

# Standard Operational Policy for the training of staff working on the COVID-19 vaccination programme – Booster & Flu Vaccine

## Version 1.0

East Suffolk and North Essex Foundation Trust (ESNEFT) will provide Covid-19 vaccines (booster) and Flu Vaccine to ESNEFT Staff & Staff of local organisations as per the JCVI and national guidance priorities.

This will include immunisations to the following groups:

1. ESNEFT employees
2. OCS employees – Ipswich site
3. CCG employees from North Essex, Ipswich, East Suffolk and West Suffolk
4. Hospice employees
5. All students on placements at ESNEFT sites
6. Volunteers
7. Other organisations as per ICS agreement

As per National Guidance, the Trust will undertake both Covid-19 booster and seasonal flu vaccination simultaneously.

### Training

All staff are required to have completed e-learning and any or face-to-face training as identified in the matrix of Appendix A before they can commence working in the vaccination centre. The specific requirements are shown in Appendix A.

For NHS Professional (NHSP) staff, full details of the training that needs to be completed has been sent to staff by NHSP. Links to the required training are embedded in the training communication.

For ESNEFT staff, there is a requirement to complete all mandatory eLearning packages as outlined in the appendix, and to ensure they are fully up to date with Basic Life Support. A short face to face practical training session to ensure the safe management of the vaccine will take place prior to staff undertaking their first shift in the Hub.

All new staff will be required to provide evidence of having completed the training for their first shift. This can be screen shots taken on a mobile device or certificates.

All new immunisers, should complete the competency assessment for formal evaluation and sign-off of their clinical competency. They should be supervised administering the vaccine until both they, and their supervisor or trainer, feel confident that they have the necessary knowledge and skills to administer vaccines safely and competently.

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Evidence will need to be presented to the shift supervisor at the start of the first shift and logged electronically via Microsoft Forms (all new immunisers). This live register is accessible by shift coordinators on each site. The education team will access this once per week and update OLM accordingly. All returning vaccinators will have their training confirmed by the shift supervisor at the start of their first shift, ensuring all training (including BLS) is up to date.

The Trust recognises that there are a small number of under 18 year olds who may require vaccination as part of this programme. Under 18's will only be vaccinated through a scheduled programme ensuring that vaccinating staff/supervising clinical staff have undertaken Paediatric Basic Life Support and Safeguarding Children Level 2.

### **Orientation and competency sign off**

Orientation will be provided to staff at the start of their first shift. This will include an induction checklist. Orientation to the administration area will be undertaken by the Shift Supervisor for all staff new to the vaccination hubs.

### **Prescribing**

Training for prescribers will be in accordance with Trust guidelines as set out in Appendix A. Prescribers should also familiarize themselves with the PSD.

- Pfizer-BioNTech COVID-19 mRNA Vaccine (Comirnaty) (and Assessment)
- AstraZeneca COVID-19 Vaccine (and Assessment)
- PSD Familiarisation
- PHE Covid-19 Vaccination programme, information for healthcare practitioners.
- Greenbook Chapter 14a

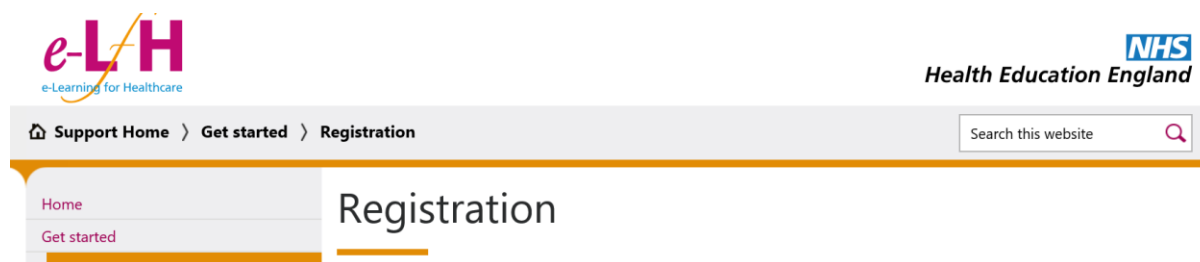
### **Medical Support Staff**

Will ensure they are up to date with all Pfizer Bio-N-Tech, Astra Zeneca and related training. Medical Advisors must undertake the Flu Immunisation e-Learning. The lead clinician for ESNEFT Flu Vaccine is Dr Jose Sanchez.

## ESNEFT Covid Vaccination Training Requirements






- Complete 8 e-learning packages accessed via e-learning for health. – please use this link to take you to the registration page - <https://support.e-lfh.org.uk/get-started/registration/> . This page has full details of how to successfully register with or without an NHS e-mail address. For ESNEFT staff please use your ESNEFT account email address. You will be prompted to complete the registration details. When you are prompted to enter a place of work please choose **EAST SUFFOLK AND NORTH ESSEX NHS FOUNDATION TRUST NHS ENGLAND EAST OF ENGLAND (EAST) COLCHESTER DIST GENERAL HOSPITAL TURNER ROAD COLCHESTER CO4 5JL** If you type in East Suffolk, it should find the Trust easily.
- Provide evidence of BLS training
- Attend a practical training session (for staff who have never prepared or administered IM injections)
- Read the covid-19 PGD document
- Complete the Covid vaccination clinical competency.






Evidence of completion of e-learning and BLS must be presented at your first induction shift.



Once you have registered you will need to complete the e-learning packages shown in the table below and pass the related assessments.

Training Component	Who needs to complete	Link to training	Package names	Notes
<b>Immunisation training: mandatory for all staff giving immunisations.</b>	All clinical staff and managers	For these modules you will need to enrol on to the course Immunisation (IMM) and complete the following modules  <b>1)Legal aspects</b> <a href="https://portal.e-lfh.org.uk/Component/Details/514308">https://portal.e-lfh.org.uk/Component/Details/514308</a>  <b>2)Vaccine storage</b> <a href="https://portal.e-lfh.org.uk/Component/Details/514237">https://portal.e-lfh.org.uk/Component/Details/514237</a>  <b>3) Vaccine administration</b> <a href="https://portal.e-lfh.org.uk/Component/Details/514227">https://portal.e-lfh.org.uk/Component/Details/514227</a>	Vaccine Storage Vaccine administration Legal aspects	National (e-learning) 1.5 hours

<p><b>Anaphylaxis e-learning programme: mandatory for all staff</b></p>	<p>All clinical staff and managers</p>	<p>For this learning you will need to enrol on the course anaphylaxis. There are two courses  <b>4)Anaphylaxis e-learning programme (clinical staff) – updated</b>  <a href="https://portal.e-lfh.org.uk/Component/Details/429354">https://portal.e-lfh.org.uk/Component/Details/429354</a>  <b>Beginners anaphylaxis e-learning programme (non-clinical staff)</b>  <a href="https://portal.e-lfh.org.uk/Component/Details/675234">https://portal.e-lfh.org.uk/Component/Details/675234</a></p>	<p>Anaphylaxis</p>	<p>You will need to complete this even if you have an up to date BLS as anaphylaxis is not taught as part of this session</p>
<p><b>Covid-19 vaccine specific training Core knowledge: mandatory for all staff giving immunisations</b></p>	<p>All clinical staff and managers</p>	<p>For these modules you will need to enrol on to the course Covid 19 Vaccination e-learning programme  <b>5) Core Knowledge for COVID-19 Vaccinators (and Assessment) – incl. coverage of PGDs</b>  <a href="https://portal.e-lfh.org.uk/Component/Details/674790">https://portal.e-lfh.org.uk/Component/Details/674790</a>  <b>6) COVID-19 mRNA Vaccine BNT162b2 (and Assessment)</b>  <a href="https://portal.e-lfh.org.uk/Component/Details/677490">https://portal.e-lfh.org.uk/Component/Details/677490</a>  <b>7) AstraZeneca Vaccine (and Assessment)</b>  <a href="https://portal.e-lfh.org.uk/Component/Details/681664">https://portal.e-lfh.org.uk/Component/Details/681664</a></p>	<p>Covid 19 vaccination</p>	<p>National (e-learning) 1.5 hours</p>
<p><b>Preparation of vaccine mandatory for all staff giving immunisations</b></p>	<p>All clinical staff and managers</p>	<p><a href="https://youtu.be/hPxvkzCYUKg">https://youtu.be/hPxvkzCYUKg</a>   <a href="https://www.youtube.com/watch?v=GA6WOeXGjLk">https://www.youtube.com/watch?v=GA6WOeXGjLk</a></p> <div style="display: flex; justify-content: space-around; align-items: center;"> <div style="text-align: center;">         Syringe Photo.docx     </div> <div style="text-align: center;">         PREPARATION OF VACCINE WORKSHEET     </div> <div style="text-align: center;">         VH8.1-Pfizer-BioNTec Vaccine-Preparator     </div> </div> <div style="display: flex; justify-content: space-around; align-items: center; margin-top: 10px;"> <div style="text-align: center;">         VH8-Preparation-of-Pfizer-BioNTec-COV     </div> <div style="text-align: center;">         Influenza Written-Instruction-     </div> </div>	<p>Preparation of vaccine</p>	<p>Video and reading</p>
<p><b>Attend practical training session (vaccine preparation &amp; IM injection) (If you have not prepared or administered an IM injection before)</b></p>	<p>Vaccinators</p>			<p>To book via OLM “IM injection and administration”</p>

<p>Read Covid-10 Pfizer BioNTech mRNA vaccine BNT162b2 &amp; AstraZeneca &amp; Inactivated influenza vaccine PGD documents</p>		<p>  </p> <p>pgd-mrna-vaccine- patient-group-direc 20210723inactivate bnt162b2-pfizerbiortion-for-covid-19-vadinfluenzapgdv09.0</p> <p>        Influenza Written-Instruction-</p>		
<p>Local induction to vaccination centre: <b>Mandatory for all vaccination staff new to site.</b></p>	<p>All staff new to the vaccination site</p>	<p>On site sign off</p>	<p>Shift coordinator to facilitate this.</p>	
<p>Covid-10 vaccinator competency <b>Mandatory</b></p>	<p>All clinical staff and managers</p>	<p>On site sign off</p>	<p>Experienced vaccinators may self-assess. Other staff will require sign-off</p>	
<p>National Immunisation &amp; Vaccination System (NIVS) for COVID Vaccinations <b>mandatory for all staff</b></p>	<p>Vaccinators Administrative Staff</p>	<p><b>User Guide</b></p> <p>        National Immunisation Vaccin.</p>	<p>NIVS Training</p>	<p>Please read user guide which provides the link to access the NHS website where you will need to record every vaccination you administer. (Admin staff may do this for you)</p>
<p>Core Knowledge for Flu Immunisers <b>Mandatory</b></p>	<p>Vaccinators</p>		<p>Flu Vaccination</p>	
<p>Core Knowledge for Flu Immunisers – Self-assessment <b>Mandatory</b></p>	<p>Vaccinators</p>	<p>Core Knowledge for Flu Immunisers: <a href="https://portal.e-lfh.org.uk/LearningContent/LaunchForGuestAccess/405274">https://portal.e-lfh.org.uk/LearningContent/LaunchForGuestAccess/405274</a>        Core Knowledge for Flu Immunisers assessment:</p>	<p>Flu Vaccination</p>	

		<a href="https://portal.e-lfh.org.uk/LearningContent/LaunchForGuestAccess/405271">https://portal.e-lfh.org.uk/LearningContent/LaunchForGuestAccess/405271</a>		
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\*Provider-mandated Stat/Mand training: all vaccinators must be up to date with BLS mandatory training or evidence that this has already been undertaken, non-relevant mandatory training not required to be in date to vaccinate.

#### Optional additional resources

<b>Green Book chapter 14a</b>	All staff	<a href="https://www.gov.uk/government/publications/covid-19-the-green-book-chapter-14a">https://www.gov.uk/government/publications/covid-19-the-green-book-chapter-14a</a>	For reference	For reference
<b>COVID-19 Vaccine Update</b>	All staff	<a href="https://www.gov.uk/government/collections/vaccine-update">https://www.gov.uk/government/collections/vaccine-update</a>	For reference	For reference
<b>SPS: Advice for dry ice handling</b>	All clinical staff and managers	<a href="https://www.sps.nhs.uk/articles/handling-dry-ice-and-vapour-phase-nitrogen-shippers-advice-for-hospital-pharmacies/">https://www.sps.nhs.uk/articles/handling-dry-ice-and-vapour-phase-nitrogen-shippers-advice-for-hospital-pharmacies/</a>	For reference	For reference
<b>COVID-19 Vaccine Information for Healthcare Practitioners document</b>	All clinical staff and managers	<a href="https://www.gov.uk/government/publications/covid-19-vaccination-programme-guidance-for-healthcare-practitioners">https://www.gov.uk/government/publications/covid-19-vaccination-programme-guidance-for-healthcare-practitioners</a>	For reference	For reference
<b>F2F/virtual training on the COVID-19 vaccine(s) and administering under the National Protocol</b>	All staff	<a href="https://www.gov.uk/government/collections/covid-19-vaccination-programme">https://www.gov.uk/government/collections/covid-19-vaccination-programme</a>	For reference	For reference
<b>RCN: Education and training to support delivery of large-scale vaccination (incl. resource on “leadership and supervision for delivery of large scale vaccination”)</b>	Managers	<a href="https://www.rcn.org.uk/clinical-topics/public-health/immunisation/covid-19-vaccination/education-and-training-to-support-delivery-of-large-scale-vaccination">https://www.rcn.org.uk/clinical-topics/public-health/immunisation/covid-19-vaccination/education-and-training-to-support-delivery-of-large-scale-vaccination</a>	For reference	E-Learning
<b>RCN: COVID-19 vaccination</b>	All clinical staff and managers	<a href="https://www.rcn.org.uk/clinical-topics/public-health/immunisation/covid-19-vaccination">https://www.rcn.org.uk/clinical-topics/public-health/immunisation/covid-19-vaccination</a>	For reference	E-Learning
<b>RCN: Immunisation services and large-scale vaccination delivery during COVID-19</b>	All clinical staff and managers	<a href="https://www.rcn.org.uk/clinical-topics/public-health/immunisation/immunisation-services-and-large-scale-vaccination-delivery-during-covid-19">https://www.rcn.org.uk/clinical-topics/public-health/immunisation/immunisation-services-and-large-scale-vaccination-delivery-during-covid-19</a>	For reference	E-Learning

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