

		SKILLS and TRAINING NEEDED (Employability skills)		ABOUT THE JOB (Factors specific to this job)		GETTING IT RIGHT (Standards)		NZQA Level equivalent / Micro credential
		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	Qualification
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 have identified or established a relationship with an employer who supports your training and has identified a clinical supervisor for you. <i>and you are</i> <ul style="list-style-type: none"> a COVID-19 Vaccinator Working Under Supervision (CVWUS) or <ul style="list-style-type: none"> working in a community health setting or <ul style="list-style-type: none"> working in a Public Health setting (school programme) or <ul style="list-style-type: none"> an overseas registered or retired Health Professional (i.e., qualified health care worker). 	You demonstrate: <ul style="list-style-type: none"> 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: <ul style="list-style-type: none"> 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: <ul style="list-style-type: none"> any training as determined by the employer, the job description and employment policies and protocols the 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: <ul style="list-style-type: none"> 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: <ul style="list-style-type: none"> 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: <ul style="list-style-type: none"> 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: <ul style="list-style-type: none"> 1:6 for vaccine administration. 	You will: <ul style="list-style-type: none"> 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: <ul style="list-style-type: none"> COVID-19 to 12yrs+ Influenza to 12yrs + Human papillomavirus to 11yrs+ Tetanus, diphtheria and pertussis to 11yrs+ Each vaccinator is authorised by the Te Whatu Ora National Immunisation Programme's 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 <ul style="list-style-type: none"> demonstrate confidence and competence when independently administering each vaccine collect and record information accurately. 	Your responsibilities: <ul style="list-style-type: none"> 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 <ul style="list-style-type: none"> 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 Your interpersonal relationships <ul style="list-style-type: none"> 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: <ul style="list-style-type: none"> 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. 	Upon attaining authorisation from Te Whatu Ora, you can apply for a Level 3 NZQA qualification / micro credential.
	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 <i>and you are</i> <ul style="list-style-type: none"> VHW Stage 1 and <ul style="list-style-type: none"> 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 a New Zealand Annual Practising Certificate and you <ul style="list-style-type: none"> have completed all Stage 1 non-clinical core learning can provide evidence of recent vaccinating experience. or <ul style="list-style-type: none"> a retired NZ Health Professional who can provide evidence of or can demonstrate Stage 1 competencies. 	You demonstrate: <ul style="list-style-type: none"> 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: <ul style="list-style-type: none"> 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: <ul style="list-style-type: none"> Te Whatu Ora approved vaccine-type 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: <ul style="list-style-type: none"> 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: <ul style="list-style-type: none"> consumer relations cultural competency further training on Te Tiriti o Waitangi, colonisation, and racism HQSC module on bias in health care. 	You will: <ul style="list-style-type: none"> work under the clinical supervision and direction of a qualified health professional to prepare and administer COVID-19 and other 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: <ul style="list-style-type: none"> 1:6 for vaccine administration 1:1 for preparation of multi dose vials. 	Stage 1 and: <ul style="list-style-type: none"> prepare (including dilution and draw up) and administer any of the following vaccines: <ul style="list-style-type: none"> 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 the Te Whatu Ora National Immunisation Programme's Medical Officer of Health. In order to be authorised, specific approved vaccination training is required for each vaccine along with a completed log of vaccines administered (recorded in your workbook). 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 <ul style="list-style-type: none"> 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: <ul style="list-style-type: none"> Care you provide Under clinical supervision and direction: <ul style="list-style-type: none"> 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: <ul style="list-style-type: none"> 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.