

## Health Service Executive

# Induction, Supervision, and Competency Assessment and Practice Protocol for Students as Vaccinators

Induction, supervision, and competency assessment model and practice protocol for the administration of COVID-19 vaccines under the written direction of specific COVID-19 medicine protocols by students in health professions recruited by the Health Service Executive or agencies on its behalf as vaccinators in centralised vaccination clinics

## COVID-19 Vaccination Programme

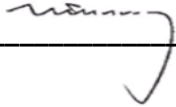
Prepared by	National QI Team (Lorraine Murphy) ONMSD
Approved by	Dr. Colm Henry, Dr. Philip Crowley
Date	28th May 2021
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**Version 2 of the COVID-19 induction, supervision, and competency assessment model and practice protocol comes into effect on 28<sup>h</sup> May 2021**

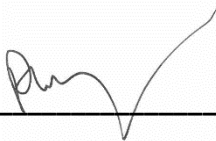
I have read this induction, supervision, and competency assessment model and practice protocol for the administration of COVID-19 vaccines under the written direction of specific COVID-19 medicine protocols by students in health professions recruited by the Health Service Executive and agencies on its behalf as vaccinators in centralised vaccination clinics and authorise its implementation.

**Name:** Dr. Colm Henry, Chief Clinical Officer, HSE

**Signature:**  \_\_\_\_\_

**Name:** Dr. Philip Crowley, National Director of Quality Improvement, HSE

DR PHILIP CROWLEY

**Signature:**  \_\_\_\_\_

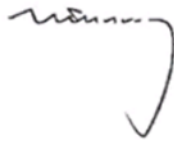
## Foreword

The first Covid 19 (SARS-CoV-2) vaccine was administered in Ireland on the 30th December 2020. Since then, the HSE vaccination programme is expanding and operating at scale and pace administering all available vaccinations in Ireland.

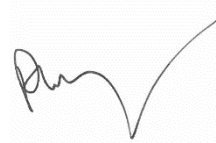
As vaccine supply increases there is a reciprocal demand for vaccinators. Students in health professions are now being recruited to join the vaccinator workforce. In this way students are contributing to the national effort and are playing a key role in protecting our population. We hope that they find working in centralised vaccination clinics a rich and valuable experience.

We would also like to acknowledge and thank all those who collaborated in the development of this model and protocol. Once again this work epitomises what can be achieved across disciplines, agencies, and professions in very short timeframes. Regulatory Bodies, Higher Education Institutes, Heads of School, Programmes and Councils of Deans, the Department of Health, subject matter experts, and colleagues across the HSE came together to blend knowledge and expertise to promote quality, safety, and standardisation in the administration of COVID-19 vaccines by students as vaccinators.

Dr. Colm Henry



. Philip Crowley



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## 1. Purpose of the document

All vaccinators must undertake COVID-19 vaccine-specific training which is provided by the HSE. The purpose of this document is to set out an induction, supervision, and competency assessment model and practice protocol for the administration of COVID -19 vaccines by students in health professions (hereafter referred to as students) recruited by the Health Service Executive (HSE) or agencies on its behalf as vaccinators in centralised vaccination clinics (CVCs) only under the Statutory Instrument 245 of 2021 (No. S.I.245 of 2021).

The students as vaccinators can only administer vaccines under the direction of specific COVID-19 medicine protocols and in accordance with the practice protocol. A CVC is a HSE vaccination centre that operates under the HSE Vaccination clinic operating model (draft) 2021 (HSE, 2021a).

This document will:

- outline the process, roles, and responsibilities of preparing students as vaccinators to undertake the role of vaccinator under the direction of specific COVID-19 medicine protocols at CVCs only
- provide guidance and relevant documentation to monitor, assess and support the students as vaccinators in CVCs
- list the key components of training that are required for each student as vaccinator discipline in order for them to be able to vaccinate safely and in accordance with the practice protocol
- promote quality, safety, and standardisation in the administration of COVID-19 by students as vaccinators in CVCs

The S.I.245 of 2021 (Appendix 1) defines the student cohorts that can be recruited as vaccinators to work in the HSE to administer COVID-19 vaccines only in CVCs under the written direction of a specific COVID-19 medicine protocol.

This document does not consider all local, operating and service planning needs or vaccine delivery models such as general practitioner surgeries, or community pharmacies. It refers only to the administration of COVID-19 vaccines by students as vaccinators in CVCs. Each CVC is to consider and put in place supports required based on their individual needs. The students as vaccinators working in CVCs are employed as vaccinators and are indemnified by the State Claims Agency. The students as vaccinators are employed as vaccinators and as such are not attached to any undergraduate programme, specifically in this context.

The preparation and delivery of Information technology (ICT) training to vaccinators is outside the scope of this practice protocol. IT training is delivered by IT system providers in conjunction with the Office of the Chief Information Officer (HSE).

## 2. Medicine Protocol

The National Immunisation Office (NIO) has developed the vaccine specific clinical component of the master medicine protocols for each of the COVID-19 vaccines that are authorised for use in the Republic of Ireland (ROI). One or more of these vaccines may be administered in a CVC. The student as vaccinator must follow the practice protocol as set out in this document to administer the vaccines under the written direction of the relevant medicine protocol.

The COVID-19 medicine protocols (HSE, 2021b) are available at:

- Pfizer  
<https://www.hse.ie/eng/health/immunisation/hcpinfo/covid19vaccineinfo4hps/comirnaty/mmpc.pdf>
- Moderna  
<https://www.hse.ie/eng/health/immunisation/hcpinfo/covid19vaccineinfo4hps/moderna/mmpm.pdf>
- AstraZeneca  
<https://www.hse.ie/eng/health/immunisation/hcpinfo/covid19vaccineinfo4hps/astrazeneca/mmpa-z.pdf>
- Janssen  
<https://www.hse.ie/eng/health/immunisation/hcpinfo/covid19vaccineinfo4hps/janssen/mmpj.pdf>

The NIO updates the medicine protocols to reflect any changes recommended by the National Immunisation Advisory Committee (NIAC). This practice protocol may need to be updated to reflect these changes. Changes will be communicated through the clinical lead/deputy in each CVC.

### 3. Clinical roles in the induction, supervisory and competency assessment processes

#### 3.1 Vaccinator Supervisor

A **vaccinator supervisor** is a registered healthcare professional that is competent in COVID-19 Vaccination, is confident in their ability to supervise a student as vaccinator, and can assess a student's knowledge, skills, and competence to administer COVID-19 vaccines.

The vaccinator supervisor does not need a formal supervisory, education and assessment or training qualification to supervise and assess a student as a vaccinator. However, a vaccinator supervisor must have completed the HSEland COVID-19 vaccination training modules and other relevant education & training requirements to be a vaccinator as approved by their professional regulatory authorities<sup>1</sup>. The vaccinator supervisor should also have recent clinical and COVID-19 vaccination experience including the administration of COVID-19 vaccines.

#### 3.2 Clinical Lead/ Deputy

The **clinical lead/ deputy** has overall accountability for clinical activities and to ensure safe clinical practices in each CVC. This includes leading and prioritising clinical decisions; ensuring clinical staff are updated with new guidelines/medicine protocols, and that staff are appropriately supervised as required. A clinical lead/ deputy is always on site when vaccinations are administered. The clinical lead/deputy is responsible for ensuring that every student as a vaccinator:

- has a nominated vaccinator supervisor,
- is rostered to work alongside their vaccinator supervisor in a supernumerary capacity on their first shift,
- once assessed as competent can work in the vaccination booth (workstation) adjacent to their vaccinator supervisor for the following two consecutive shifts and
- can be facilitated with further supervision if either the student as vaccinator or their vaccinator supervisor deems it necessary.

#### 3.3 Student as Vaccinator

The **student** for the purpose of working as a vaccinator is a person who is currently undertaking an approved healthcare degree programme in the ROI in one of the following areas:

*Please note that there are different eligibility requirements for each programme*

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<sup>1</sup> The HSEland COVID-19 vaccination training modules will be available via alternate pathways while the HSE network remains inaccessible.



- **Nursing/ Midwifery Undergraduate Education Programme:** Undergraduate students who are registered on the candidate register maintained with the Nursing & Midwifery Board of Ireland (NMBI) entering 3<sup>rd</sup> year in Autumn 2021, entering 4<sup>th</sup> year in Autumn 2021 and currently completing their final year and/or awaiting examination results (4<sup>th</sup> year).
- **Pharmacy Undergraduate Entry Programme:** Pharmacy degree students entering their 5<sup>th</sup> year in Autumn 2021 or currently completing their final year (5<sup>th</sup> year) in Summer 2021.
- **Physiotherapy Undergraduate Entry Programmes:** Undergraduate Physiotherapy degree students entering their 4<sup>th</sup> year in Autumn 2021 of an undergraduate programme or currently completing their final year (4<sup>th</sup> year) in Summer 2021.
- **Physiotherapy Graduate Entry Programmes:** Graduate Physiotherapy students entering their final year of a graduate entry programme in Autumn 2021 or currently completing their final year of graduate entry programme in Summer 2021.
- **Optometry Undergraduate Entry Programme:** Undergraduate Optometry students entering their 4<sup>th</sup> year of an undergraduate programme in Autumn 2021 or currently completing their final year (4<sup>th</sup> year) in Summer 2021.
- **Dentistry Undergraduate Entry Programme:** Undergraduate Dentistry students entering their 4<sup>th</sup> year in Autumn 2021 or entering their 5<sup>th</sup> Year in Autumn 2021 or currently completing final year in Summer 2021 (current 5<sup>th</sup> year)
- **Medical Undergraduate Entry Programme:** Undergraduate medical students registered with a medical school for a Bachelor of Medicine (MB) degree due to graduate in 2021 or 2022 or 2023
- **Medical Graduate Entry Programme:** Graduate medical students registered with a medical school for a Bachelor of Medicine (MB) degree due to graduate in 2021 or 2022 or 2023. The vaccinator supervisor and student as vaccinator do not have to be from the same discipline. The clinical lead/deputy assigns a vaccinator supervisor to each student as vaccinator.

It is the responsibility of each student to ensure that they are in good standing having successfully completed the modules/learning outcomes and examinations commensurate with their stage of third level degree programme for the 2020-2021 academic year.

## 4. Student as Vaccinator roles and responsibilities

The term vaccinator encompasses the following three roles in a CVC:

- Wellness Checker
- Vaccinator
- Observer

The responsibilities, skills, and experience of each clinical role in a CVC are summarised in Appendix 2. It is mandatory that each student as vaccinator will have undertaken the approved education and training as listed in the practice protocol. This includes the National Anaphylaxis Education Programme for Healthcare Professionals. The S.I.245 of 2021 does not legislate for students as vaccinators to administer an Epinephrine (adrenaline) injection. The student as vaccinator role as wellness checker, vaccinator and observer is summarised in Table 1.

**Table 1: Student as vaccinator role as wellness checker, vaccinator, and observer**

STUDENT AS VACCINATOR ROLE	KEY RESPONSIBILITIES
<b>Wellness Checker</b>	<ul style="list-style-type: none"> <li>• check vaccine recipient symptoms after check-in, if required</li> <li>• direct vaccine recipient to next checkpoint (reception/outside)</li> <li>• ask and answer vaccine recipient questions as appropriate</li> </ul>
<b>Vaccinator</b>	<ul style="list-style-type: none"> <li>• ensure informed consent</li> <li>• administer vaccine</li> <li>• record vaccination details</li> <li>• record adverse reactions, if any</li> </ul>
<b>Observer</b>	<ul style="list-style-type: none"> <li>• confirm vaccine recipient arrival</li> <li>• ensure vaccine recipient stays in observation area for 15 minutes post vaccination - 30 minutes where required</li> <li>• ensure recipients leave observation area at end of 15 minutes/30 minutes where required</li> <li>• monitor and record adverse reactions and escalate as required</li> <li>• answer questions</li> </ul>

*Adapted from HSE COVID-19 vaccination programme, HSE Vaccination Clinics, Operating Model (Draft) (2021)*

In line with HSE policy and regulation, appropriate HSE standards and regulatory requirements must be adhered to for each student as vaccinator appointment. The HSE standards and regulatory requirements are consistent with registered professional as vaccinator appointments and include:

- Garda Vetting Disclosure for the role of vaccinator
- Satisfactory Occupational Health assessment for the role of vaccinator
- Completion of the approved mandatory training for the relevant healthcare student (Appendix 5)
- Registration with the relevant statutory regulator or
- In the case of vaccinators who are students of the relevant healthcare courses, confirmation that they are in the relevant year of the appropriate healthcare course

## 5. Mandatory training requirements for students as vaccinators

Each student as a vaccinator will be required to sign a statement confirming that they have successfully completed the approved education and training as outlined in the practice protocol before commencing work under direct supervision in a CVC. This confirmation is integrated into the induction process. Some CVCs require vaccinators to produce certification of completion of online education.

The training requirements for students as vaccinators are listed in Appendix 3. Appendix 4 details the step-by-step process that students would undertake to create a HSEland account to access some COVID-19 vaccination education and training resources and programmes<sup>2</sup>.

Information Specific to students as vaccinators is detailed in Appendix 5. Further supporting documents for pre-registered nursing and midwifery students are listed in Appendix 6.

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<sup>2</sup> *The HSEland COVID-19 vaccination training modules will be available via alternate pathways while the HSE network remains inaccessible*

## 6. Induction, supervision, and competency assessment

### 6.1 Three Phases

There are three phases to the induction, supervision, and competency assessment process:

- Phase One: **Induction**
- Phase Two: **Supervision and competency assessment**
- Phase Three: **Action plan**

### 6.2 Direct Supervision

Only when phase one and phase two are completed successfully can the student as vaccinator administer vaccines without working on a one to one with their vaccinator supervisor. One to one working between the student as vaccinator and their vaccinator supervisor in the CVC is referred to as direct supervision. To facilitate direct supervision, the student as vaccinator will be rostered to work with their vaccinator supervisor in a supernumerary capacity for their first 6-hour shift on their first day of employment on site to undertake the induction, supervision, and competency assessment processes. Each student as vaccinator is to observe their supervisor administering a minimum of five vaccines before undertaking the administration of a COVID-19 vaccine.

### 6.3 Indirect Supervision

Both the vaccinator supervisor and student as vaccinator are required as signatories to validate that the student as vaccinator has been assessed as competent to administer COVID-19 vaccines in accordance with the competency assessment criteria and the practice protocol. It is the responsibility of the vaccinator supervisor to advise the clinical lead/deputy when the student as vaccinator has successfully undertaken their competency assessment. The clinical lead/ deputy will then assign the student as vaccinator to work in the vaccination booth (workstation) adjacent to their vaccinator supervisor for their next two consecutive shifts. This period is referred to as indirect supervision.

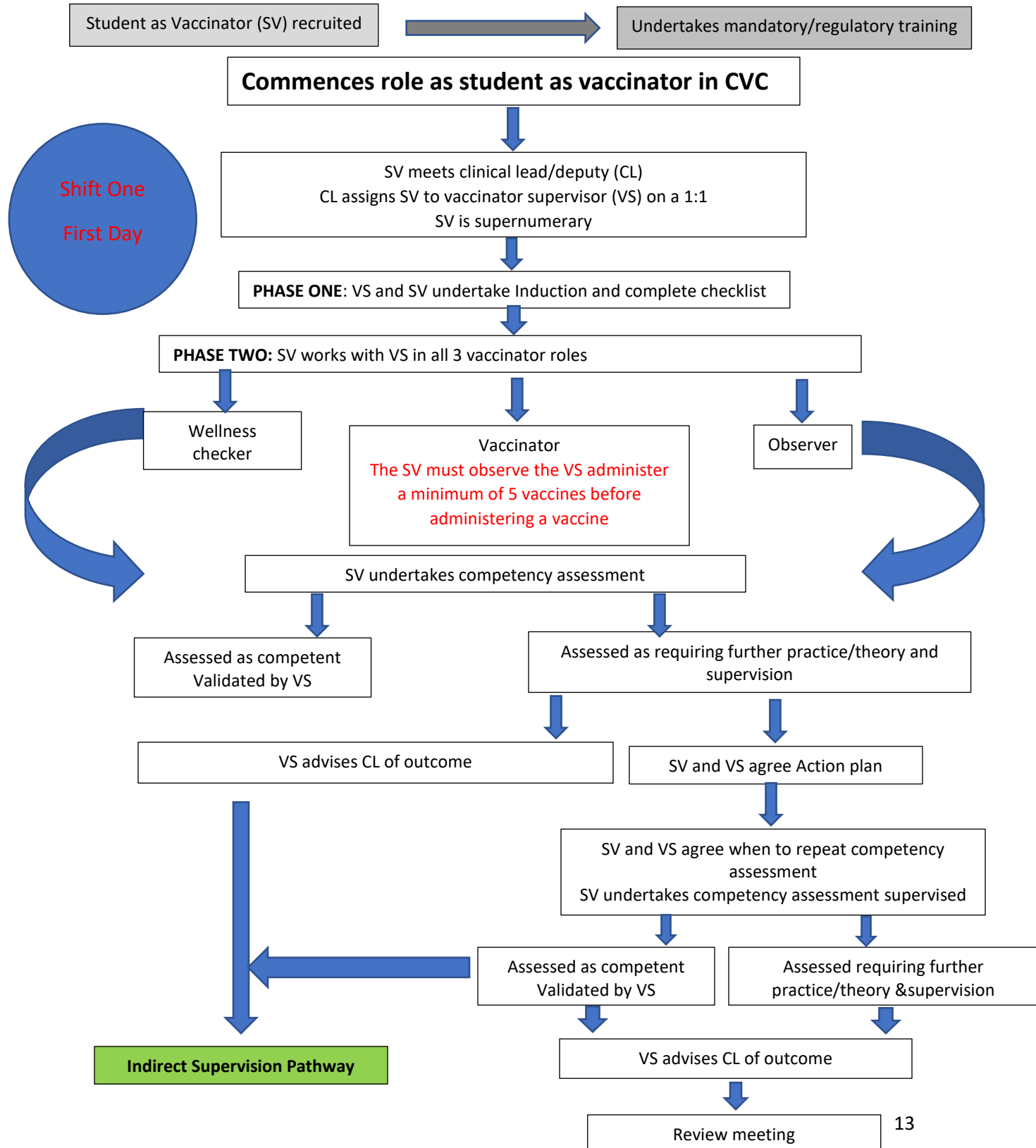
### 6.4 Timelines

The timelines in this model are set out as a guideline only and are considered a minimum requirement. The student as vaccinator and/or individual CVC requirements should determine supervision timeframes to always ensure the safe and effective administration of vaccines. Therefore, timeframes may be extended if the vaccinator supervisor and/or the student as vaccinator consider it necessary, and in agreement with the clinical lead/deputy.

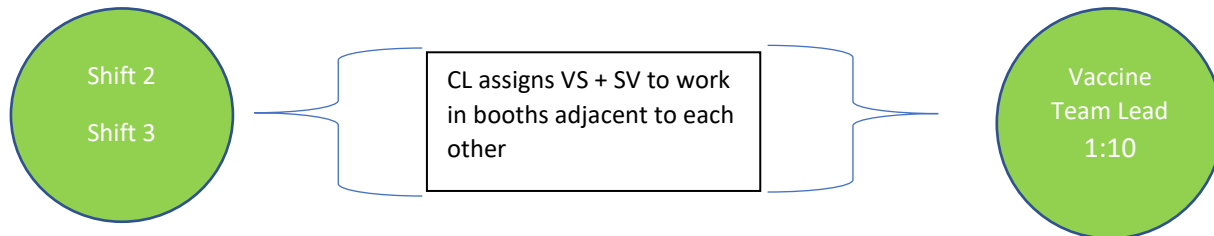
Following the successful assessment of competence, the student as vaccinator will be assigned to vaccination duties under the direction of the clinical lead/deputy with appropriate supports as determined locally and in compliance with the vaccine specific medicine protocols.

**Figures One** and **Two** below illustrate the direct and indirect induction, supervision, and competency assessment pathways

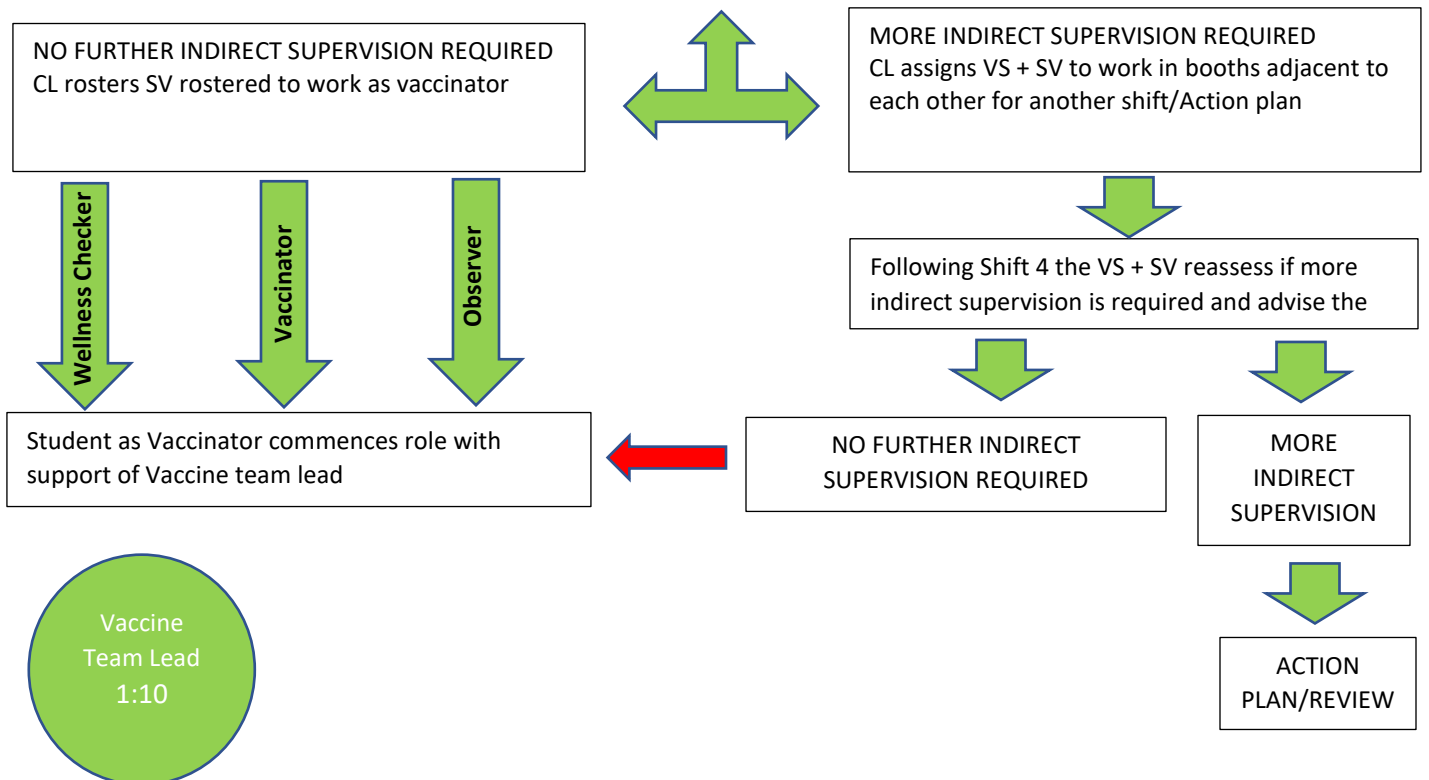
6.5 Figure 1: Direct Supervision Pathway



### 6.6 Figure 2: Indirect Supervision Pathway



Following Shift 3 the VS + SV together determine if more indirect supervision is required and advise the CL



The student as a vaccinator can only administer Covid 19 vaccine under the direction of a written specific COVID -19 medicine protocol.

The student as a vaccinator cannot administer any other medicines

## 7. Phase One: Induction

It is the responsibility of the clinical lead/deputy to arrange the induction of the student as vaccinator on their first date of employment onsite in the CVC.

The induction process should include but is not limited to:

- Introduction to the
  - Roles and responsibilities of staff in the CVC
  - Personnel Information
- Introduction to the HSE's COVID-19 vaccination policies, protocols, procedures, and guidelines that are used within the CVC
- Becoming familiar with the CVC processes of responding to an emergency and the location of emergency equipment
- Orientation to layout and surroundings
- Follow the journey of a vaccine recipient through the centre to understand the vaccine recipient experience, the flow of the centre and CVC zones
- Utilisation of the Covax system to assess the vaccine recipient's eligibility for vaccination, including consent and record of vaccination administration
- Appropriate checking and administration of vaccines in line with regulatory requirements, NIAC guidelines and HSE NIO clinical guidance and the COVID-19 vaccine specific medicine protocols
- Provide advice to vaccine recipients on discharge
- Reporting vaccine adverse reactions to the Health Products Regulatory Authority (HPRA) and reporting clinical incidents via National Incident Management System (NIMS)

## 8. Phase Two: Supervision and Competency Assessment

The competency assessment process is undertaken by the vaccinator supervisor with the student as vaccinator. The following criteria should guide the assessment of each competency:

1. the task is performed safely and effectively,
2. the student as vaccinator is demonstrating responsibility for undertaking the task and
3. the task is being undertaken in accordance with the HSE Covid -19 vaccination policies, procedures, protocols and NIAC guidelines and in line with the written direction of the COVID-19 vaccine specific medicine protocols.

The student as vaccinator's skills and techniques that are assessed are outlined in the assessment of competency form (Appendix 8).

The clinical lead/deputy will assign the vaccinator supervisor and student as vaccinator to work across the three vaccinator roles on the student as vaccinator's first shift. However, it is expected that most of the students as vaccinators first shift will focus on the role of vaccinator. It is anticipated that the competency assessment process is completed within one 6-hour shift on the student as vaccinator's first day of employment onsite in the CVC. However individual requirements will vary, and more time will be facilitated where requested or as deemed necessary.

An induction checklist, supervision, and competency assessment form (Appendix 7 & 8) must be completed, and a declaration signed by the student as vaccinator, and the vaccinator supervisor in their capacity as supervisor. The vaccinator supervisor advises the clinical lead/deputy of the outcome of the competency assessment process. Only when the student as vaccinator has self-assessed as competent in *all* competencies and this has been validated by the vaccinator supervisor can the student as vaccinator commence the role of wellness checker, vaccinator, and observer without direct supervision.

In the initial stages of students as vaccinators taking up roles as vaccinators it is recommended that students do not exceed one third of the total vaccinator workforce administering COVID-19 vaccines on any one rostered shift. This can be reviewed locally as students in vaccinator roles become more experienced. There is a vaccinator team lead assigned in a support role to every 10 vaccinators on site (1:10).

## 9. Phase Three: Action Plan

If any deficits in theory and/or vaccination practice are identified throughout the supervision and competency assessment processes, the student as vaccinator and the vaccinator supervisor must agree an action plan with the clinical lead/deputy. It is expected that competency will be achieved within an agreed specified time frame. An action plan template is provided in Appendix 10.



## 10. References

Government of Ireland (2021) Statutory Instruments Number SI245 of 2021 Medicinal Products (Prescription and Control of Supply) Amendment no 7 Regulations 2021. Dublin: Stationery Office

HSE (2021a) COVID-19 vaccination programme, HSE vaccination clinics, Operating Model (Draft). Dublin: Health Service Executive

HSE (2021b) Medicine Protocols for the Administration of Covid-19 Vaccines. Available at:

- Pfizer  
<https://www.hse.ie/eng/health/immunisation/hcpinfo/covid19vaccineinfo4hps/comirnaty/mmpc.pdf>
- Moderna  
<https://www.hse.ie/eng/health/immunisation/hcpinfo/covid19vaccineinfo4hps/moderna/mmpm.pdf>
- AstraZeneca  
<https://www.hse.ie/eng/health/immunisation/hcpinfo/covid19vaccineinfo4hps/astrazeneca/mmpa-z.pdf>
- Janssen  
<https://www.hse.ie/eng/health/immunisation/hcpinfo/covid19vaccineinfo4hps/janssen/mmpj.pdf>
- Protocol for the Administration of COVID-19 Vaccine by Registered Physiotherapists under SI 698/2020 and 081/2021
- Protocol for the Administration of COVID-19 Vaccine by Registered Optometrists

HSE (2021c) Induction Checklist. Dublin South, Kildare, West Wicklow (DSKWW) Covid Vaccination Team  
HSE Covid-19 Vaccination Programme. Dublin South, Kildare, West Wicklow

HSE (2021d) Self-Assessment of Competency to Administer COVID-19 Vaccine under Medicine Protocol, Office of the Nursing and Midwifery Services Director (ONMSD). Dublin: Health Service Executive

## 11. Bibliography

CDC COVID-19 Vaccine Administration Competencies Assessment Form Available at:  
<https://www.cdc.gov/coronavirus/2019-ncov/vaccines/index.html> Accessed 22nd April 2021

Royal College of Nursing (2021) Leadership and Supervision for Delivery of Large-Scale Vaccination.  
Available at: <https://www.rcn.org.uk/clinical-topics/public-health/immunisation/covid-19-vaccination/education-and-training-to-support-delivery-of-large-scale-vaccination> Accessed 22nd April 2021

## 12. Appendix 1: S.I. No. 245 of 2021



STATUTORY INSTRUMENTS.

**S.I. No. 245 of 2021**

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MEDICINAL PRODUCTS (PRESCRIPTION AND CONTROL OF SUPPLY) (AMENDMENT) (NO. 7)  
REGULATIONS 2021

2[245]

S.I. No. 245 of 2021

MEDICINAL PRODUCTS (PRESCRIPTION AND CONTROL OF SUPPLY) (AMENDMENT) (NO. 7) REGULATIONS 2021

I, STEPHEN DONNELLY, Minister for Health, in exercise of the powers conferred on me by section 32 (as amended by section 16 of the Irish Medicines Board (Miscellaneous Provisions) Act 2006 (No. 3 of 2006)) of the Irish Medicines Board Act 1995 (No. 29 of 1995), hereby make the following regulations:

1. (1) These Regulations may be cited as the Medicinal Products (Prescription and Control of Supply) (Amendment) (No. 7) Regulations 2021.
- (2) The collective citation “the Medicinal Products (Prescription and Control of Supply) Regulations 2003 to 2021” includes these Regulations.

2. In these Regulations—

“Principal Regulations” means the Medicinal Products (Prescription and Control of Supply) Regulations 2003 (S.I. No. 540 of 2003);

“Regulations (No. 4) of 2021” means the Medicinal Products (Prescription and Control of Supply) (Amendment) (No. 4) Regulations 2021 (S.I. No. 155 of 2021);

“Regulations (No. 6) of 2021” means the Medicinal Products (Prescription and Control of Supply) (Amendment) (No. 6) Regulations 2021 (S.I. No. 81 of 2021).

3. Regulation 4F (as amended by Regulation 4 of the Regulations (No. 4) of 2021) of the Principal Regulations is amended by substituting for subparagraph (b) the following:

“(b) the person supplying and administering the medicinal product is—

- (i) a registered nurse (including a registered midwife),
- (ii) a registered pharmacist,
- (iii) an advanced paramedic,
- (iv) a paramedic,
- (v) an emergency medical technician,

*Notice of the making of this Statutory Instrument was published in  
“Iris Oifigiúil” of 21st May, 2021.*

- vi) a person registered in the register of the Physiotherapists Registration Board established under section 36(1)(a) of the Health and Social Care Professionals Act 2005 (No. 27 of 2005),
- (vii) a registered optometrist,
- (viii) a registered dentist,
- (ix) a person registered in the register of the Radiographers Registration Board established under section 36(1)(a) of the Health and Social Care Professionals Act 2005, or
- (x) a person registered in the register of dental hygienists established and maintained by the Dental Council under section 53 of the Dentists Act 1985,

and has received training in the administration of the product, as approved by the regulatory body for the profession concerned, or, in the case of a regulatory body that does not have legal authority to approve such training, as approved by the Health Service Executive following consultation with the regulatory body.”.

4. The Principal Regulations are amended by inserting after Regulation 4F (as amended by Regulation 4 of the Regulations (No. 4) of 2021) the following Regulation:

*“Administration of Covid-19 vaccinations by students in health professions*

4G. It shall not be a contravention of a provision of these Regulations for a person to administer to another person a medicinal product specified in column 1 of the Twelfth Schedule (other than epinephrine (adrenaline) injection) if, and only if—

- (a) the medicinal product is administered as part of the vaccination programme implemented in the State to address the Covid-19 emergency,
- (b) the medicinal product is administered in accordance with the directions of a registered medical practitioner,
- (c) the person administering the medicinal product is a student in—
  - (i) a programme of basic medical education and training approved by the Medical Council under section 88(2) of the Medical Practitioners Act 2007,
  - (ii) a Masters degree in pharmacy recognised and approved by the Pharmaceutical Society of Ireland under Regulation 6 of the Pharmaceutical Society of Ireland (Education and Training) (Integrated Course) Rules 2014 (S.I. No. 377 of 2014),

#### 4[245]

iii) a programme of nursing or midwifery education and training approved by the Nursing and Midwifery Board of Ireland under section 85(2) of the Nurses and Midwives Act 2011,

(iv) a course leading to a primary qualification in dentistry listed in the Second Schedule to the Dentists Act 1985,

(v) a physiotherapy education and training programme approved by the Physiotherapists Registration Board under section 48 of the Health and Social Care Professionals Act 2005, or

(vi) an optometry education and training programme approved by the Optical Registration Board under section 48 of the Health and Social Care Professionals Act 2005,

and has successfully undertaken training in the administration of the product, as approved by the Health Service Executive,

(d) the medicinal product is supplied and administered in a vaccination centre established as part of the programme referred to in paragraph (a), and

(e) the product is administered in accordance with the requirements specified in columns 2 to 5 of the Twelfth Schedule opposite the mention of the product specified in column 1 of that Schedule.”.

5. Regulation 10D (as re-numbered by Regulation 3 of the Medicinal Products (Prescription and Control of Supply) (Amendment) (No. 5) Regulations 2021 (S.I. No. 130 of 2021)) of the Principal Regulations is amended—

(a) by inserting “or Regulation 4G” after “(except in the case of epinephrine (adrenaline))”, and

(b) by substituting for paragraph (f) the following paragraphs:

(c)

“(f) in the case of administration under Regulation 4F, the name, business address, email and telephone number of the person who supplied and administered the product and the number of his or her certificate of registration issued by his or her professional regulatory body;

(fa) in the case of administration under Regulation 4G, the name, home address, email and telephone number of the person who administered the product and, in the case of a nursing or midwifery student, the candidate number attached to his or her registration in the candidate register maintained by the Nursing and Midwifery Board of Ireland;”.

6. The Eighth Schedule (as amended by Regulation 3 of the Regulations (No. 6) of 2021) to the Principal Regulations is amended, in the entry for the medicinal product “COVID-19 Vaccine AstraZeneca, suspension for injection COVID-19 Vaccine (ChAdOx1-S [recombinant])” (inserted by Regulation 3 of the Regulations of 2021), by substituting “Vaxzevria (also known as COVID-19 Vaccine AstraZeneca)” for “COVID-19 Vaccine AstraZeneca” in both places it occurs.

7. The Twelfth Schedule (as amended by Regulation 4 of the Regulations (No. 6) of 2021) to the Principal Regulations is amended, in the entry for the medicinal product “COVID-19 Vaccine AstraZeneca, suspension for injection COVID-19 Vaccine (ChAdOx1-S [recombinant])” (inserted by Regulation 4 of the Regulations of 2021), by substituting “Vaxzevria (also known as COVID-19 Vaccine AstraZeneca)” for “COVID-19 Vaccine AstraZeneca” in both places it occurs.



GIVEN under my Official Seal,  
13 May, 2021.

STEPHEN DONNELLY,  
Minister for Health.

6[245]

#### EXPLANATORY NOTE

*(This note is not part of the Instrument and does not purport to be a legal interpretation.)*

These Regulations amend the Medicinal Products (Prescription and Control of Supply) Regulations 2003.

The purpose of these Regulations is to—

- (1) provide for the supply and administration of Covid-19 vaccines by additional health care professionals,
- (2) provide for the administration of Covid-19 vaccines by health care students, and
- (3) update the name of the Covid-19 vaccination produced by AstraZeneca in the Eighth and Twelfth Schedules to the Regulations of 2003.

These Regulations may be cited as the Medicinal Products (Prescription and Control of Supply) (Amendment) (No. 7) Regulations 2021.



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## 13. Appendix 2: Overview of clinical roles in centralised vaccination clinics

The table below summarises key clinical roles in centralised vaccination clinics

Role	Key responsibilities
<b>Clinical lead</b>	<ul style="list-style-type: none"> <li>• lead overall clinical activities</li> <li>• ensure safe clinical practices</li> <li>• lead and prioritise clinical decisions - <i>e.g. adverse events handling</i></li> <li>• link to national programme                             <ul style="list-style-type: none"> <li>- <i>via local HG as appropriate</i></li> <li>- <i>ensure clinical staff are updated with new guidelines</i></li> </ul> </li> </ul>
<b>Wellness checker</b>	<ul style="list-style-type: none"> <li>• check symptoms after check-in, if required</li> <li>• direct recipient to next checkpoint (reception/outside)</li> <li>• ask and answer questions as appropriate</li> </ul>
<b>Vaccinator</b>	<ul style="list-style-type: none"> <li>• ensure informed consent</li> <li>• administer vaccine</li> <li>• record vaccination details</li> <li>• record adverse reactions</li> </ul>
<b>Vaccinator team lead</b>	<ul style="list-style-type: none"> <li>• check vaccination doses - ie witness draw up of vaccine into syringes</li> <li>• oversight of vaccinators                             <ul style="list-style-type: none"> <li>- team lead</li> <li>- manage rostering</li> <li>- manage training and improvement needs</li> <li>- supervising new vaccinators</li> </ul> </li> <li>• link between vaccinators and pharmacist</li> </ul>
<b>Observer HCW</b>	<ul style="list-style-type: none"> <li>• confirm recipient arrival</li> <li>• ensure recipient stays in observation area for 15 min                             <ul style="list-style-type: none"> <li>- 30 min where needed</li> </ul> </li> <li>• ensure recipients leave observation area at end of 15 min</li> <li>• record adverse reactions and escalate as required</li> <li>• answer questions</li> </ul>

The clinical lead role may appoint a deputy, if appropriate.

A clinical lead or deputy clinical lead should always be on site when vaccinations are conducted.

*Sourced from HSE COVID-19 vaccination programme, HSE vaccination clinics, Operating Model (Draft) (2021) (HSE, 2021a)*

## 14. Appendix 3: Student as Vaccinator Training Requirements and Where/How to Access Training

### 14.1 COVID-19 Student as Vaccinators – Training Requirements

Title of Education Programme	HSELand	Face to Face*
Covid-19 Education Programme for all Vaccinators <i>Some professional groups have specific education programmes for their student cohorts</i>	✓	
Basic Life Support for Health Care Providers (if certificate is not within two years of completion)		✓
Principles of Injection Technique Skills Workshop for COVID-19 Vaccinators only		✓
National Anaphylaxis Education Programme for Health Care Professionals	✓	
Anaphylaxis one-and-a-half-hour classroom-based skillsworkshop).		✓
AMRIC Hand Hygiene	✓	
AMRIC Aseptic Technique	✓	
GDPR	✓	
<b>FOR PRE-REGISTERED NURSING AND MIDWIFERY STUDENTS ONLY</b> COVID-19 Vaccination Education Programme for Nurses and Midwives and Student Nurses and Student Midwives	✓	
<b>FOR PHYSIOTHERAPY AND OPTOMETRY STUDENTS ONLY</b> COVID-19 Vaccination Education Programme for Registered Physiotherapists available on HSELand (content applicable for student physiotherapists) COVID-19 Vaccination Education Programme for Registered Optometrists available on HSELand (content applicable for student optometrists) COVID-19 new vaccinators skills course (provided by Hibernian Healthcare Limited) to include anaphylaxis management (practical). Intramuscular injection training including medicine preparation (provided by Hibernian Healthcare Limited) (theory and practical). Student vaccinator must familiarise themselves with <ul style="list-style-type: none"> <li>The HSE National policy on Consent 2019 and how to obtain consent from a vaccine recipient <a href="https://www.hse.ie/eng/about/who/qid/other-quality-improvement-programmes/consent/national-consent-policy-hse-v1-3-june-2019.pdf">https://www.hse.ie/eng/about/who/qid/other-quality-improvement-programmes/consent/national-consent-policy-hse-v1-3-june-2019.pdf</a></li> <li>The law in relation to Assisted Decision-making (Capacity) and the</li> </ul>	✓	✓

principles of decision making how to deal with a person who has not given consent <a href="http://www.irishstatutebook.ie/eli/2015/act/64/enacted/en/html">http://www.irishstatutebook.ie/eli/2015/act/64/enacted/en/html</a> <ul style="list-style-type: none"><li>Guidance on consent for Vaccination for Covid-19</li></ul> <a href="https://www.hse.ie/eng/health/immunisation/hcpinfo/covid19vaccineinfo4hps/consentprinciples.pdf">https://www.hse.ie/eng/health/immunisation/hcpinfo/covid19vaccineinfo4hps/consentprinciples.pdf</a>		
---	--	--

\* Please contact your recruitment agency regarding how and where to access face to face programmes.

## 14.2 Where/How To access Training

### HSElanD

See Appendix 4 for

- an overview on how to create an account on HSElanD and access HSElanD Training
- a step-by-step guide to creating a HSElanD account (Appendix four)
- an outline on how to access the HSElanD COVID-19 Resource Pack including the listed programmes (Appendix four)

Every successful candidate can access the approved mandatory training for the relevant healthcare student cohort. The two main access paths are via recruitment agencies and through local recruitment.

### Recruitment Agencies

The national recruitment campaign and local recruiters and agencies are offering training to all successful candidates on behalf of the HSE. Each agency that is providing candidates to the vaccination programme can access training that has been approved for the relevant healthcare student cohort. Any agency supplying vaccinators for the purpose of participating in the COVID-19 vaccination programme should be advised to email **training.vax@vision.com** (pending resumption of the HSE networks when **training.VAX@hse.ie** will again be functioning).

### Local Recruitment

Community Health Organisations and Hospital Groups with candidates sourced through local HR are to email **training.vax@vision.com** (pending resumption of the HSE networks when **training.VAX@hse.ie** will again be functioning).

## 15. Appendix 4: How to Create an Account and access COVID-19 training courses on HSELand<sup>3</sup>

### Registration Guide

Student - Covid19 Vaccinator Training



**Log on to hseland.ie**  
As a first time user, select **Create an Account**  
Select **Create an Account as Staff**  
Read our **Privacy Policy**

Follow the steps for **Self Registration** entering your personal details



Select **I am a Student** from **Section B** of the Registration for **Organisation, Group or Status**



Enter your **Student Number** and select your **College or University**. For **Job Group** select the closest available option from the list.



Find the **Covid19 Vaccination Training Programmes** from the **Search facility, Course Catalogues** on the top menu, or the **Green Covid19 Education and Training** tab



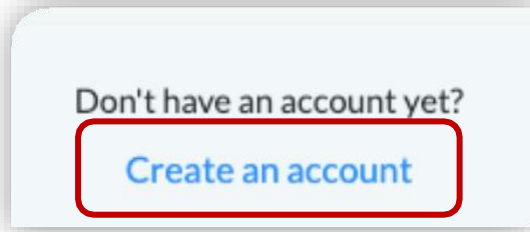
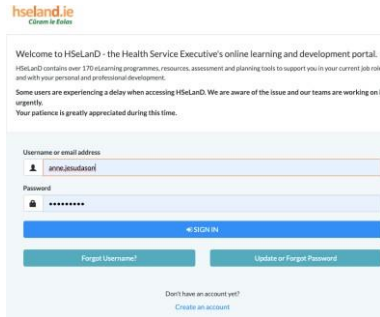
Select **Get Help** for additional Login and Registration support

### How to Create an Account on HSELand

1. Navigate to [www.hseland.ie](http://www.hseland.ie)
  - a. If you have an existing account, login using your username and password
  - b. If you do not have an existing account click 'Create Account' and register.

<sup>3</sup> The HSELand COVID-19 vaccination training modules will be available via alternate pathways while the HSE network remains inaccessible

## 2. Click "Create an account"



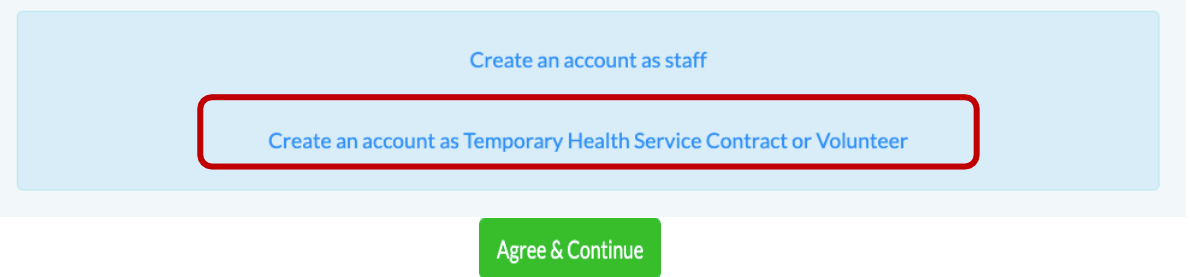
## 3. If you had an account click "Forgot username" or "Forgot Password"

### Do you really need to create a NEW account?

Unless you are a first-time user of HSeLand, chances are, you may already have an account. It's easy to check, you can use the buttons below to retrieve an existing Username, Password or both.



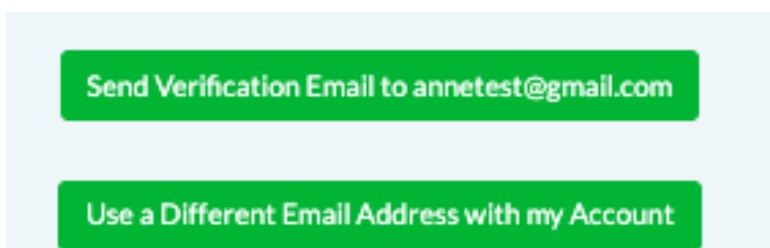
## 4. Click on "Create an account as Temporary Health Service Contract or Volunteer"



- Agree to the terms and conditions, click
- Complete the registration form and click **Continue**
- Tick the box to confirm the information and click **Finish**

I confirm that all of the information I have provided is accurate and up-to-date.

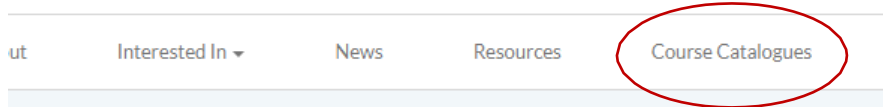
## 5. Click on the appropriate button for Email Validation



## 6. You will receive an email from HSeLand. Click on the link to validate your email.

**Figure 2: How to Access the COVID-19 Resource Pack**

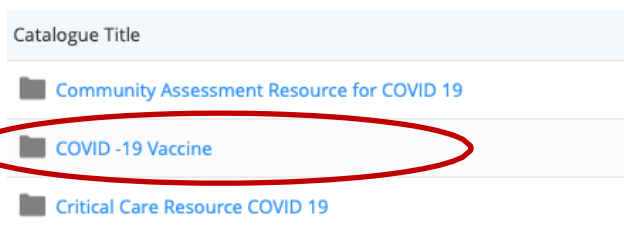
1. **Navigate to [www.hseland.ie](http://www.hseland.ie)**
  - a. If you have an existing account, login using your username and password
  - b. If you do not have an existing account click 'Create Account' and register.
2. Once you have entered into HSELand page go to '**Course Catalogues**' at the top of page



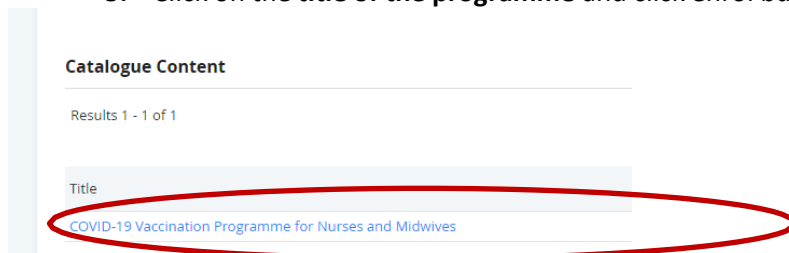
3. Click on **Covid 19 Resource pack** catalogue.



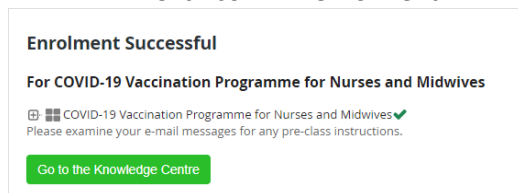
4. Click on "**COVID-19 Vaccine folder**" **Programmes**



5. Click on the **title of the programme** and click enrol button below the appropriate session.



6. Click **enrol** and complete the **enrolment form**
7. Click confirm enrolment



8. Click "**Go to course Sessions**".
9. The programme will appear in your learning record. Click **Launch** to access the modules.
10. To complete the programme click the green button **Mark as completed** for each module.



## 16. Appendix 5: Information Specific for Students as Vaccinators aligned to the COVID-19 Vaccine Specific Medicine Protocols & Competency Assessment Form & Action Plan

<p><b>Student as Vaccinator Cohorts that are permitted under S.I. No. 245 of 2021) to administer the COVID-19 vaccines under the written direction of the COVID-19 vaccine specific medicine protocol</b></p>	<ul style="list-style-type: none"> <li>• <b>Nursing/ Midwifery Undergraduate Education Programme:</b> Undergraduate students who are registered on the candidate register maintained by the Nursing &amp; Midwifery Board of Ireland (NMBI) entering 3<sup>rd</sup> year in Autumn 2021, entering 4<sup>th</sup> year in Autumn 2021, and currently completing their final year and/or awaiting examination results (4<sup>th</sup> year).</li> <li>• <b>Medical Undergraduate Entry Programme:</b> Undergraduate medical students registered with a medical school for a Bachelor of Medicine (MB) degree due to graduate in 2021* or 2022 or 2023. <i>*These posts are not intended for graduates taking up Medical intern positions in 2021.</i></li> <li>• <b>Medical Graduate Entry Programme:</b> Graduate medical students registered with a medical school for a Bachelor of Medicine (MB) degree due to graduate in 2021* or 2022 or 2023. <i>*These posts are not intended for graduates taking up Medical intern positions in 2021.</i></li> <li>• <b>Pharmacy Undergraduate Entry Programme:</b> Pharmacy degree students entering their 5<sup>th</sup> year in Autumn 2021 or currently completing their final year (5<sup>th</sup> year) in Summer 2021.</li> <li>• <b>Physiotherapy Undergraduate Entry Programmes:</b> Undergraduate Physiotherapy degree students entering their 4<sup>th</sup> year in Autumn 2021 of an undergraduate programme or currently completing their final year (4<sup>th</sup> year) in Summer 2021.</li> <li>• <b>Physiotherapy Graduate Entry Programmes:</b> Graduate Physiotherapy students entering their final year of a graduate entry programme in Autumn 2021 or currently completing their final year of graduate entry programme in Summer 2021.</li> <li>• <b>Optometry Undergraduate Entry Programme:</b> Undergraduate Optometry students entering their 4<sup>th</sup> year of an undergraduate programme in Autumn 2021 or currently completing their final year (4<sup>th</sup> year) in Summer 2021.</li> <li>• <b>Dentistry Undergraduate Entry Programme:</b> Undergraduate Dentistry students entering their 4<sup>th</sup> year in Autumn 2021 or entering their 5<sup>th</sup> Year in Autumn 2021 or currently completing final year in Summer 2021 (current 5<sup>th</sup> year).</li> </ul>
<p><b>Mandatory Training, experience and competence required for all students as vaccinators</b></p>	<p>Training must be successfully completed before the student as vaccinator commences work in the CVC. Some professional groups have specific educational requirements for their cohorts.</p> <ul style="list-style-type: none"> <li>• HSElanD COVID-19 Education Programme for all Vaccinators</li> <li>• Basic Life Support for Health Care Providers within the last two years.</li> </ul>



- Initial anaphylaxis programme (*“National Anaphylaxis Education Programme for Health Care Professionals”*) via HSE LanD followed by a one-and-a-half-hour classroom-based skills workshop (replacing the previous four-hour classroom-based programme).
- Subsequent updates every two years via HSE LanD Anaphylaxis e-learning programme available at [www.hse.ie](http://www.hse.ie).
- The student as vaccinators must complete and sign the relevant Competency Assessment Form to administer the COVID-19 Vaccines. The Competency Assessment Form must be validated by the vaccinator supervisor.
- COVAX IBM/Salesforce online programme  
<https://www.hse.ie/eng/health/immunisation/hcpinfo/hsecovid19vms.html>

**FOR PRE-REGISTERED NURSING AND MIDWIFERY STUDENTS ONLY**

- HSE LanD education programme -COVID-19 Vaccination Education Programme for Nurses and Midwives and Student Nurses and Student Midwives

**FOR PHYSIOTHERAPY AND OPTOMETRY STUDENTS ONLY**

- COVID-19 Vaccination Education Programme for Registered Physiotherapists (content applicable for student physiotherapists)
- COVID-19 Vaccination Education Programme for Registered Optometrists (content applicable for student optometrists)
- Covid-19 new vaccinators skills course (provided by Hibernian Healthcare Limited) to include anaphylaxis management (practical).
- Intramuscular injection training including medicine preparation (theory and practical)

Students as vaccinators must familiarise themselves with

- The HSE National policy on Consent 2019 and how to obtain consent from a vaccine recipient <https://www.hse.ie/eng/about/who/qid/other-quality-improvement-programmes/consent/national-consent-policy-hse-v1-3-june-2019.pdf>
- The law in relation to Assisted Decision-making (Capacity) and the principles of decision making how to deal with a person who has not given consent
- <http://www.irishstatutebook.ie/eli/2015/act/64/enacted/en/html>
- Guidance on consent for Vaccination for Covid-19  
<https://www.hse.ie/eng/health/immunisation/hcpinfo/covid19vaccineinfo4hps/consentprinciples.pdf>

**Recommended:**

*Storing and Managing Vaccines* [www.hseland.ie](http://www.hseland.ie)

	<p>The induction, supervision, and competency assessment process to include the practice protocol and mandatory training and education requirements have been reviewed and agreed by a nominated senior academic representative and/or regulatory body from each professional cohort except for Physiotherapy and Optometry where there was input sought from relevant parties.</p>
--	---

## 17. Appendix 6: Supporting documents for Pre-Registered Nursing and Midwifery Students as Vaccinators ONLY

An Bord Altranais (2007) *Guidance to Nurses and Midwives on Medication Management* Dublin: An Bord Altranais Health Service Executive (2019) *Directions for Nurses and Midwives for the Management of a Patient who Develops Anaphylaxis or Suspected Anaphylaxis incorporating Medicine Protocol for the Administration of Epinephrine (Adrenaline) Injection BP 1:1,000 by intramuscular injection by nurses and midwives for the management of a patient with anaphylaxis or suspected anaphylaxis*. Dublin: Health Service Executive

Government of Ireland (2020) *Statutory Instruments Number 698 of 2020*. Dublin: Stationery Office

Government of Ireland (2021) *Statutory Instruments Number 8 of 2021*. Dublin: Stationery Office

Government of Ireland (2021) *Statutory Instruments Number 43 of 2021*. Dublin: Stationery Office

Government of Ireland (2021) *Statutory Instruments Number 245 of 2021* . Dublin: Stationery Office

Health Service Executive (2010) *Healthcare Risk Waste Management Segregation Packaging and Storage Guidelines for healthcare Risk Waste*. Dublin: Health Service Executive.

Nursing and Midwifery Board of Ireland (2014) *Code of Professional Conduct and Ethics for Registered Nurses and Registered Midwives*. Dublin: Nursing and Midwifery Board of Ireland available at: <http://www.nmbi.ie/Standards-Guidance/Code>.

Nursing and Midwifery Board of Ireland (2015) *Practice Standards for Midwives*. Dublin: Nursing and Midwifery Board of Ireland available at: <http://www.nmbi.ie/Standards-Guidance/Midwives-Standards>.

Nursing and Midwifery Board of Ireland (2015) *Recording Clinical Practice. Guidance to Nurses and Midwives*. Dublin: Nursing and Midwifery Board of Ireland available at: <http://www.nmbi.ie/Standards-Guidance/More-Standards-Guidance/Recording-Clinical-Practice>

Nursing and Midwifery Board of Ireland (2015) *Scope of Nursing and Midwifery Practice Framework*. Dublin: Nursing and Midwifery Board of Ireland available at: <http://www.nmbi.ie/Standards-Guidance/Scope-of-Practice/Nursing-Practise-Scope-Definition>

Nursing and Midwifery Board of Ireland (2020) *Guidance for Registered Nurses and Midwives on Medication Administration*. Dublin: Nursing and Midwifery Board of Ireland, available at: <http://www.nmbi.ie>

## 18. Appendix 7: Phase 1 Induction Checklist

**VACCINATOR SUPERVISOR NAME:**

**STUDENT as VACCINATOR NAME:**

**CENTRALISED VACCINATION CLINIC NAME:**

**EMPLOYMENT COMMENCEMENT DATE:**

**INDUCTION DATE:**

### 1. Organisation and Personnel Information

Vaccinator Supervisor responsibilities	Completed YES/NO	Action
Introduction to the roles and responsibilities of staff in the CVC		
Brief explanation of responsibilities and utilising organisation charts and checklists		
Introduction and advice on how to access the HSE Covid-19 vaccination programme policies, procedures, protocols, and guidelines		
Provision of an Identification badge which is to be worn at all times		
Orientation to layout and surroundings to include location of emergency equipment in the observation / treatment room and in the CVC		
Introduction to dress code and the wearing and maintenance of vaccination team tabards		
Disability requirements (if relevant), e.g., Access, Assistive Technology, special learning needs, other as identified		
Details of hours of work, start, breaks, finishing times, rota		
Details of how information is communicated through the department, i.e., by e-mail, written memorandum etc. Details on how to report absences/late arrivals, including who and when to notify		
Understand the recipient journey through the CVC zones		

**The induction of INSERT NAME..... is completed**

**Signature:** \_\_\_\_\_

**Vaccinator Supervisor**

**Date**

\_\_\_\_\_

\_\_\_\_\_

**Student as Vaccinator**

**Date**

## 19. Appendix 8: Phase 2 Competency Assessment Form

### Assessment of Competency for Students as Vaccinators as Listed in S.I. No. 245 of 2021

#### Practice Protocol to Administer COVID-19 Vaccine under the written direction of specific COVID-19 medicine protocols

**STUDENT as VACCINATOR NAME:**

**CENTRALISED VACCINATION CLINIC NAME:**

**COMMENCEMENT DATE:**

**TIME:**

The following criteria should guide the self-assessment of each competency by the student as vaccinator:

1. the task is performed safely and effectively,
2. the student as vaccinator is demonstrating responsibility for undertaking the task and
3. the task is being undertaken in accordance with the HSE Covid-19 Vaccination policies, procedures, protocols, NIAC guidelines and in line with regulatory requirements.

	<b>1. CLINICAL ASSESSMENT AND CONSENT</b>	<b>Competent</b> Date/ Initials	<b>Needs Practice</b> Date/ Initials	<b>Needs Theory</b> Date/ Initials
1	Assesses the person receiving the vaccination (recipient): <ul style="list-style-type: none"> <li>▪ <i>Contraindications</i></li> <li>▪ <i>Clinical considerations</i></li> </ul>			
2	Provides information about the vaccine pre-administration <ul style="list-style-type: none"> <li>▪ <i>How the vaccine works</i></li> <li>▪ <i>Possible side effects</i></li> </ul>			
3	Ensures informed consent and validates ID of recipient			

**Pre-registered student nurses and student midwives to complete section 2. CRITICAL ELEMENT in line with NMBI regulations and then proceed to section 3. CRITICAL ELEMENT**

**All other student as vaccinator cohorts proceed to section 3. CRITICAL ELEMENT**

	<b>2. CRITICAL ELEMENT</b> (STUDENT NURSES AND STUDENT MIDWIVES ONLY)	<b>Competent</b> Date/ Initials	<b>Needs Practice</b> Date/ Initials	<b>Needs Theory</b> Date/ Initials
1	Understands the role and function of medicine protocols in the context of NMBI guidelines and their role as a COVID-19 vaccinator with reference to the Scope of Nursing and Midwifery Practice.  Understands the role and function of medicine protocols in the context of NMBI guidelines in relation to: <ul style="list-style-type: none"> <li>• The Code of Professional &amp; Ethical Conduct</li> <li>• Guidance to Nurses and Midwives on Medication Management</li> </ul>			

	<ul style="list-style-type: none"> <li>NIAC Immunisation Guidelines for Ireland.</li> </ul>			
2	Practices within scope to undertake administration of COVID-19 vaccine under medicine protocol			

	<b>3. CRITICAL ELEMENT – ALL STUDENTS</b>	<b>Competent</b> Date/ Initials	<b>Needs Practice</b> Date/ Initials	<b>Needs Theory</b> Date/ Initials
1	<b>All students</b> Undertake administration of COVID-19 Vaccines under specific COVID-19 medicine protocol			
2	Undertaken the <i>COVID-19 Vaccination Programme</i> on HSELand <sup>4</sup> or specific training programme for their respective student cohort.			
3	Attended Basic Life Support for Health Care Providers within the last two years.			
4	Competent in safe intramuscular injection technique.			
5	Undertaken Initial anaphylaxis programme ( <i>“National Anaphylaxis Education Programme for Health Care Professionals”</i> ) via HSELand followed by a one-and-a-half-hour classroom-based skills workshop  Student Physiotherapists and optometrists undertake practical workshop delivered by Hibernian Healthcare Ltd.			
6	Can outline the inclusion/ exclusion criteria for administering COVID-19 Vaccine under the named specific COVID-19 medicine protocol.			
7	Can refer to/discuss those that are meeting the exclusion criteria to the relevant medical practitioner for an individual medical assessment as per specific COVID-19 medicine protocol.			
8	Is familiar with the documentation required to support implementation of the specific COVID-19 medicine protocol to ensure safe administration of COVID-19 Vaccine.			
9	Can assess the suitability for vaccination and undertake a clinical assessment of individuals within the scope of the specific COVID-19 medicine protocol.			
10	Can provide information regarding COVID-19 vaccine, benefits, and side effects to vaccine recipients.			
11	Is aware of the procedure for treatment and reporting of potential adverse reactions.			
12	Understands the procedure for reporting and documentation of medicine errors/ near misses.			
13	Can dispose of all equipment and sharps in accordance with guidance for Healthcare Risk Waste (HSE, 2010).			

<sup>4</sup> The HSELand COVID-19 vaccination training modules will be available via alternate pathways while the HSE network remains inaccessible

14	Is aware of and complies with the guidance on vaccine storage and handling including the maintenance of the cold chain in accordance with national and local policies.			
15	Has undertaken the following HSELand/online programmes <sup>5</sup> : <ul style="list-style-type: none"> <li>• AMRIC Aseptic Technique <a href="http://www.hseland.ie">www.hseland.ie</a></li> <li>• AMRIC Hand Hygiene <a href="http://www.hseland.ie">www.hseland.ie</a></li> <li>• GDPR guidelines <a href="http://www.hseland.ie">www.hseland.ie</a></li> <li>• COVAX IBM/Salesforce online programme <a href="https://www.hse.ie/eng/health/immunisation/hcpinfo/hsecovid19vms.html">https://www.hse.ie/eng/health/immunisation/hcpinfo/hsecovid19vms.html</a></li> <li>•</li> </ul>			

(Adapted from Self-Assessment of Competency to Administer COVID-19 Vaccine under Medicine Protocol, Office of the Nursing and Midwifery Services Director)

	<b>3. VACCINE INFECTION CONTROL and EMERGENCY RESPONSE RESPONSIBILITIES</b>	<b>Competent</b> Date/ Initials	<b>Needs Practice</b> Date/ Initials	<b>Needs Theory</b> Date/ Initials
1	Demonstrates the safe disposal of sharps as per CVC protocols			
2	Completes required documentation of vaccination details			
3	Practice good hand hygiene techniques at all times as per HSE guidelines			
4	Maintains social distancing of 1m.			
5	Wipes all surfaces with disinfectant wipe after use			
6	Ensures minimum equipment at the workstation to enable easy cleaning and disinfecting of all surfaces. Workstations should be free of unnecessary objects.			
7	Ensures sufficient bins to dispose of waste to appropriate stream			
8	Ensures knowledge of processes and procedures to respond to an emergency to include <ul style="list-style-type: none"> <li>• <i>Demonstrates competency in the observations of immediate reactions</i></li> <li>• <i>Knows how to alert clinical manager of an adverse reaction to the vaccine</i></li> <li>• <i>Knows the location of emergency equipment</i></li> </ul>			
9	Understands the processes of reporting adverse vaccine reactions to the Health Products Regulatory Authority (HPRA) and reporting clinical incidents via National Incident Management System (NIMS)			

	<b>4. ADDITIONAL DOCUMENTS TO BE FAMILIAR WITH</b>	<b>Accessed YES/NO</b>
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<sup>5</sup> The HSELand COVID-19 vaccination training modules will be available via alternate pathways while the HSE network remains inaccessible

1	Local HSE COVID–19 vaccination policies, procedures, protocols and guidelines that are used within the CVC	
2	HSE Data Protection Policy <a href="https://www.hse.ie/eng/gdpr/hse-data-protection-policy/">https://www.hse.ie/eng/gdpr/hse-data-protection-policy/</a>	
3	HSE Communicating Clearly with Patients and Service Users guidelines <a href="https://www.hse.ie/eng/about/who/communications/communicatingclearly/">https://www.hse.ie/eng/about/who/communications/communicatingclearly/</a>	
4	HSE Dealing with aggressive phone calls <a href="https://www.hse.ie/eng/staff/safetywellbeing/healthsafetyand%20wellbeing/dealingwithaggressivephonecalls.pdf">https://www.hse.ie/eng/staff/safetywellbeing/healthsafetyand%20wellbeing/dealingwithaggressivephonecalls.pdf</a>	
5	HSE National Consent Policy <a href="https://www.hse.ie/eng/about/who/qid/other-quality-improvement-programmes/consent/national-consent-policy-hse-v1-3-june-2019.pdf">https://www.hse.ie/eng/about/who/qid/other-quality-improvement-programmes/consent/national-consent-policy-hse-v1-3-june-2019.pdf</a>	

	<b>5. PROFESSIONALISM AND PERSON-CENTEREDNESS</b>	<b>YES/NO</b>	<b>Action</b>
<b>1</b>	Demonstrate kindness in all interactions <ul style="list-style-type: none"> <li>▪ <i>With vaccine recipients</i></li> <li>▪ <i>Fellow CVC colleagues</i></li> </ul>		



## 20. Appendix: 9 Student as Vaccinator – Declarations

DECLARATION ONE is to be completed by pre-registered student nurses and student midwives as vaccinators

DECLARATION TWO is to be completed by all other students as vaccinators

### **DECLARATION ONE: PRE-REGISTERED STUDENT NURSES AND STUDENT MIDWIVES AS VACCINATORS ONLY**

*I have sufficient theoretical knowledge and practice to undertake vaccination under COVID-19 vaccine specific medicine protocol under indirect supervision, and I acknowledge my responsibility to maintain my own competence in line with the Scope of Nursing and Midwifery Practice and current best evidence.*

#### **PRE-REGISTERED STUDENT NURSES AND STUDENT MIDWIVES DECLARATION**

Registered Student Nurse/Student Midwife Print Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

PIN No.: \_\_\_\_\_

#### **VACCINATOR SUPERVISOR VALIDATION**

Vaccinator Supervisor (Print Name): \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

Signature \_\_\_\_\_

**DECLARATION TWO: OTHER STUDENTS AS VACCINATORS**

*I have sufficient theoretical knowledge and practice to undertake vaccination under COVID-19 vaccine specific medicine protocol under indirect supervision, and I acknowledge my responsibility to maintain my own competence in line with current best evidence*

<b>STUDENT AS VACCINATOR DECLARATION</b> undertaking an approved healthcare degree programme in the Republic of Ireland	
Student as Vaccinator (Print Name):	
Signature: _____	Date: _____
Student ID: _____ Higher Education Institution	
Course _____:	

<b><u>VACCINATOR SUPERVISOR VALIDATION</u></b>	
Vaccinator Supervisor (Print Name):	Title: _____
Date: _____	Signature _____

*Adapted from the Induction Checklist DSKWW Covid Vaccination Team (2021) (HSE, 2021d)*

## 21. Appendix 10: Phase Three - Action Plan

*If any deficits in theory and/or vaccination practice are identified, the student as vaccinator and the Vaccinator Supervisor must discuss with the clinical lead/deputy and implement an appropriate action plan to achieve competency within an agreed time frame.*

**Action Plan** (for use if needed to reach competencies outlined)

Action necessary to achieve competency:

.....

.....

.....

Date to be achieved:

Supporting evidence of measures taken to achieve competency:

.....

.....

Student as Vaccinator signature:

\_\_\_\_\_ Date: \_\_\_\_\_

Vaccinator Supervisor signature:

\_\_\_\_\_ Date: \_\_\_\_\_

Clinical Lead/Deputy signature

\_\_\_\_\_ Date: \_\_\_\_\_

*(Adapted from Self-Assessment of Competency to Administer COVID-19 Vaccine under Medicine Protocol, Office of the Nursing and Midwifery Services (Director) (HSE, 2021d)*

## 22. Appendix 11: Nursing and Midwifery Board of Ireland Statement of Support 2021



### **Student Nurses and Student Midwives administering COVID-19 Vaccines**

The Nursing and Midwifery Board of Ireland supports the administration of COVID -19 vaccine(s) by student nurses and student midwives whose name is entered on the candidate register of NMBI and are entering 3<sup>rd</sup> year in autumn 2021, entering 4<sup>th</sup> year in autumn 2021 are currently in 4<sup>th</sup> year or awaiting exam results (4<sup>th</sup> year). The legislation (S.I. 245 of 2021) provides for vaccines to be administered as part of the vaccination programme under medicine protocols, developed, approved and signed off nationally by the Health Service Executive. Students are required to undertake the approved education programmes prepared by the HSE. Students may register their interest to be employed as a vaccinator through the following link:

<https://hbsrecruitmentservices.ie/vaccinatorsnew/>