

COVID-19 Vaccination Hub Orientation Program & Checklist

COVID-19 VACCINATION HUB



ORIENTATION PROGRAM

DATE/TIME:	
LOCATION:	

1. Introduction
 - Meet the team (Project Lead, Unit Managers and Education Lead)
 - Unit Managers to introduce the workplace and workflow process (roles) and expectations
 - Answer questions related to administration
2. Orientation checklist
3. Induction checklist
4. Safe intramuscular (IM) injections
5. Asepsis during vaccination administration
6. Correct labelling and Double checking
7. Adverse event following immunisation (AEFI)
 - Medical emergency preparation
 - Anaphylaxis kit
8. Competency requirements/checklist

COVID-19 VACCINATION HUB COMPETENCY CHECKLIST

COMPETENCY	DATE OF COMPLETION
STAFF ORIENTATION	
FIRE AND EMERGENCY	
HAND HYGIENE	
STANDARDS & TRANSMISSION BASED PRECAUTIONS	
VACCINATION	
OCCUPATIONAL VIOLENCE AGGRESSION	
POSITIVE WORKPLACE BEHAVIOUR	
CULTURAL DIVERSITY	
ABORIGINAL & TORRES STRAIT ISLANDER CULTURAL SAFETY	
CLINICAL CODE SYSTEMS	
BASIC LIFE SUPPORT (BLS-D)	
ALLOCATE & HEWS	

