**Vaccinating Health Worker:** Capability Matrix / Version 4: Health New Zealand | Te Whatu Ora, 2 July 2024

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|  | **SKILLS** and **TRAINING NEEDED**(Employability skills) | **ABOUT THE JOB**(Factors specific to this job) | **GETTING IT RIGHT**(Standards) | NZQA Level equivalent |
| the characteristics, skills and values needed to do job effectively | the workplace and requirements, vaccination responsibilities and accountabilities | job related competencies | other requirements |
|  |  | **Entry Point** | **Your skills and characteristics** | **Training for the role** | **Workplace settings** | **What you are responsible for and how you will achieve this** | **What competencies you will demonstrate** | **What other knowledge you need** | **Indicative Qualification level** |
| Vaccinating Health Worker Stage | **STAGE 1**Administer a limited range of prepared vaccines to people aged12 years and up, or 11 years and up for school- based vaccines, under the clinical supervision and direction of a qualified health professional. | You are interested in or currently working in the health sector.*Note: if you are currently not working in the health sector at the completion of the online learning you will need**be employed in a vaccination service with an employer who supports your learning and has identified a clinical supervisor for you.* | **You demonstrate:*** experience working in a healthcare setting (current or historical)
* a commitment to cultural safety and equity when working with others
* understanding of kawa and tikanga and how to implement in a health care setting
* a culturally appropriate way of working
* the ability to work well in a team environment
* clear communication skills, including the ability to listen and provide information to consumers
* the ability to make decisions and request help when required
* honesty, integrity, confidentiality, care, and compassion when dealing with others
* attention to detail and checking information for accuracy
* basic understanding of or use of IT systems.

**Desirable but not required:*** an ability to speak the first language of one of our diverse communities languages other than English, e.g., Te Reo Māori, Samoan, Tongan
* experience in working in the community - with our whānau, our diverse communities and employing other models of care in the health sector.
 | **You have completed:*** any training as determined by the employer, the job description and employment policies and protocols
* the Health New Zealand |Te Whatu Ora approved VHW Stage 1 training programme and demonstrate competency via a workplace practical assessment plus complete an update training every two years
* specific vaccination training will include:
	+ vaccination communication
	+ cold chain management, observation
	+ training on and understand what informed consent means
* basic life support training/CPR and/or hold a current certificate. Note: anaphylaxis is covered in the vaccine specific training.
* core learning, provided by your employer, to be completed in your role as a VHW Stage 1 and should include:
	+ Te Tiriti o Waitangi
	+ cultural awareness (Aotearoa context)
	+ engaging effectively with Māori
	+ communicating and interpersonal relationships
	+ Health and Safety
	+ working with people with disabilities
	+ Health Information / Health Literacy
	+ Personal Protection Equipment (PPE) and Infection Prevention Control (IPC)
	+ Privacy/ Confidentiality
	+ working with people experiencing mental health and addiction needs
	+ working with culturally and linguistically diverse communities
* any other training to perform other health functions which will enhance your role as a VHW.
 | **You will:*** work under the clinical supervision and direction of a qualified health professional
* work in a variety of delivery settings to administer vaccines for approved immunisation programmes
* meet the role guidance determined by your employer
* ideally have indemnity insurance or be provided indemnity insurance by your employer (this is highly recommended).

**There is a supervision ratio of:*** 1:6 for vaccine administration.
 | **You will:*** use an approved prompt card to confirm identity and eligibility for the vaccine and confirm consent has been given
* confirm written informed consent has been obtained in a school-based programme
* administer the following vaccines to pre-consented and pre-screened health consumers:
	+ COVID-19 to 12yrs+
	+ Influenza to 12yrs +
	+ Human papillomavirus to 11yrs+
	+ Tetanus, diphtheria and pertussis to 11yrs+

Each vaccinator is authorised by a Health New Zealand |Te Whatu Ora Medical Officer of Health. In order to be authorised, approved specific vaccination training is required for each vaccine* escalate any uncertainty or concerns to the clinical supervisor
* observe a consumer as required, post-vaccination
* follow all site operating procedures
* undertake training to perform other health functions as per the needs of your employer
* complete documentation and administrative requirements accurately and input on to the relevant IT systems.

**Performance criteria*** demonstrate confidence and competence when independently administering each vaccine
* collect and record information accurately.
 | **Your responsibilities:*** demonstrate responsibility for your own practice and conduct which meets ethical and relevant legislated requirements
* understand, apply and demonstrate the principles of Te Tiriti o Waitangi into your own health practices
* understand and demonstrate appropriate response to the local community
* demonstrate a commitment to providing culturally safe care for consumer safety and quality of health in the area of vaccinations
* complete all administrative requirements in a timely manner, respecting organisation policy
* maintain privacy and confidentiality in record keeping and interactions with others.

**Care you provide*** administer relevant vaccine ensuring all appropriate safety parameters are met, identity of consumer, confirmed consent, vaccine and dosage, notification of risks and changes
* observe changes in consumer’s health and escalate concerns to your clinical supervisor
* contribute to health safety and quality improvements in the care setting
* clear understanding of the Stage 1 authorisation process and scope of work you can engage in.

**Your interpersonal relationships*** establish, maintain and conduct respectful culturally appropriate relationships with all people
* contribute to a positive working environment using a partnership approach, ensuring that the consumer is part of this journey.
 | **Consistently apply understanding of:*** Code of Health and Disability Services Consumers’ Rights
* Immunisation Handbook
* Standard Operating Procedures
* Training and assessment frameworks
* Organisation policy and procedures, in particular local incident and complaints polices and processes.
 | Level 3 |
| **STAGE 2**Prepare and administer a range of vaccines including live vaccines to people aged five(5) years and up under the clinical supervision and direction of a qualified health professional. | Your employer supports your entry to Stage 2 and has identified a clinical supervisor for you*and you are** VHW Stage 1

*and** your employer has confirmed that you have completed the workbook as evidence of your experience. which includes administering a minimum of 25 vaccinations over at least 8 weeks or
* an overseas qualified registered health professional, who doesn’t have an New Zealand Annual Practising Certificate

*and you** + have completed all Stage 1 non-clinical core learning
	+ have completed the Second Checker course
	+ can provide evidence of recent vaccinating experience.

*or** a retired NZ Health Professional who can provide evidence of or can demonstrate Stage 1 competencies.
 | **You demonstrate:*** experience working in a healthcare setting (current or historical)
* a commitment to cultural safety and equity when working with others
* understanding of tikanga and kawa / a cultural appropriate way of working
* the ability to work well in a team environment
* clear communication skills, including the ability to listen and provide information to consumers
* the ability to make decisions and request help when required
* honesty, integrity, confidentiality, care and compassion when dealing with others
* the ability to confidently use IT systems required at Stage 1.

**Desirable but not required:*** an ability to speak languages other than English, e.g., Te Reo Māori, a Pasifika language, the first language of one of our diverse communities
* experience working in the community – with our whānau, our diverse communities and employing other models of care in the health sector
* a deep understanding of kawa and tikanga and how to implement in a health care setting.
 | **You have completed:*** Health New Zealand | Te Whatu Ora approved training within VHW Stage 2 scope, and demonstrate competency via a practical assessment plus complete an update training every two years
* specific vaccination training will include:
	+ screening and verification (in person practical session)
	+ informed consent/communication with consumers
	+ the handling, safety, administration, and preparation of live vaccines
	+ vaccinating 5yr+
	+ vaccine preparation including introduction to vaccine preparation; processes and procedures; safety and handling
	+ cold chain management and observation
	+ maintain CPR and anaphylaxis certification
	+ core learning, provided by your employer, to be completed in your role as a VHW Stage 2 and should include:
		- consumer relations
		- cultural competency
		- further training on Te Tiriti o Waitangi, colonisation, and racism
		- HQSC module on bias in health care.
 | **You will:*** work under the clinical supervision and direction of a qualified health professional to prepare and administer vaccines for approved immunisation programmes in a variety of delivery settings
* meet the role guidance determined by your employer within your job description and employment policies and procedures
* ideally have indemnity insurance

or be provided indemnity insurance by your employer (this is highly recommended).**There is a supervision ratio of:*** 1:6 for vaccine administration
* 1:6 for preparation of multi dose vials.
 | **Stage 1 *and:**** prepare (including dilution and draw up) and administer any of the following vaccines:
	+ COVID-19 to 12yrs +
	+ COVID-19 Pfizer Paediatric to 5yrs +
	+ Influenza to 5yrs+
	+ Human papillomavirus to 11yrs+
	+ Tetanus, diphtheria and pertussis to 11yrs+
	+ Measles Mumps Rubella to 5yrs +

Each vaccinator is authorised by a Health New Zealand | Te Whatu Ora Medical Officer of Health. In order to be authorised, specific approved vaccination training is required for each vaccine.* ensure second checks are conducted, and accurate records are kept
* observe a consumer as required post-vaccination
* assist employer with cold chain processes
* follow all site operating procedures
* undertake training to perform other health functions as per the needs of your employer
* provide other health services and functions as per the requirements of the employer and/or community.

**Performance Criteria*** conduct pre-screening and confirm consent of the consumer to administer a specific vaccine
* demonstrate confidence and competence when independently preparing and administering each vaccine
* ensure accurate records are entered and maintained.
 | **Stage 1 *and:*****Care you provide**Under clinical supervision and direction:* prepare and administer relevant vaccines ensuring all safety parameters including a second check are met including vaccine draw-up and dosage
* assist with screening and confirm consent from consumer/guardian
* observe changes in consumer’s health and escalate concerns to your clinical supervisor
* provide age-appropriate care and communication when administering a vaccine
* clear understanding of the Stage 2 authorisation process and scope of work you can engage in
* contribute to health safety and quality improvements in the care setting.
 | **Consistently apply understanding of:*** Code of Health and Disability Services Consumers’ Rights
* Health and Disability Code
* Immunisation Handbook
* Standard Operating Procedures
* Training and assessment frameworks
* Organisation policy and procedures in particular local/organisational incident and complaints polices and processes.
 | Level 4 |

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