

OFFICIAL



COVID-19 vaccination programme: training matrix and pathways

Version 7.1, 16 December 2020

Updates in this version

This is an updated v.7 of this document to include this slide which outlines what has changed in this version.

- It has been clarified that COVID-19 Vaccination training provided locally using PHE slide set could be delivered F2F or virtually.
- It has been clarified that the PGD e-learning programme on e-LfH is only suitable for pharmacists. PGDs are sufficiently covered within the COVID-19 Core Knowledge e-learning session for all other vaccinators.
- Specific reference has been made to anaphylaxis (“basics”) training for non-registered staff (i.e. the Introduction to Anaphylaxis module on e-LfH or equivalent introductory/basic local training).
- Estimated timings have been added into the overview matrix for anaphylaxis e-learning on e-LfH (~30-50 mins: ~30mins for the Introduction to Anaphylaxis module for non-registered staff; ~50mins for the Recognising and Managing Anaphylaxis module for registered staff).
- Clarified that the recommendation for patient-facing non-clinical roles to complete basic anaphylaxis and BLS/ILS training does not apply to non-clinical volunteers.
- The training component “*Legal aspects of medicines administration (i.e. PGD / National Protocol)*” has been renamed to “*Legal mechanisms for administering a Prescription Only Medicine (POM) (i.e. PGD / National Protocol) training*” to minimise confusion with the “Legal Aspects” module within the Immunisation e-learning programme.
- Anaphylaxis and BLS/ILS training have been split into separate components to make them clearer.



Training Requirements: Overview

		Training							Competency sign-off	
		Programme overview pack	Immunisation training (general principles) ~1.5 hours (e-learning) / ~time locally determined (F2F/virtual)	COVID-19 vaccination training 2-3 hours (e-learning) / ~3 hours (F2F/virtual)	Anaphylaxis & BLS/ILS training ~30-50mins (anaphylaxis e-learning) / ~2-3 hours (F2F/virtual)	Provider-mandated statutory/mandatory training ~1 day	Legal mechanisms for administering a Prescription Only Medicine (POM) (e.g. PGD / National Protocol) training ~TBC (e-learning) / locally determined (F2F/virtual)	Vaccine administration by IM injection training ~Time locally determined (F2F)	On-site onboarding ~Half day	Competency sign-off ~Time depends on individual needs
Vaccinators	Registered HCPs who are experienced vaccinators (and have vaccinated in the last 12 months)	✓	✓	✓	✓	✓	✓	✗	✓	✓
	Registered HCPs (either inexperienced in vaccination or experienced but haven't vaccinated in the last 12 months)	✓	✓	✓	✓	✓	✓	✓	✓	✓
	Non-registered HCWs	✓	✓	✓	✓	✓	✓	✓	✓	✓
Clinical Managers		✓	✓	✓	✓	✓	✓	✓	✓	✓
Non-clinical roles		✓	✗	✗	✓	✓	✗	✗	✓	✗

Key:

- ✓ Needs to complete
- ✓ May need to complete
- ✗ Does not need to complete



Training Requirements/Pathways: Vaccinators

Registered HCPs who are experienced vaccinators (and have vaccinated in the last 12 months)

Programme overview pack

e.g. Welcome and overview of the COVID-19 vaccination programme; messaging for encouraging uptake / reassuring citizens / protecting the reputation of immunisation; NHS values and behaviours; overview of the delivery models and their purpose; descriptions of the roles within the delivery models; visual walkthrough of citizen journey; welfare and wellbeing support available; FAQs; day 1 checklist

Format: Slides / PDF document
Owner of development: National Programme

Immunisation training <i>(where initial or update training not completed in the last year in line with National Min. Standards)</i>	Anaphylaxis training <i>(where not completed in last year)</i>	BLS/ILS training <i>(where not completed in last year)</i>	COVID-19 Vaccination Training (Core Knowledge and Vaccine-Specific sessions)	Provider-Mandated Statutory/Mandatory training <i>(where not previously completed)</i>	Legal mechanisms for administering a Prescription Only Medicine (POM) (e.g. PGD / National Protocol) training
General principles of vaccine storage, vaccine administration and legal aspects Format: e-learning or F2F/virtual (individual/Provider determination) Owner of development: PHE/HEE (e-learning); Local Providers (F2F)	Format: e-learning and/or F2F/virtual (individual/Provider determination) Owner of development: HEE (e-learning); Local Providers (F2F/virtual)	Format: F2F/virtual Owner of development: Local Providers	Format: e-learning and/or F2F/virtual using PHE slide set (individual/Provider determination)* Owner of development: PHE/HEE (e-learning); Local Providers using PHE slide set (F2F/virtual)	e.g. IG; IPC; H&S; Fire safety; Safeguarding; Equality and diversity; Conflict resolution; Dementia friends; Mental Capacity Act; <i>anything else the Provider deems necessary</i> Format: e-learning on e-LfH or Providers' own training for existing staff Owner of development: HEE (e-learning); Local Providers	Format: e-learning (COVID-19 Core Knowledge session; additional PGD e-learning for Community Pharmacists) or F2F/virtual (PGD); F2F/virtual (National Protocol) Owner of development: SPS/PHE (PGD e-learning); PHE (supportive materials on the National Protocol); Regional/Local Providers (F2F/virtual Protocol training)

On-site Onboarding

e.g. Recap of programme induction; Site-specific H&S and fire safety; Site-specific PPE requirements; Equipment familiarization; IT training; Workstation assessment; Site flow walkthrough; Descriptions of individuals' specific role and how all roles inter-relate; SOPs; Self-assessment checklist; *anything else the Provider deems necessary*

Format: F2F
Owner: Local Providers (using supportive checklist provided nationally)

Competency Sign-off

- **Self-assessment against PHE vaccinator competency assessment tool** (relevant sections)
- Suitable period of supervised practice until both assessor and vaccinator agree vaccinator is competent and confident (if Provider deems necessary)

Owner: Local Providers (using competency assessment tool provided by PHE)

**Whilst it is up to individuals/Providers to determine whether interactive training (F2F/virtual) is needed, experienced vaccinators would benefit from some interactive COVID-19 vaccine-specific training such as a live webinar so they have the opportunity to ask questions.*



Training Requirements/Pathways: Vaccinators

Registered HCPs (either inexperienced in vaccination or experienced but haven't vaccinated in the last 12 months)

Programme overview pack

e.g. Welcome and overview of the COVID-19 vaccination programme; messaging for encouraging uptake / reassuring citizens / protecting the reputation of immunisation; NHS values and behaviours; overview of the delivery models and their purpose; descriptions of the roles within the delivery models; visual walkthrough of citizen journey; welfare and wellbeing support available; FAQs; day 1 checklist

Format: Slides / PDF document
Owner of development: National Programme

Immunisation training	Anaphylaxis training (where not completed in last year)	BLS/ILS training (where not completed in last year)	COVID-19 Vaccination Training (Core Knowledge and Vaccine-Specific sessions)	Vaccine administration by IM injection training (where not previously completed)	Provider-Mandated Statutory/Mandatory training (where not previously completed)	Legal mechanisms for administering a Prescription Only Medicine (POM) (e.g. PGD / National Protocol) training
<p>General principles of vaccine storage, vaccine administration and legal aspects</p> <p>Format: e-learning and/or F2F/virtual (individual/Provider determination)</p> <p>Owner of development: PHE/HEE (e-learning); Local Providers (F2F)</p>	<p>Format: e-learning and/or F2F/virtual (individual/Provider determination)</p> <p>Owner of development: HEE (e-learning); Local Providers (F2F/virtual)</p>	<p>Format: F2F/virtual</p> <p>Owner of development: Local Providers</p>	<p>Format: e-learning and/or F2F/virtual using PHE slide set (individual/Provider determination)*</p> <p>Owner of development: PHE/HEE (e-learning); Local Providers using PHE slide set (F2F/virtual)</p>	<p>Format: F2F practical training</p> <p>Owner of development: Local Providers</p>	<p>e.g. IG; IPC; H&S; Fire safety; Safeguarding; Equality and diversity; Conflict resolution; Dementia friends; Mental Capacity Act; anything else the Provider deems necessary</p> <p>Format: e-learning on e-LfH or Providers' own training for existing staff</p> <p>Owner of development: HEE (e-learning); Local Providers</p>	<p>Format: e-learning (COVID-19 Core Knowledge session; additional PGD e-learning for Community Pharmacists) or F2F/virtual (PGD); F2F/virtual (National Protocol)</p> <p>Owner of development: SPS/PHE/HEE (e-learning); PHE (supportive materials on the National Protocol); Regional/Local Providers (F2F/virtual Protocol training)</p>

On-site Onboarding

e.g. Recap of programme induction; Site-specific H&S and fire safety; Site-specific PPE requirements; Equipment familiarization; IT training; Workstation assessment; Site flow walkthrough; Descriptions of individuals' specific role and how all roles inter-relate; SOPs; Self-assessment checklist; anything else the Provider deems necessary

Format: F2F
Owner: Local Providers (using supportive checklist provided nationally)

Competency Sign-off

- **Assessment by individual and supervisor against PHE vaccinator competency assessment tool (relevant sections)**
- **Suitable period of supervised practice** until both assessor and vaccinator agree vaccinator is competent and confident

Owner: Local Providers (using competency assessment tool provided by PHE)

* Whilst it is up to individuals/Providers to determine whether interactive training (F2F/webinar) is needed, inexperienced vaccinators will benefit from more interactive training where possible. It is strongly recommended that some interactive training which gives learners the opportunity to ask questions is made available for this group.



Training Requirements/Pathways: Vaccinators

Non-registered workforce

Programme overview pack

e.g. Welcome and overview of the COVID-19 vaccination programme; messaging for encouraging uptake / reassuring citizens / protecting the reputation of immunisation; NHS values and behaviours; overview of the delivery models and their purpose; descriptions of the roles within the delivery models; visual walkthrough of citizen journey; welfare and wellbeing support available; FAQs; day 1 checklist

Format: Slides / PDF document
Owner of development: National Programme

Immisation training	Anaphylaxis training (basics) (where not completed in last year)	BLS/ILS training (where not completed in last year)	COVID-19 Vaccination Training (Core Knowledge and Vaccine-Specific sessions)	Vaccine administration by IM injection training	Provider-Mandated Statutory/Mandatory training (where not previously completed)	Legal mechanisms for administering a Prescription Only Medicine (POM) (i.e. National Protocol) training
<p>General principles of vaccine storage, vaccine administration and legal aspects</p> <p>Format: e-learning and/or F2F/virtual (individual/Provider determination)</p> <p>Owner of development: PHE/HEE (e-learning); Local Providers (F2F)</p>	<p>Format: e-learning and/or F2F/virtual (individual/Provider determination)</p> <p>Owner of development: HEE (e-learning); Local Providers (F2F/virtual)</p>	<p>Format: F2F/virtual</p> <p>Owner of development: Local Providers</p>	<p>Format: e-learning and/or F2F/virtual using PHE slide set (individual/Provider determination)*</p> <p>Owner of development: PHE/HEE (e-learning); Local Providers using PHE slide set (F2F/virtual)</p>	<p>Format: F2F practical training</p> <p>Owner of development: Local Providers</p>	<p>e.g. IG; IPC; H&S; Fire safety; Safeguarding; Equality and diversity; Conflict resolution; Dementia friends; Mental Capacity Act; anything else the Provider deems necessary</p> <p>Format: e-learning on e-LfH or Providers' own training for existing staff</p> <p>Owner of development: HEE (e-learning); Local Providers</p>	<p>Format: F2F/virtual</p> <p>Owner of development: PHE (supportive materials on the National Protocol); Regional/Local Providers (F2F/virtual training on the National Protocol)</p>

On-site Onboarding

e.g. Recap of programme induction; Site-specific H&S and fire safety; Site-specific PPE requirements; Equipment familiarization; IT training; Workstation assessment; Site flow walkthrough; Descriptions of individuals' specific role and how all roles inter-relate; SOPs; Self-assessment checklist; anything else the Provider deems necessary

Format: F2F
Owner: Local Providers (using supportive checklist provided nationally)

Competency Sign-off

- **Assessment by individual and supervisor against PHE vaccinator competency assessment tool (relevant sections)**
- **Suitable period of supervised practice** until both assessor and vaccinator agree vaccinator is competent and confident

Owner: Local Providers (using competency assessment tool provided by PHE)

* This group should not undertake e-learning as their sole means of vaccination training. Interactive training (F2F/webinar) which gives learners the opportunity to ask questions must be provided for this group.



Training Requirements/Pathways: Clinical Managers Registered HCPs

Programme overview pack

e.g. Welcome and overview of the COVID-19 vaccination programme; messaging for encouraging uptake / reassuring citizens / protecting the reputation of immunisation; NHS values and behaviours; overview of the delivery models and their purpose; descriptions of the roles within the delivery models; visual walkthrough of citizen journey; welfare and wellbeing support available; FAQs; day 1 checklist

Format: Slides / PDF document
Owner of development: National Programme

Immunisation training <i>(where initial or update training not completed in last year in line with National Min. Standards)</i>	Anaphylaxis training <i>(where not completed in last year)</i>	BLS/ILS training <i>(where not completed in last year)</i>	COVID-19 Vaccination Training <i>(Core Knowledge and Vaccine-Specific sessions)</i>	Vaccine administration by IM injection training <i>(where not previously completed)</i>	Provider-Mandated Statutory/Mandatory training <i>(where not previously completed)</i>	Legal mechanisms for administering a Prescription Only Medicine (POM) (e.g. PGD / National Protocol) training
<p>General principles of vaccine storage, vaccine administration and legal aspects</p> <p>Format: e-learning and/or F2F/virtual (individual/Provider determination)</p> <p>Owner of development: PHE/HEE (e-learning); Local Providers (F2F)</p>	<p>Format: e-learning and/or F2F/virtual (individual/Provider determination)</p> <p>Owner of development: HEE (e-learning); Local Providers (F2F/virtual)</p>	<p>Format: F2F/virtual</p> <p>Owner of development: Local Providers</p>	<p>Format: e-learning and/or F2F/virtual using PHE slide set (individual/Provider determination)*</p> <p>Owner of development: PHE/HEE (e-learning); Local Providers using PHE slide set (F2F/virtual)</p>	<p>Format: F2F practical training</p> <p>Owner of development: Local Providers</p>	<p>e.g. IG; IPC; H&S; Fire safety; Safeguarding; Equality and diversity; Conflict resolution; Dementia friends; Mental Capacity Act; <i>anything else the Provider deems necessary</i></p> <p>Format: e-learning on e-LfH or Providers' own training for existing staff</p> <p>Owner of development: HEE (e-learning); Local Providers</p>	<p>Format: e-learning (COVID-19 Core Knowledge session; additional PGD e-learning for Community Pharmacists) or F2F/virtual (PGD); F2F/virtual (National Protocol)</p> <p>Owner of development: SPS/PHE (PGD e-learning); PHE (supportive materials on the National Protocol); Regional/Local Providers (F2F/virtual Protocol training)</p>

On-site Onboarding

e.g. Recap of programme induction; Site-specific H&S and fire safety; Site-specific PPE requirements; Equipment familiarization; IT training; Workstation assessment; Site flow walkthrough; Descriptions of individuals' specific role and how all roles inter-relate; SOPs; Self-assessment checklist; *anything else the Provider deems necessary*

Format: F2F
Owner: Local Providers (using supportive checklist provided nationally)

Competency Sign-off

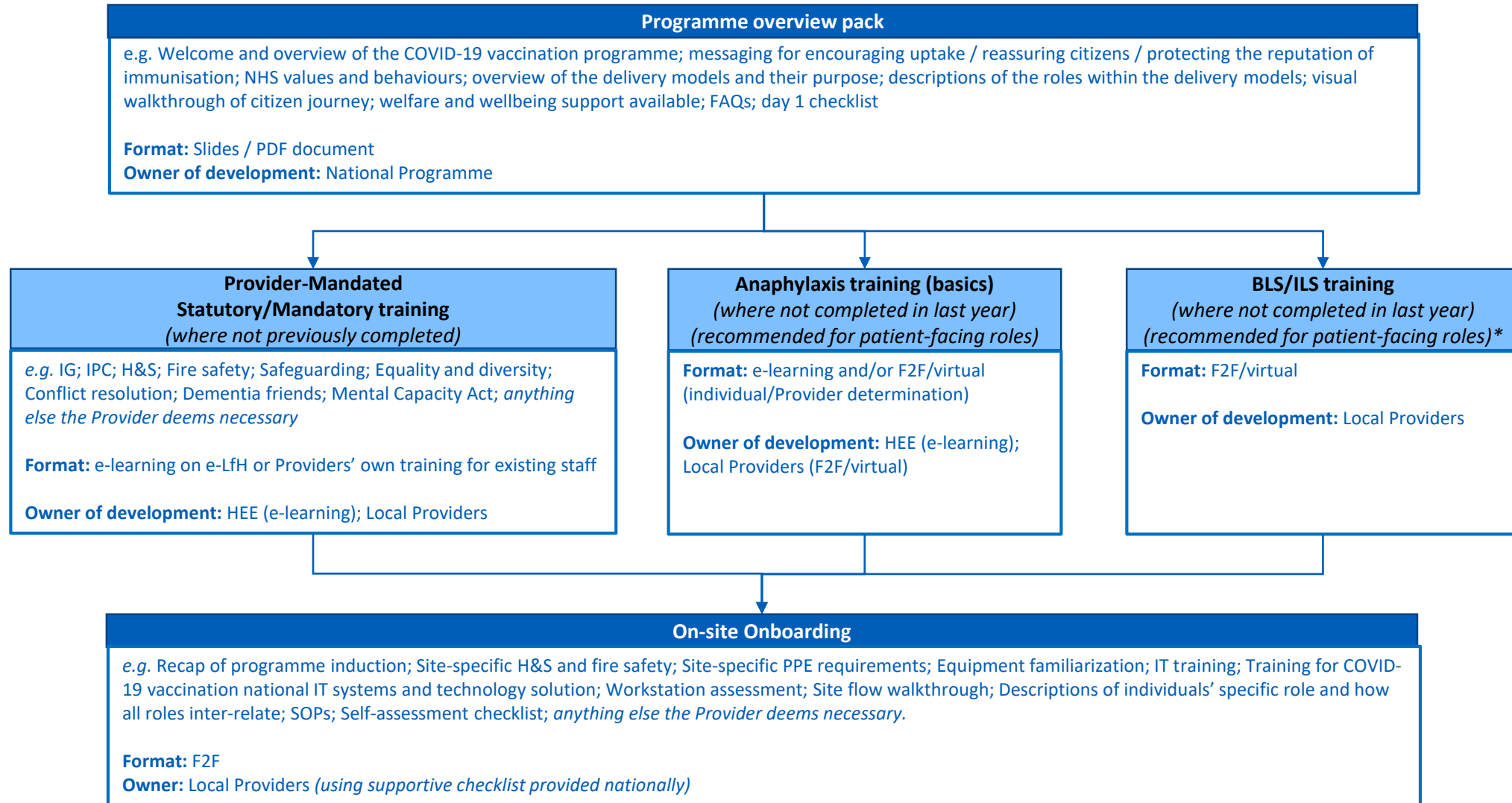
- **Assessment against PHE vaccinator competency assessment tool** (relevant sections)
- Suitable period of supervised practice until both assessor and vaccinator agree vaccinator is competent and confident (if Provider deems necessary)

Owner: Local Providers (using competency assessment tool provided by PHE)

Please note: The recommended staffing pod models can be flexed depending upon local requirements and skill mix must be assured at a local level, ensuring safe staffing and clinical supervision arrangements are in place.

** Whilst it is up to Providers to determine whether to provide interactive training (F2F/webinar), it is recommended that Clinical Managers receive as much interactive training which gives them the opportunity to ask questions as possible.*

Training Requirements/Pathways: Non-Clinical Roles



* This does not include non-clinical volunteers