

Vaccinating Health Worker Guide

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Glossary

There are a few acronyms used throughout this document, the table below provides definitions.

Term	Definition
AIR	Aotearoa Immunisation Register
APC	Annual Practising Certificate
CIR	COVID-19 Immunisation Register
CPR	Cardiopulmonary resuscitation
CVWUS	COVID-19 Vaccinator Working Under Supervision
HNZ	Te Whatu Ora - Health New Zealand
HPV(9)	Human papillomavirus vaccine
IMAC	Immunisation Advisory Centre
IPC	Infection Prevention Control
LMS	Learning Management System
MoH	Ministry of Health
PPE	Personal Protective Equipment
Tdap	Tetanus, diphtheria and pertussis (whooping cough) vaccine
VHW	Vaccinating Health Worker

Acknowledgements

Te Whatu Ora would like to thank our internal and external Sector Working Groups, stakeholders, and everyone across the sector who helped support the development of the Vaccinating Health Worker (VHW) role and training.

We look forward to seeing the VHW role support immunisation mahi across Aotearoa and become a long-lasting addition to the health workforce.

Purpose of this guide

This guide provides information about the Vaccinating Health Worker role, the learning pathway, authorisation, and how the role will be supported in the workplace.

It is helpful for the following people:

- Prospective Vaccinating Health Workers
- Vaccinating Health Workers
- VHW Clinical Supervisors
- VHW Employers
- Vaccination service providers.

Background

During the COVID-19 pandemic, we developed the COVID-19 Vaccinator Working Under Supervision (CVWUS) role. This role was short term and finished on 1 June 2023.

We're building on the success of this initiative to enable healthcare workers to administer a broader range of vaccines.

As well as contributing to building our vaccinating workforce, the VHW role will help diversify the health workforce by training more Māori and Pacific people to become vaccinators. This helps us have the right people in the right places at the right time to vaccinate our most vulnerable, and to help protect our tamariki, rangatahi, whānau and at-risk population groups from vaccine preventable diseases.

Vaccinating Health Worker

Who can become a VHW?

A possible VHW will already be working or interested in working in the health sector, for example:

- Kaiāwhina
- Kaiarahi
- Kaimanaaki
- Pharmacy technician
- Healthcare assistant.

Or they may have been trained as a health professional in New Zealand or overseas but do not currently hold a New Zealand practising certificate.

How to become a VHW

A possible VHW will successfully complete a training programme, which includes:

- online learning
- practical workshops
- observation and supervision
- practical assessments
- authorisation at each stage.

What training will VHW receive?

There are two stages to the VHW role, each with their own training and authorisation requirements.

Stage 1: After completing Stage 1, VHWs can administer:

- COVID-19 (Pfizer) to people aged 12 years and over
- Influenza vaccines to people aged 12 years and over
- Human papillomavirus (HPV9) to people aged 11 years and over
- Tetanus, diphtheria and pertussis (whooping cough) (Tdap) to people aged 11 years of age and over.

Stage 2: After completing Stage 2, VHWs can administer:

- Prepare and administer all vaccines outlined in Stage 1
- Administer COVID-19 (Pfizer) and influenza vaccines to people aged 5 years and over
- Administer MMR vaccines to people aged 5 years and over.

The training covers a range of core learning topics mainly provided by the employer, and vaccine specific training provided by the Immunisation Advisory Centre (IMAC). Employers, clinical supervisors and trainees can get an overview of the training for this role by checking out the Vaccinating Health Worker: [Capability Matrix](#).

A trainee must pass theory and workplace practical assessments to become a VHW. They must also apply for authorisation, please see the Authorisation section of this guide.

Core learning

Core learning topics include:

- Te Tiriti o Waitangi, cultural awareness, and engaging effectively with Māori
- Working with culturally and linguistically diverse communities
- Working with people with disabilities
- Working with people experiencing mental health and addiction needs
- Communicating and interpersonal relationships
- Health and safety, personal protection equipment (PPE), and infection prevention and control (IPC)
- Privacy/ confidentiality
- Health information/ health literacy.

Access to some core learning online training with links can be found [here](#). This document provides suggestions of publicly available training or videos.

It is recommended that at a minimum, training on privacy and health information/health literacy is completed before attending vaccine specific practical workshops to ensure trainees get the most out of the in-person training.

Some of the core courses, such as Infection Prevention and Control, and supporting people with disabilities, are also available on the [IMAC website](#) as separate courses.

It is the employer's responsibility to either deliver this core learning or enable access to it. Trainees should discuss how they will access core learning topics with their employer.

The employer will also ensure trainees complete basic life support (CPR) through a registered provider and Immunisation Register training e.g. Aotearoa Immunisation Register (AIR) and/or COVID-19 Immunisation Register (CIR).

Vaccine specific training

The vaccine specific training includes:

- A series of online courses which can be delivered in a group setting, using the online content, or as a face-to-face workshop facilitated by IMAC
- Face-to-face practical workshops at each stage
- Observation and assessments in the workplace under the guidance of an authorised vaccinator with a minimum of six months vaccinating experience.

The vaccine specific training material has been developed by IMAC. Access to this training is available through the [IMAC Learning Management System](#) (LMS). Once the online training is completed the employer should register the trainee for the practical workshop with IMAC. On successful completion of the practical workshop, trainees will receive a workbook to complete with their clinical supervisor.

For further information on how to register for the practical workshop refer to the [IMAC website](#).

VHW Stage 1

Learning Pathway

There are three vaccine specific courses for VHW Stage 1. These courses can be delivered online or on request, an in-person group course can be delivered by IMAC. This may be a good option if there is a team of prospective VHWs looking to complete their training. However, all assessments must be completed individually.

Vaccinating Health Worker Course – Stage 1

This course contains six modules and takes approximately four hours to complete. Below is a brief outline of the six modules. At the end of the course, trainees will need to achieve an 80% pass rate in a theory assessment in order to continue with the training.

1. Introduction to Immunisation: microorganisms and immunisation, why we immunise, immune system, National Vaccination Programme, Vaccines and how they work, Vaccine Safety Monitoring.
2. Cultural Engagement: understanding equity, models of health, immunisation coverage and improving immunisation coverage.
3. Communication: talking about immunisation, the 'Three I' communication model, health literacy.
4. Practical aspects of giving a vaccine: vaccination sites, infection prevention, equipment used to give vaccines, immunisation standards, pre-vaccination screening, vaccination technique, recording vaccinations and privacy.
5. Post vaccination observation: safety and care, and revision (immediate post-vaccination events).
6. Cold chain: what to do, and requirements.

Vaccinating Health Worker Course – Stage 1 COVID-19 and influenza vaccines

This course contains two modules and takes approximately two hours to complete. Below is a brief outline of the two modules. At the end of the course, trainees will complete a theory assessment which requires an 80% pass rate to continue.

1. COVID-19: COVID-19 disease, COVID-19 vaccines and eligibility, administering COVID-19 vaccines.
2. Influenza: Influenza disease, influenza vaccines and eligibility, administering influenza vaccines.

Vaccinating Health Worker Course – Stage 1 Tdap and HPV9 vaccines

This course contains three modules and takes approximately two hours to complete. Below is a brief outline of the three modules. At the end of the course, trainees will complete a theory assessment which requires an 80% pass rate to continue.

1. Tetanus, diphtheria and whooping cough: diseases, vaccines and eligibility, Tdap vaccine administration
2. Human papillomavirus: disease, vaccine, and eligibility, HPV9 vaccine administration
3. School-based vaccinations: School-based immunisation programme.

In-person Practical Workshop

Once the theory courses have been completed, trainees will then be able to access the in-person practical workshop. The four-hour practical workshop allows the trainee to put their online learning into practice. It covers:

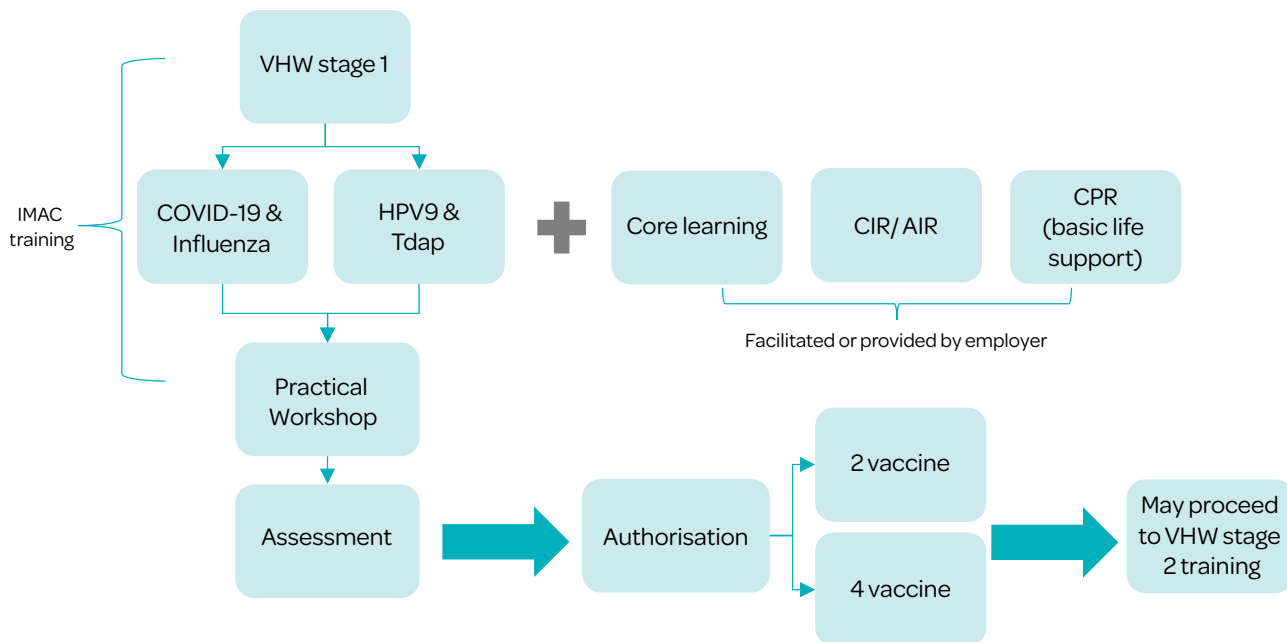
- Group memory quiz to refresh key points of information relevant to e-learning already completed.
- Role play including emergency processes and equipment, emergency management including recognition and treatment of anaphylaxis, vaccine site area (deltoid), pre vaccination requirements, vaccination process and post vaccination requirements.
- Consent scenarios to demonstrate conversations that may occur during real events.
- Practical demonstration and practice use of sterile needle and syringe to deliver an Intramuscular injection on an injection trainer arm.

On successful completion of this practical workshop, trainees will receive their workbook. If they have not met the requirements within the workshop, IMAC will work with their employer to support and reschedule another practical workshop.

It is strongly recommended that trainees will have at a minimum, completed training on privacy and health information/health literacy before attending the practical workshop.

Other training required before authorisation

If trainees have not already completed basic life support (CPR) and Immunisation Register training e.g. Aotearoa Immunisation Register (AIR) and/or COVID-19 Immunisation Register (CIR) they must complete both of these before applying for authorisation.



Requirements to enter Stage 2 VHW Training

To advance to VHW Stage 2 training the trainee will need to be authorised to administer all four Stage 1 vaccines and have email confirmation from their employer that they have completed their workbook and have met competency requirements.

IMAC will then email the package code to access the VHW Stage 2 through the LMS account.

VHW Stage 2

Vaccine Administration

Learning Pathway

There is one vaccine specific course for VHW Stage 2 Vaccine Administration pathway. This course can be delivered online, or on request, an in-person group course can be delivered by IMAC. This may be a good option if there is a team of VHWs to complete their training. However, all assessments must be completed individually.

VHW Stage 2 – Tamariki and MMR Vaccination Course

This course contains seven modules and takes approximately four hours to complete. Below is a brief outline of the seven modules. At the end of the course, trainees will complete a theory assessment and will require an 80% pass rate to continue.

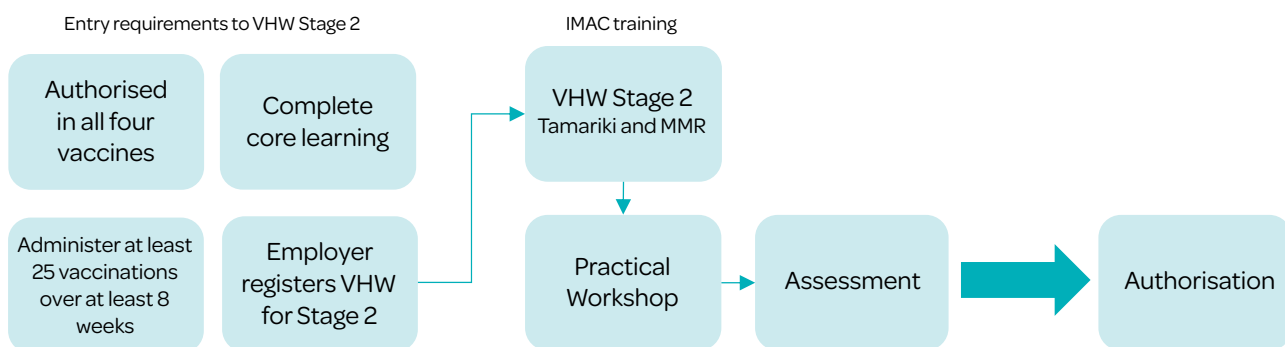
1. Extending the role of VHW to work with whānau and tamariki from 5 years
2. Screening, informed consent and record keeping
3. MMR vaccine and vaccination in tamariki aged 5 years and over
4. Influenza vaccine and vaccination in tamariki aged 5 years and over
5. Comirnaty (10mcg) vaccine and vaccination in tamariki aged 5 years and over
6. Practical aspects of vaccine administration
7. Cold chain.

In-person Practical Workshop

Once the theory course is completed, trainees will then be able to access the in-person practical workshop. The four-hour practical workshop allows the trainee to put the online learning into practice. It covers:

- Setting up a vaccination workspace
- Correct use of the prompt cards
- Communication skills when engaging with children
- The steps to reconstitute MMR vaccine and practice the techniques.
- Role play of the administration of MMR, influenza and Comirnaty 10mcg to tamariki
- The steps to manage anaphylaxis including the components of an adrenaline kit
- Cold chain activities to complete, including recording fridge temperature.

On successful completion of this practical workshop, the trainee will receive their workbook. If a trainee has not met the requirements within the workshop, IMAC will work with their employer to support and reschedule another practical workshop for them to complete.



VHW Stage 2 Vaccine Preparation Learning Pathway

The second part of the Stage 2 pathway is vaccine preparation of multidose vials. There is one vaccine specific course for the VHW Stage 2 Vaccine Preparation pathway. This course is delivered via a workbook that the trainee completes in their workplace with their clinical supervisor(s).

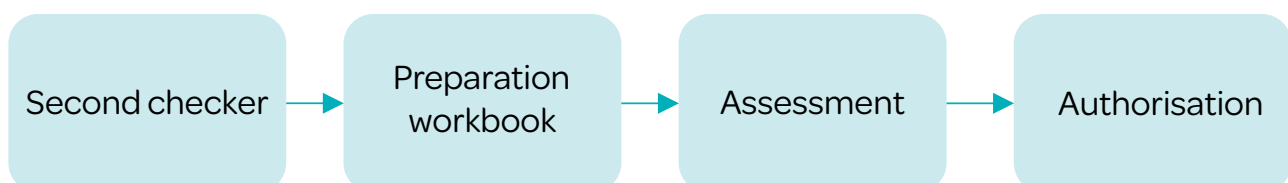
The VHW is required to complete the Second Checker course before they can complete the Stage 2 Vaccine Preparation Course.

Note: The [Second Checker course](#) can be completed at any stage of the learning pathway, for example, it could be completed as the VHW is working through the Stage 1 pathway and carry out second checks as a support function to authorised vaccinators.

VHW Stage 2 – Vaccine Preparation Course Multidose Vials

On successful completion of this workplace training, Stage 2 Vaccinating Health Workers will be able to:

- Identify equipment used for vaccine dose preparation.
- Demonstrate aseptic technique
- Differentiate between Comirnaty vaccines
- Use resources to prepare vaccines
- Dilute and draw up doses from Comirnaty orange cap multidose vials
- Draw up doses from Comirnaty Grey cap multidose vials
- Complete required documentation.



Observation, Supervision and Practical Assessment

Stage 1

After successfully completing the vaccine specific training and core learning training requirements, the VHW is ready to apply their knowledge in their workplace setting.

Under the supervision of their Clinical Supervisor, the VHW will familiarise themselves with the vaccine administration process – engaging with the consumer, administering the vaccine, recording the vaccination event, and other relevant activities.

When the VHW and their Clinical Supervisor are comfortable with the VHW's level of knowledge and skills, the VHW can complete their assessment.

The assessment is included in the VHW Stage 1 workbook and must be completed in full, overseen by a VHW Practical Assessor.

A VHW Practical Assessor must be an authorised vaccinator with a minimum of six months vaccinating experience. This could be the same person as the VHW's Clinical Supervisor if they have the requisite level of experience, or it may be another authorised vaccinator in their workplace.

Employers, Clinical Supervisors and the VHW must ensure there is a valid standing order or prescription in place for the VHW to complete their assessment.

Stage 2 Administration

The observation, supervision and assessment process for Stage 2 is the same as Stage 1. But now the VHW needs to become familiar engaging with tamariki aged 5 years and older and their whānau, and with MMR vaccine administration.

Once the VHW and their Clinical Supervisor are comfortable with the level of knowledge and skills, the VHW can complete their assessment in their Stage 2 workbook and include that in their application for authorisation.

Stage 2 Preparation

The VHW, under the supervision of their Clinical Supervisor, is required to complete the activities in their Vaccine Preparation Multidose Vials workbook. Once the VHW and Clinical Supervisor are comfortable with the level of knowledge and skills they can complete their assessment in the workbook which is submitted in the VHW's authorisation application.

What are the responsibilities of a VHW?

A VHW will have completed the required training and attained authorisation to work within their authorised scope of practice.

VHW responsibilities are:

- working within the limits of their training and competence while performing tasks under the Medicine Regulations 1984
- attending and completing any required upskilling education and training
- reporting all errors and adverse events
- clearly documenting their role and name in each vaccination event in the applicable immunisation register, for example CIR or AIR
- adhering to all workplace systems, policies, processes set out by the employer
- ensuring they are working under a valid standing order or prescription when completing their assessments.

It is recommended that the VHW has indemnity insurance or be provided indemnity insurance by their employer.

Is the VHW a full-time role?

A VHW could be employed full-time or part-time. Agreement on hours of work is between the VHW and their employer. Employment hours depend on the employer's vaccinating service delivery model. For some workplaces, administering vaccines might make up a significant part of a VHW's workload and, as demand fluctuates, they may also assist in other areas of the service.

Clinical Supervisor

Why is the VHW Clinical Supervisor role important?

VHW Clinical Supervisors are critical to the success of the VHW role by helping ensure vaccines are administered safely and competently.

A VHW Clinical Supervisor will:

- provide direct clinical supervision for VHWs to facilitate the best care for the health consumer, and for VHWs to safely and effectively prepare and/or administer vaccines
- provide support for training VHWs as they work through their training and workbook
- obtain consent from the consumer (this may be performed by another registered health professional on site)
- be onsite, and within earshot/calling distance for VHWs to ask for assistance or to escalate any areas of concern
- be immediately available to support the VHW in the event of an adverse reaction.

Who can become a VHW Clinical Supervisor?

It is important that we have experienced and confident registered health professionals providing direct clinical supervision for VHWs.

A VHW Clinical Supervisor will:

- be a New Zealand registered healthcare professional
- be a fully authorised vaccinator, provisional vaccinator, or pharmacist vaccinator
- have relevant, recent vaccination experience
- have been nominated as a suitable candidate to be a supervisor by their employer
- have completed [VHW supervisor training](#) (this is highly recommended).

There is a maximum of 1:6 ratio of VHW Clinical Supervisor to VHWs when administering vaccines and a 1:1 ratio when preparing multi dose vials.

What training is required for the role?

A VHW Clinical Supervisor must have a full understanding of the scope of the VHW role, their education pathway, and the responsibilities of being a supervisor.

It is strongly recommended that supervisors complete the 'Course for Supervisors of Vaccinating Health Workers'. This course is available for free on the [IMAC Learning Management System](#) (LMS). To access the course, log in to the IMAC LMS and add the course. On completion of this course, a certificate is issued which can be used as evidence of professional development.

What are the responsibilities of the VHW Clinical Supervisors?

VHW Clinical Supervisors are responsible for providing direction and guidance to the VHW to ensure consistent competent practice.

A VHW Clinical Supervisor may have a clinical background in nursing, medicine, pharmacy or other allied health profession. The following guideline is a useful reference in this context. It is important to be familiar with the Principles of Delegation in this document. [Nursing Council's Guideline: Delegation of care by a registered nurse to a health care assistant.](#)

Supervisors must always be onsite and within constant earshot/easy calling distance of the VHW, and be immediately available for reasonable access, i.e. must always be available on the premises.

Supervisors must work within their scope of practice, and therefore can only supervise VHW administering the vaccines they themselves are authorised to administer.

Note: Pharmacist Vaccinators who are not authorised to administer Tetanus, diphtheria and pertussis (whooping cough) (Tdap) to people aged 11 years old, can still supervise VHWs administering Tdap to people aged 11 years old.

As usual, Supervisors must adhere to the terms of their employment contract and to all systems, policies, processes and frameworks set out by their employer. This includes effective oversight of the employees they supervise. They also need to adhere to the requirements of their regulatory body.

Employer

What do employers need to do?

Employers are ultimately accountable for service delivery, quality and safety.

This includes:

- supporting the VHW to complete the core learning requirements by either delivering the core learning or enabling access to courses
- ensuring VHW Clinical Supervisors have appropriate knowledge on the scope of the VHW
- ensuring that the VHWs attend and complete any required upskilling education and training
- ensure there is a standing order or prescription in place to allow the VHW to complete their assessments in the workplace
- retaining up to date training records for VHWs, including authorisation and basic life support (CPR), to ensure these are valid at all times of practice
- ensuring VHW are appropriately trained, authorised, and are working under clinical supervision by a registered health professional
- ensure VHW are included in handovers and clinical updates to keep their vaccination knowledge current.

Employers must ensure the daily staff profile includes the required experience, skills and qualifications, and matches expected consumer needs, and the constraints of the site arrangements.

It is strongly recommended employers ensure all VHW and VHW Clinical Supervisors have indemnity insurance.

Core learning requirements

It is the responsibility of the employer to either deliver this core learning or enable access to it, as outlined earlier. Some modules, such as Infection Prevention and Control, and supporting people with disabilities are available on the IMAC Learning website as separate courses.

A Core learning options table is available online [here](#) to support employers and VHWs.

An employer will also need to ensure employee(s) have completed basic life support (CPR) through a registered provider, and Immunisation Register training e.g. Aotearoa Immunisation Register (AIR) and/or COVID-19 Immunisation Register (CIR).

Further information on registration can be found on the [IMAC website](#).

Authorisation

The VHW role has two-stages, VHW Stage 1 and VHW Stage 2.

STAGE 1 – on completion the VHW will be able to administer:

- COVID-19 (Pfizer) to people aged 12 years and over
- Influenza vaccines to people aged 12 years and over
- Human papillomavirus (HPV9) to people 11 years and over
- Tetanus, diphtheria and pertussis (whooping cough) (Tdap) to people 11 years and over.

STAGE 2 – on completion the VHW will be able to prepare and administer the Stage 1 vaccines listed above, and:

- COVID-19 (Pfizer) and Influenza to people aged 5 years and over
- Measles, mumps and rubella (MMR) vaccine to people aged 5 years and over.

The VHW will need to apply for authorisation at defined points during their training. For example, they can apply for authorisation for Stage 1 once the COVID-19 and Influenza training requirement is completed, and then again after completing the requirements for HPV9 and Tdap.

Authorisation online portal

The authorisation process is completed using an [online portal](#). The VHW will need to submit the required documentation relating to the stage they are at.

A [quick reference guide](#) is available to support the VHW using the online portal.

For support on what documentation the VHW needs to submit in their authorisation applications can be found in this helpful document [here](#).

If there are any questions or issues with applying for authorisation using the online portal, please email: vaccinatorauthorisations@health.govt.nz.

Ongoing authorisation requirements

To maintain authorisation VHW must continue to meet the criteria as laid out in regulation 44AA of the Medicines Regulations 1984:

1. Completed training for vaccine administration and/or vaccine preparation
2. Have the following competencies:
 - c. can carry out basic emergency techniques, including resuscitation and the treatment of anaphylaxis; and
 - d. has knowledge of the safe and effective handling of immunisation products and equipment.

Update training for VHW Stage 1 is currently being scoped and developed, with the target delivery date of April 2024.

The update training will include information on all four Stage 1 vaccines, allowing the update training for all four vaccines to be delivered in one course.

Frequently asked questions

Vaccinating Health Worker

What is the Capability Matrix?

The [Capability Matrix](#) is the foundational document that ensures the entry and pathway to become a VHW is safe, reasonable and clearly articulated.

The Capability Matrix:

- a. describes the knowledge, skills and experience (capability) gained as a Covid Vaccinator Working under Supervision (CVWUS) and has been enhanced to support the new VHW role.
- b. describes two stages of capability. The stages reflect the shift in responsibilities of screening and confirming consent and administering a vaccine (Stage 1) to ages 11 or 12 and over to screening and confirming consent and administering a vaccine which may be a live vaccine to ages 5 years and older, along with preparing multi-dose vials. (Stage 2).

Does the VHW do the consumer assessment and consent process?

No. The informed consent process must be completed by a suitably qualified health professional.

The VHW can complete screening questions and confirm consent has been given before administering the vaccine.

This is outlined in the [Capability Matrix](#).

Why is MMR not included in the Stage 1 VHW?

MMR is a live vaccine and has a more complex preparation and administration process.

To mitigate the increased level of risk, we have included MMR in Stage 2 VHW training.

Training

What is LMS?

It is the [IMAC Learning Management System](#).

What do I do to sign up our organisation's kaimahi to do the VHW course?

The online VHW training is available online now, your kaimahi just need to set up their LMS accounts and register for the VHW courses. Once they have completed the online training the employer will need to register the trainee for the practical workshop with IMAC.

See [IMAC's website](#) for further details.

Where can I get access to the prompt cards?

Prompt cards are provided to the VHW at the practical session. A copy is also provided in the workbook that is supplied at the practical session.

I am currently not employed; can I still complete the VHW training?

You can complete the online training only. To complete the practical workshop, you need to have an employer register you through IMAC.

Do the overseas registered health professionals qualify for VHW course even if they are not registered in New Zealand?

Yes.

Can we run the online training as a group with a Clinical Supervisor to guide the group?

Yes, you are more than welcome to run the online training as a group session. However, trainees must complete the online assessment individually.

If I have completed Stage 1 and received the authorisation for Influenza and COVID-19 what is my next step?

You need to complete the rest of the training for Stage 1 which includes HPV and Tdap so that you can be authorised for 4 vaccines.

See [IMAC's website](#) for more details.

Are there any guidelines around the recommended experience that the VHW needs to maintain competency? i.e. if they are only working part time for school-based programme how frequently should they be vaccinating to maintain competency?

The [Capability Matrix](#) outlines the competencies required to maintain their authorisation.

To renew their authorisation, they are expected to be administering vaccine at regular intervals during the past 6 months.

In addition, like other vaccinator training, to maintain your authorisation VHWs will need to attend update training and maintain a valid CPR and anaphylaxis certification.

I have already done the anaphylaxis training will I have to do it again?

To be an authorised VHW you need to maintain a current CPR certificate and anaphylaxis training. IMAC cover anaphylaxis as part of the practical workshops.

Is there a timeframe to complete VHW Stage 1 and 2?

No, there is no timeframe, and some people may not move past Stage 1 depending on the setting they are working in.

If there is a delay in completing your theory, and observation and assessment, for example, it's been over six months since you completed your theory courses but have not progressed, then it is recommended that you restart the training to ensure that you are covering the most up to date information.

If you are authorised VHWs Stage 1 or 2 there is a requirement to complete update training every two years.

Is B12 and Depo injection included in the VHW training?

No.

Practical workshop

Who do I contact to complete a practical workshop and assessment after finishing the online training?

You will need to get your employer to register you with IMAC to access the practical workshop.

See [IMAC's website](#) for further details.

Once you have completed the practical workshop, you need to complete a period of observation and supervision with your clinical supervisor, for example, see 5 do 5. Once you and your clinical supervisor are confident in administering the vaccine then you can complete the Practical Assessment.

The assessment must be completed with an authorised vaccinator or pharmacist vaccinator with a minimum of 6 months vaccination experience.

Have set dates been released for the practical workshops?

No. Once the VHW have completed the online training their employer must register the VHW for a practical workshop with IMAC. Dates and location will be agreed at that time.

See [IMAC's website](#) for further details.

I have completed all my training and assessments, is there anything else I need to do?

Yes. The final step is to apply for authorisation via the [Te Whatu Ora workforce portal](#).

It's important to note that there are several points during the pathway where you need to apply for authorisation as you complete the training on more vaccines and age ranges.

The [VHW Authorisation requirements guide](#) will support your application process.

Pharmacy technicians

Can a trainee pharmacy technician become a VHW?

Absolutely, they can be working through this pathway at the same time as going through the pharmacy technician training.

Cold chain

Can VHWs who have had additional training in cold chain use that training without vaccinating?

An overview of cold chain is featured in the VHW Stage 1 education. Authorised VHW Stage 1 can support and undertake cold chain activities agreed with the employer/supervisors. There is also a specific cold chain course on the IMAC LMS that support staff can do to help support cold chain activities.

Clinical Supervisor

What training does a Clinical Supervisor need to do?

We highly recommend that Clinical Supervisors complete the [Clinical Supervisor training](#). It provides a good understanding of the VHW role and what level of support they will need.

The Clinical Supervisor does not have to complete or review the VHW training. However, the VHW Stage 1 online training is open access, so you can access that at any point.

Is the Clinical Supervisor course going to be compulsory?

No, the [Clinical Supervisor course](#) is not compulsory, but we highly recommend that Clinical Supervisors complete this course to get a greater understanding of the VHW role and what support they require.

What supervision does a VHW require on a day-to-day basis?

As a VHW Clinical Supervisor, you will:

- provide direct clinical supervision for VHWs to facilitate the best care for the health consumer, and for VHWs to safely and effectively prepare and/or administer vaccines
- provide support for training VHWs as they work through both their onsite and online training
- obtain consent from the consumer (this may be performed by another registered health professional on site)
- be onsite, and within earshot/calling distance for VHWs to ask for assistance or to escalate any areas of concern
- be immediately available to support the VHW in the event of an adverse reaction.

Can the Clinical Supervisor be vaccinating another patient in the next room?

Yes, however, they must be immediately available to support the VHW in the event of an adverse reaction.

Can a supervisor supervise more than one person/employee/student?

Yes, you will see it outlined in the [Capability Matrix](#).

The supervision ratio is:

- 1:6 vaccine administration
- 1:1 vaccine preparation

Does the Clinical Supervisor have to be a Fully Authorised Vaccinator?

No, they can also be a Provisional Vaccinator or Pharmacist Vaccinator. However, they must work within their scope of practice and therefore can only supervise vaccines they themselves can administer.

We recommend that all Provisional Vaccinators if able, transition to become Fully Authorised Vaccinators.

Note: Pharmacist Vaccinators who are not authorised to administer Tetanus, diphtheria and pertussis (whooping cough) (Tdap) to people 11 aged years old, can still supervise VHWs administering Tdap to people aged 11 years old.

I am an HCA at a GP clinic, if my nurse supervisor is away can I still vaccinate under the supervision of a GP?

Yes, however, there must be someone present to gain informed consent and they must be immediately available to support you in the event of an adverse reaction.

Assessment

Does the assessment need to cover all 4 vaccines that the VHW will be administering?

You only need to complete the assessment using one of the vaccines to be authorised.

However, when you administer one of the vaccines for the first time, you need to complete a competency assessment with your Clinical Supervisor. These competency assessments are in the workbook provided at the practical session.

How do I move onto Stage 2 if my workplace does not currently offer all the Stage 1 vaccines?

To move to Stage 2, you only need to be assessed in one of the four vaccines. However, you need to have completed the training on all four vaccines. When there becomes an opportunity for you to then administer a vaccine for the first time, there is a “competency assessment” included in your workbook that can be completed with your clinical supervisor.

Clinical Assessor

What is the role of the Practical Assessor in the authorisation process of a VHW?

The practical assessment is a key document that must be provided to the Te Whatu Ora Authorisation team as part of the authorisation application.

A Practical Assessor must be a fully authorised vaccinator with at least six months experience whereas the Clinical Supervisor must be a suitable qualified health professional.

Standing order

Does a person need to be acting under standing orders to be able to complete the assessment for administering a vaccine?

Yes, the person being assessed needs to work under standing orders or a prescription to administer vaccines.

The standing order is only required for the trainee when they are going through the supervision and assessment phase. Once they are authorised, they do not need to vaccinate under standing orders, but they must be supervised by a clinical supervisor at all times.

NIR/CIR/AIR

How will consent be recorded in NIR/CIR/AIR if the VHW does not obtain consent, but administers the vaccine?

In AIR there will be a screen that allows you to assign who is the Clinical Supervisor and who is the VHW to accurately reflect who gained consent and who administered the vaccine.

In CIR you should enter the Clinical Supervisors name in the notes.

Indemnity

Does the VHW need indemnity insurance?

It is strongly recommended that the VHW has indemnity insurance or is provided indemnity insurance by their employer.

Where does the VHW get indemnity?

The individual VHW can obtain indemnity insurance, or the employer can provide it.

New Zealand Nurses Organisation (NZNO) is providing indemnity to VHWs as part of their membership to NZNO.

Does ACC cover VHW vaccination injuries?

Yes, if there is an injury related to vaccination, ACC will cover that injury.

Who is responsible or liable if something goes wrong? The Clinical Supervisor or the VHW?

If the VHW acts outside their scope, they are responsible.

However, if the VHW has been forced to work outside their scope due to lack of support from the Clinical Supervisor, there is shared responsibility.

Adverse events processes take place as usual when accidents and mistakes occur.

Authorisation

I have completed online training, practical workshop and my assessment, how do I get authorised?

To be a VHW, you will need to apply for authorisation with Te Whatu Ora – Health New Zealand.

The Te Whatu Ora portal allows you to apply online for vaccination authorisation and review your application and its status.

By creating an account, you will be able to sign in securely to apply for authorisation, upload or access your authorisation documentation, and final authorisation letter.

Step-by-step instructions on how to create an account and apply for authorisation can be accessed in this guide:

[Workforce Requests Quick Reference Guide.](#)

To create a profile to apply for authorisation, please go to the [Workforce Requests web portal.](#)

Other vaccinator roles

I am a registered health professional with a current APC and want to become a vaccinator. What training should I complete?

As a registered health professional, you may meet the requirements to become a Fully Authorised Vaccinator. The VHW role is for non-registered health workers without a current APC who will work under supervision.

To access training for the Fully Authorised Vaccinator role, please see [IMAC's webpage](#) for details.

I am a Provisional Vaccinator, what training should I complete?

Provisional vaccinators, if applicable, are encouraged to transition through to fully authorised vaccinators.

See [IMAC's webpage](#) for further information.

Contact information

Who do I contact if I have further questions?

For training, registration, and onboarding support questions, please visit the [IMAC website](#).

For LMS registration and course navigation, please email edcovid@auckland.ac.nz or call IMAC on 0800 882 873.

For questions on the authorisation process, please email vaccinatorauthorisations@health.govt.nz.