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| Position description |
| Authorised COVID-19 vaccination staff  Updated September 2021 |
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#### Purpose

#### To prepare and/or administer the COVID-19 vaccine to suitably screened and consenting individuals, according to vaccine administration protocol. COVID-19 vaccination providers are responsible for providing a safe environment for both consumers and staff. All vaccination staff must have the knowledge, technology, and equipment to provide the best possible care, and are accountable for the care they provide.

#### Authorised workforce

Authorised immunisation workforce includes:

* Medical practitioner
* Nurse practitioner (within scope of practice)
* Nurse immuniser
* Pharmacist immuniser
* Paramedic with experience in immunisation

Further information on the eligible authorised vaccination workforce can be found in the Victorian COVID-19 Vaccination Guidelines (the Guidelines): <https://www.coronavirus.vic.gov.au/victorian-covid-19-vaccination-guidelines>

#### Reports to

Clinical Lead, vaccination centre.

#### Key activities

Activities may include but are not limited to:

* Determine clinical suitability for vaccination, including identifying any contraindications
* Obtain and document informed consent from individuals
* Administer the COVID-19 vaccine in accordance with training protocols
* Document that vaccine has been administered in the electronic immunisation register
* Providing after-care including follow-up appointment and adverse event advice to individuals
* Preparing vaccine doses for administration by reconstituting (where relevant) and drawing up doses from multi-dose vials
* Meet the clinical governance framework set out by the relevant health service
* Familiarise self with all clinic electronic forms, vaccine administration protocols, vaccines, and follow-up information to be given to individuals
* Check emergency equipment, ensuring that adrenaline and adrenaline protocol (laminated) is at hand
* Provide administrative and supportive roles to the vaccination team
* Record on job action sheet, any problems, expected or unanticipated, and how these were resolved
* Provide supervision role to emergency authorised workforce
* Attend team meetings as directed by supervisor
* Give Clinical Lead feedback about what is working well and what is not working

Note: Laboratory science, research and technician workforce; medical laboratory science students; dental assistants; and second and third year pharmacy students are authorised to possess and prepare the COVID-19 vaccine, but do not have the authority to administer.

## Supervision of emergency authorised workforce

Authorised immunisers with the relevant skills and experience (those with preferably a minimum of 6 months immunisation experience and current/recently completed anaphylaxis management and basic first aid) will be expected to provide clinical supervision to a maximum of 10 emergency authorised immunisers, ensuring the vaccination clinic can continue to operate in parallel to any responses to Adverse Events Following Immunisation (AEFI).

Supervising authorised immunisers should have additional knowledge and experience in the technical aspects of vaccination which enables them to respond to clinical questions and issues escalated to them by the emergency authorised immunisers, including the management of an AEFI and the administration of adrenaline, if required.

Where the emergency-authorised clinician has not previously demonstrated practical competence in all authorised vaccination activities, the supervising workforce should demonstrate, teach and supervise all authorised vaccination activities, until such time as the clinician’s supervisor is confident the clinician demonstrates practical competence prior to undertaking the authorised vaccination activities.

**Nurse Immuniser** is a registered nurse who has successfully completed an ‘immuniser program of study’ that has been recognised by the Victorian Chief Health Officer and aligns with the National Immunisation Education Framework for Health Professionals and meets all requirements of the ‘Secretary Approval: Nurse Immuniser SARS-CoV-2 (COVID-19) VACCINE’.

**Pharmacist Immuniser** is a registered pharmacist who has successfully completed an ‘Immuniser program of study’ that has been recognised by the Victorian Chief Health Officer and aligns with the National Immunisation Education Framework for Health Professionals and meets all requirements of the ‘Secretary Approval: Pharmacist Immuniser SARS-CoV-2 (COVID-19) VACCINE’.

**Paramedic with experience in immunisation** is a registered paramedic who:

* was authorised to administer the influenza vaccine in 2020 to operational staff members of Ambulance Victoria in accordance with PHEO no. 5. published in S210 21 April 2020;
* has previously completed the immuniser program of study recognised by the Chief Health Officer related to PHEO no. 5;
* has experience in administering the influenza vaccine; and
* meets all the requirements of the Public Health Emergency Order: Authorisation for preparation and administration – COVID-19 VACCINE.

Paramedics with experience in immunisation are only able to supervise other paramedics and eligible paramedicine students administering the COVID-19 vaccine, where required.

## Training requirements

The Commonwealth COVID-19 Vaccination Training Program is essential for all health professionals that are involved in the COVID-19 vaccination program in a clinical capacity administering and/or preparing COVID-19 vaccines. It must be completed prior to registration with Torrens Health.

The Victorian COVID-19 AstraZeneca Supplementary eLearning program is recommended but not mandatory for the authorised workforce.

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| Training program | Details | Training verification |
| **Commonwealth COVID-19 Vaccination Training Program**  <https://covid19vaccinationtraining.org.au/login/index.php> | **Core modules**   * COVID-19 introduction * Handling and storage * Communication and purpose * Multi-dose vial (MDV) training * Documentation and reporting * Safety and surveillance monitoring and reporting for adverse events following vaccination   **Vaccine-specific modules (as applicable)**   * Pfizer / BioNTech * AstraZeneca * Moderna | User issued with multiple certificates of completion – one certificate for the core modules, and another for each vaccine specific module. |
| **Victorian COVID-19 eLearning Competency Training Package**  <https://education-mvec.mcri.edu.au/courses/dh-covid19/>  **Note:** Paramedics with experience in immunisation must complete this training | **eLearning modules**   * Introduction to immunisation (~20 mins) * Administering vaccines (~90 mins) * Adverse events following immunisation (~30 mins) | User issued with a certificate of completion through the Melbourne Vaccine Education Centre (MVEC). |
| **Victorian COVID-19 AstraZeneca Supplementary eLearning** (recommended but not mandatory)  <https://education-mvec.mcri.edu.au/courses/covid19az/> | **eLearning modules**   * Consent process (revised July 2021) * Recommendations and contraindications of the AstraZeneca COVID-19 vaccine in adults under 50 years   Training must be completed after the Commonwealth COVID-19 Vaccination Training Program – AstraZeneca vaccine specific module (listed above) | User issued with a certificate of completion through the Melbourne Vaccine Education Centre (MVEC). |