

# UN VACCINATION SKILLS CHECKLIST FOR INDIVIDUAL HEALTH CARE WORKER

Adapted from <https://www.immunize.org/cata.d/p7010.pdf>

For any questions, please contact [dos-dhmosh-public-health@un.org](mailto:dos-dhmosh-public-health@un.org)

This is a self-assessment tool for all healthcare staff who administer immunizations. To complete it, review the competency areas below and the clinical skills, techniques and procedures outlined for each area. **You can do a self-assessment and your supervisor can also review your skills accordingly.** If any improvement is needed, develop a **Plan of Action** to help achieve the skills level needed.

**In the context of the COVID-19 pandemic, pls note the following:**

- 1) Any staff administering the COVID-19 vaccine is **REQUIRED** to undergo this 3 hour WHO “COVID-19 vaccination training for health workers” [here](#).
- 2) WHO recommends additional infection control measures for vaccination [here](#).

Competency	Clinical Skills, Techniques, Procedures	Self-Assessment		Supervisor Review		
		Needs to improve	Meets or exceeds	Needs to improve	Meets or exceeds	Plan of Action
<b>A</b> <b>Patient Education</b>	1. Welcomes patient/family and establishes rapport.					
	2. Explains what vaccine/s will be given and which type(s) of injection(s) will be done.					
	3. Answers questions and accommodates language or literacy barriers and special needs of patient to help make them feel comfortable and informed about the procedure.					
	4. Verifies patient received vaccine information in a way that best meets the patient's needs for indicated vaccine/s and has had time to review them and ask questions.					
	5. Ensures patient has given valid informed consent.					
	6. Screens for contraindications.					
	7. Reviews comfort measures and aftercare instructions with patient and invites questions.					
<b>B</b> <b>Medical and Office Protocols</b>	1. Identifies the location of the medical protocols (e.g., immunization protocol, emergency protocol, reference material).					
	2. Identifies the location of epinephrine, its administration technique, and clinical situations where its use would be indicated. See here for more information regarding the use of epinephrine in adults: <a href="https://www.un.org/sites/un2.un.org/files/coronavirus_vaccination_anaphylaxisguidelines.pdf">https://www.un.org/sites/un2.un.org/files/coronavirus_vaccination_anaphylaxisguidelines.pdf</a>					
	3. Maintains up-to-date CPR certification.					
	4. Understands the need to report any needlestick injury and to maintain a sharps injury log.					
	5. Demonstrates knowledge of proper vaccine handling, e.g., maintains vaccine at recommended temperature (pls review manufacturer's guidance for full instructions).					

**DHMOSH Public Health - Vaccination Skills Checklist (Feb 2021)**

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		Needs to improve	Meets or exceeds	Needs to improve	Meets or exceeds	Plan of Action
<b>C Vaccine Preparation</b>	1. Performs proper hand hygiene prior to preparing vaccine.					
	2. When removing vaccine from the refrigerator or freezer, looks at the storage unit's temperature to make sure it is in proper range.					
	3. Checks vial expiration date. Double-checks vial label and contents prior to drawing up.					
	4. Prepares and draws up vaccines in a designated clean medication area that is not adjacent to areas where potentially contaminated items are placed.					
	5. Selects the correct needle size for IM and Subcut based on patient age and/or weight, site, and recommended injection technique.					
	6. Maintains aseptic technique throughout, including cleaning the rubber septum (stopper) of the vial with alcohol prior to piercing it.					
	7. Shakes vaccine vial and/or reconstitutes and mixes using the diluent supplied. Inverts vial and draws up correct dose of vaccine. Rechecks vial label.					
	8. Prepares a new sterile syringe and sterile needle for each injection. Checks the expiration date on the equipment (syringes and needles) if present.					
	9. Labels each filled syringe or uses labeled tray to keep them identified.					
<b>D Administering Immunizations</b>	1. Rechecks the provider's order or instructions against the vial and the prepared syringes.					
	2. Utilizes proper hand hygiene with every patient and, if it is office policy, puts on disposable gloves. (If using gloves, changes gloves for every patient.)					
	3. Demonstrates knowledge of the appropriate route for each vaccine.					
	4. Positions patient and/or restrains the child with parent's help.					
	5. Correctly identifies the injection site (e.g., deltoid, vastus lateralis, fatty tissue over triceps).					
	6. Locates anatomic landmarks specific for IM or Subcut injections.					
	7. Preps the site with an alcohol wipe, using a circular motion from the center to a 2" to 3" circle. Allows alcohol to dry.					

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Competency	Clinical Skills, Techniques, Procedures	Self-Assessment	Supervisor Review			
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<b>E Administering Immunizations (continued)</b>	8. Controls the limb with the non-dominant hand; holds the needle an inch from the skin and inserts it quickly at the appropriate angle (90° for IM or 45° for Subcut).					
	9. Injects vaccine using steady pressure; withdraws needle at angle of insertion.					
	10. Applies gentle pressure to injection site for several seconds (using, e.g., gauze pad, band aid).					
	11. Uses strategies to reduce anxiety and pain associated with injections.					
	12. Properly disposes of needle and syringe in "sharps" container.					
	13. Properly disposes of vaccine vials.					
	14. Monitor any allergic signs and immediately take the appropriate action if necessary. See here for more information regarding management of anaphylaxis in adults <a href="https://www.un.org/sites/un2.un.org/files/coronavirus_vaccination_anaphylaxisguidelines.pdf">https://www.un.org/sites/un2.un.org/files/coronavirus_vaccination_anaphylaxisguidelines.pdf</a>					
<b>F Records Procedures</b>	1. Fully documents each vaccination in patient chart: date, lot number, manufacturer, site, name/initials.					
	2. If applicable, demonstrates ability to use state/local immunization registry or computer to call up patient record, assess what is due today, and update computerized immunization history.					
	3. Asks for and updates patient's vaccination record and reminds them to bring it to each visit.					

## REFERENCE

- **DHMOSH Anaphylaxis Guidelines:** [https://www.un.org/sites/un2.un.org/files/coronavirus\\_vaccination\\_anaphylaxisguidelines.pdf](https://www.un.org/sites/un2.un.org/files/coronavirus_vaccination_anaphylaxisguidelines.pdf)
- **Immunization Action Coalition Skills Checklist for Vaccine Administration:** <https://www.immunize.org/catg.d/p7010.pdf>
- **WHO Aide-Memoire: Infection Prevention and Control (IPC) Principles and Procedures for COVID-19 Vaccination Activities:** <https://apps.who.int/iris/handle/10665/338715>
- **WHO COVID-19 Vaccination Training:** <https://openwho.org/courses/covid-19-vaccination-healthworkers-en>