**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 aged  12 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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