaupapa. We continue to work with our partners including the Ministry of Health, Hāpai te Hauora and Moana Research to ensure that vaccinator course content and delivery reflect current New Zealand evidence and resources to support and achieve equity for New Zealanders.

The provisional vaccinator foundation and update courses are aligned with:

- *Appendix 3 Immunisation standards for vaccinators and guidelines for organisations offering immunisation services,*
- *Appendix 4 Authorisation of vaccinators and criteria for pharmacist vaccinators,* current [Immunisation Handbook](#) (Ministry of Health - the Ministry), and
- *Whakamaua Māori Health Action Plan 2020-2025, to achieve whānau ora (healthy families) and pae ora (healthy futures)* (Ministry of Health).

Vaccinator status

- The Provisional Vaccinator Foundation Course (PVFC) and subsequent update course support the development of an expanded immunisation workforce for the MMR campaign, influenza seasons and the COVID 19 vaccine programmes, as part of New Zealand's pandemic response.
- Completing the PVFC course, including the assessment and peer review component, will allow individuals from approved health professional groups to apply for provisional authorisation to administer influenza and MMR vaccines to adults and children from age 3 years, as outlined in Appendix 4 of the Immunisation Handbook.
- All qualified/authorised and provisional vaccinators will need to complete an additional module specifically about COVID vaccines to administer the COVID vaccines.
- Provisional authorisation cannot be renewed and is valid for two years from the date of authorisation by the Ministry of Health.
- The update course is to ensure those provisional authorised vaccinators who completed their foundation course more than two years ago can maintain their authorisation for two years from 1 July 2021.
- Note: Vaccinators who are NOT prescribers, pharmacist vaccinators, or authorised vaccinators require a prescription or standing order to administer vaccines (see [Standing Order Guidelines](#), the Ministry).
- Maintaining competency of practice is the responsibility of the individual practitioner and their employer; issues should be addressed to the appropriate regulating body.

Resources

- Health Promotion Agency and the Ministry - [Health Ed](#) resources
- IMAC [written resources](#) and [influenza resources](#)
- Ministry of Health [Immunisation resources](#) and [Immunisation handbook](#)
- [Ministry of Health](#) Māori Health Action Plan 2020-2025
- [Medsafe](#) vaccine data sheets
- [PHARMAC](#) website vaccine resources
- [CARM](#) reporting form - New Zealand Pharmacovigilance Centre
- [World Health Organization](#) vaccine and immunisation resources
- [World Health Organization](#) immunisation schedules by country
- [Centers for Disease Control and Prevention](#) vaccine and immunization resources

Course structure

The Provisional Vaccinator Foundation Course consists of approximately four hours of self-study (online) followed by a one-hour video/webinar. Followed by a one-hour online assessment. Once passed and prerequisites met, a course certificate will be issued.

After completing this course, a peer assessment is required to be completed as part of the provisional authorisation process, this sits outside the course and is completed in a clinical setting. There is a live question and answer session available on a weekly basis to provide further support for new vaccinators. This weekly session is held every Friday 12.30pm to 1.15pm, and can be accessed via this Zoom link or the link sent in the registration confirmation email. This does not replace the one-hour webinar/video in the course.

Prerequisites

Current practicing certificate from registration authority (eg Nursing Council of New Zealand, Pharmaceutical Society of New Zealand, or other health professional body) or nominated health student body

- Completion of pre-reading in the current Immunisation Handbook
 - Introduction
 - General immunisation principles
 - Appendices 3 and 4
- An appropriate CPR certificate (for the peer assessment) must cover the following:
 - infant, child and adult CPR, including mouth-to-mouth, mouth-to-mask, and the management of choking
 - administration of IM adrenaline for treatment of anaphylaxis

- use of an automated external defibrillator
- one- and two-person bag valve mask ventilation and mouth-to-mask technique.

Provisional Vaccinator Foundation Course content

1. Vaccine preventable diseases
2. The immune system
3. National Immunisation Schedule
4. Vaccine composition and safety
5. Storage and handling of vaccines
6. Informed consent and vaccine administration

Length of course

5 to 6 hours to complete the online component of the course including the one-hour webinar/video and the course assessment.

Links are considered in addition to this time. The additional readings included in the course will take more than an hour.

An optional live question and answer session will be available via Zoom.

Overview and Learning outcomes:

Module 1 Vaccine preventable diseases

Measles, mumps and rubella

Influenza

Learning outcomes:

- Describe briefly vaccine preventable diseases, particularly measles and influenza
- Briefly describe diseases in plain language for the immunisation informed consent/communication
- Describe briefly the impact of immunisation.

Module 2 The immune system

Pregnancy and infant immunity

Learning outcomes:

- Demonstrate an understanding of the structure and function of the immune system
- Describe how vaccines interact with the immune system
- Identify factors that may affect a person's immune response to a vaccine.

Module 3 National Immunisation Schedule

Influenza and MMR Vaccination

Learning outcomes:

- State the timing of MMR and influenza vaccines on the National Immunisation Schedule (NIS)
- Identify those eligible for publicly funded vaccines in New Zealand
- Have an awareness of vaccines on the New Zealand National Immunisation Schedule.

Module 4 Vaccine composition and safety

Vaccine manufacture and composition

Preventing AEFI and errors

Surveillance and vaccine safety

AEFI scenarios management

Learning outcomes:

- Outline the different classification (types) of vaccines
- Identify the function of vaccine ingredients
- Describe the process of vaccine manufacture, licensing, regulation, and the role of Medsafe
- Describe common expected responses to two National Immunisation Schedule vaccines: influenza and MMR
- Outline pre-vaccination screening requirements and rationale
- Identify true contraindications to two vaccines
- Distinguish between adverse events and adverse reactions
- Differentiate between faint, anaphylaxis, and other hypersensitivities
- Outline the process of reporting an AEFI to Centre for Adverse Reaction Monitoring (CARM).

Module 5 Storage and handling of vaccines

Cold chain overview

The three cold chain elements

Cold chain excursion, breach, or failure

Learning outcomes:

- Describe the vaccine cold chain and the rationale for its requirements
- List the three key elements of the cold chain and their respective functions
- Outline the initial process for a cold chain breach
- Outline the requirements for receiving vaccines from suppliers and for transporting vaccines off-site.

Module 6 Informed consent and vaccine administration

Informed consent

Vaccine hesitancy and immunisation communication

Preparing to administer vaccines

Vaccine administration and demonstrations

Immunisation coverage data

Standards for vaccination practice

Learning outcomes:

- Describe the informed consent process and how it relates to vaccination
- Demonstrate client-centred communication for understanding and responding to vaccine hesitancy or those declining vaccination
- Demonstrate and understand safe preparation of vaccines and management of the vaccination event
- Identify the correct route, site, and positioning of limbs when administering vaccines
- Outline the best practice requirements for the safe administration of vaccines
- Discuss strategies to ensure a calm vaccination experience
- Describe the professional documentation requirements for vaccine administration
- Describe strategies to support immunisation uptake and improve immunisation coverage
- Practice according to the Immunisation Standards.

Course Assessment procedures:

The course assessment is open book. The core resource or 'open book' is the Immunisation Handbook which may be used to assist participants. Not all answers will be found in this but will have been covered during the course.

The assessment consists of multichoice questions and is completed online. There are two compulsory sections. The first section covers vaccine safety and the second, general immunisation questions. A pass mark of 80% in both sections is required. If the participant fails to pass, a reassessment is possible.

Peer Assessment:

Following completion of the Vaccinator Foundation Course and passing the open-book assessment, all participants are required to undertake a peer assessment if they are to complete the Provisional Vaccinator Authorisation pathway. This is usually done after the participant has undertaken supervised vaccinator practice.

The participant is responsible for arranging the assessment including finding suitable vaccinees and negotiating a convenient time. Any vaccine given prior to completing the vaccinator process requires either a prescription or standing order to cover their administration.

The peer assessment form is available [here](#) on the IMAC website. The peer assessor is required to have at least 2 years vaccinating experience and to either be an authorised vaccinator or a pharmacist vaccinator. The assessment usually take place in the participant's clinical environment, for a minimum of two persons' separate vaccination events, the vaccination site they are assessed on is the deltoid site.

An appropriate CPR certificate is required for the clinical assessment (see Appendix 4 of the Immunisation Handbook).

Following successful completion of the peer assessment those applying for authorisation should complete the required paperwork and submit the completed application form along with the associated documentation to the Ministry of Health for processing.

New! Provisional Vaccinator Update Course Standards

Course objective

To provide provisional vaccinators with an overview of current best practice and updated knowledge and information required to provide high quality, safe and effective delivery of COVID-19, Influenza and MMR vaccines. Participants will understand the processes and systems which underpin vaccinator practice as outlined in the Immunisation Handbook and meet the minimum educational requirements for maintaining their status as a provisional vaccinator.

Overall learning outcomes

At the end of the course participants will be able to:

- Access and utilise appropriate resources to convey information to whanau
- Safely administer COVID-19, Influenza and MMR vaccines
- Appropriately respond to adverse events following immunisation
- Outline the principles for the correct storage and transport of vaccines, including for off-site use

Prerequisites

- Health professional with current Annual Practicing Certificate
- Knowledge and familiarity with the current Immunisation Handbook
- Current Provisionally Authorised Vaccinator

Length of course

The course is approximately 2 hours in length which includes completion of the online component and the course assessment.

There are links to additional readings and revision material included in the course. These are considered optional and are not included in the course time.

Vaccinator status

- The update course is to ensure those provisional authorised vaccinators who completed their foundation course more than two years ago continue to meet the requirements for maintaining their authorisation.
- The process of authorising provisional vaccinators was brought into the Ministry of Health in July 2021. At this time all previously authorised provisional vaccinators had their authorisation confirmed by the Ministry, irrespective of when they completed their initial training. This resulted in a number of vaccinators having their authorisation start date changed to July 2021 (or onwards).
- Provisional Authorisation cannot be renewed and is valid for two years from date of authorisation by the Ministry of Health. As such the provisionally authorised vaccinator needs to complete the requirements to be a fully authorised vaccinator or understand their provisional authorised vaccinator status lapses.

Unit 1: National Immunisation Schedule

Purpose

To update participant's knowledge of selected vaccination programmes and evidence-based practice for the safe delivery of vaccines within the New Zealand context.

Learning outcomes

At the end of this module participants will be able to:

- Outline updates to the influenza, and measles, mumps and rubella programmes
- Outline updates to the COVID-19 vaccination programme
- Apply key concepts for the safe preparation, administration of vaccines and management of the vaccination event for all consumers, including children and young people
- Identify resources to support vaccination, in particular New Zealand-based resources, and information to support informed consent discussions and improve immunisation services

Unit 2: Vaccine safety – anaphylaxis assessment and treatment

Purpose

To update participant's knowledge of safe vaccination practice.

Learning outcomes:

At the end of this session participants will be able to:

- Outline strategies to minimize the risk of adverse events following immunisation (AEFIs), including pre-vaccination screening assessment

- Identify and review knowledge of the management and treatment of anaphylaxis
- Outline the process of reporting AEFIs, including all medication errors.

Unit 3: Storage and handling of vaccines

Purpose:

To outline the principles for the correct storage and transport of vaccines, including for off-site use

Learning outcomes:

At the end of this session participants will be able to:

- Describe the vaccine cold chain and the rationale for its requirements
- Identify strategies to prevent and manage cold chain breaches
- Outline the requirements for transporting vaccines off-site.

Course assessment procedures

The course assessment is open book. The core resource or 'open book' is the online Immunisation Handbook which may be used to assist participants. Not all answers will be found in this but will have been covered during the course.

The assessment consists of ten (10) multiple-choice questions and is completed online. A pass mark of 80% is required. If the participant fails to pass, a reassessment is possible.