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Flu Immunisation Training Recommendations

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Purpose and Summary of Document:

Flu can be very serious. It is a highly infectious viral respiratory tract illness. The virus is spread through droplets, aerosol or direct contact with respiratory secretions from an infected individual. The usual incubation period is one to three days. Seasonal flu vaccination is a critically important public health intervention to reduce morbidity and mortality in those most at risk including older people, pregnant women and those in clinical risk groups. It helps the health and social care system manage winter pressures by helping to reduce demand for GP consultations and likelihood of hospitalisation. Vaccinating health and social care workers also play an important role in helping to prevent transmission of flu, protecting themselves and those they care for.

For healthy adults, flu is very unpleasant but is usually self-limiting with recovery between 2-7 days. For some people however, flu can cause serious illness and even death.

It is crucial that those giving the flu vaccine are confident, competent, and have up to date knowledge about the vaccine(s) they are giving in order to effectively promote high uptake of flu vaccination and administer the flu vaccines to those who need them.

This document sets out recommendations for flu immunisation training in NHS Wales. These recommendations are based on the UKHSA National Minimum Standards and Core Curriculum for Vaccination Training PHW have published an advisory document to be used alongside the National Minimum Standards which highlights specific differences in policy and issues relating to NHS Wales, the advisory document can be viewed here: Immunisation training resources and events - Public Health Wales

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1. The importance of flu training

Ongoing public and professional confidence are critical to the success of the annual flu immunisation programme. There is evidence to show that a high level of knowledge, and a positive attitude to immunisation in healthcare practitioners are widely acknowledged as being important determinants in achieving and maintaining high vaccine uptake. It is therefore vital that immunisers are confident, competent, and have a sound and current knowledge of flu vaccines and the flu vaccination programme.

The purpose of training is to facilitate safe and effective vaccination. It is not intended that the recommendations included in the training standards documents or guidance in this document impose an onerous requirement on immunisers or increase demand on service providers. They should not be seen as a barrier to timely immunisation.

The flu programme requires that different vaccines are given to different groups of patients. Flu vaccination should never be undertaken without specific training. Training (including annual updating) should be seen as an important necessity to a successful programme. All healthcare professionals who are involved in administering flu vaccines must have the necessary skills and training, and mechanisms to supply and/or administer flu vaccines. Further information can be viewed here: Supply and administration of vaccines in Wales - Welsh Medicines Advice Service

2. What needs to be included in flu training?

The UKHSA National Minimum Standards and Core Curriculum for Vaccination Training describe the minimum training, assessment and supervision that should be provided to those with a role in advising on or delivering immunisations.

Flu training should cover:

- The topics in the Core Curriculum relevant to the immuniser's specific area of practice
- The cohorts they are expected to administer vaccination to
- The flu vaccine(s) they are expected to administer
- Their role in the delivery of the flu programme and making every contact count. Healthcare workers are trusted voices.

A summary of training requirements by workforce group for flu vaccination is provided in Appendix A.

Those delivering flu training should aim to cover the topic areas in a way that supports understanding and application of knowledge in practice. For those with a responsibility for delivering flu training, and for those undertaking training, an adapted flu-specific curriculum is available in Appendix B.

Many of those delivering the flu programme will be experienced immunisers and will only need to update their knowledge. Areas they should specifically look to update on include:

- groups recommended to receive flu vaccine in the forthcoming flu season
- the different flu vaccines available
- which vaccine should be given to which groups
- any new advice for the forthcoming flu season
- maximising uptake in eligible groups
- issues to consider if delivering flu vaccine away from usual premises (such as adequate facilities and equipment to monitor and maintain cold chain, management of anaphylaxis, adverse events and indemnity)

3. Supervision and assessment

In addition to acquiring theoretical knowledge, new immunisers need to develop clinical skills in immunisation and apply their knowledge in practice. A period of supervised practice to allow observation of, and development of, clinical skills and application of knowledge to practice is essential.

Supervision for new immunisers, and support for all immunisers, is critical to the safe and successful delivery of the flu immunisation programme. Work-based learning is a vital component of all immunisation training. The supervisor must be a registered, appropriately trained, experienced and knowledgeable practitioner in immunisation.

All new flu immunisers should complete a competency assessment such as the one in Appendix C for formal assessment and sign-off of their clinical competency. The competency assessment tool in Appendix C has been adapted from the competency assessment tool in the training standards document, and contains competencies relevant to those who give, and/or advise, on flu vaccination.

The competencies required will depend on the individual service area and the role of the immuniser, but the tool is suitable for use in clinical areas.

Additional competencies, as required by locality or service area, can be added or adapted as necessary.

Many of those new to flu immunisation will have transferable knowledge and skills, such as anaphylaxis training and giving an IM injection, even if they have not immunised previously. They should be supervised administering flu vaccine until both they, and their supervisor or trainer, feel confident that they have the necessary knowledge and skills to administer vaccines safely and competently.
The competency assessment tool is also useful for more experienced flu immunisers to self-assess and identify if there are any areas where they need to update or further their knowledge and skills. Flu vaccinators should keep a portfolio of completed competency checklists, completion of e-learning course certificates and certificates of attendance at vaccination training courses and updates.

4. What flu training is available?

PHW have the following training resources available. These resources are updated ahead of each flu season.

Flu clinical update for Wales eLearning module
This eLearning is suitable for all healthcare professionals including health care support workers who immunise against flu or provide flu immunisation advice. For more information about this module and how to access it please visit: Immunisation e-learning - Public Health Wales

New flu immunisers will require additional training on issues such as vaccine administration, storage, and legal issues if they have not administered vaccines before. If face to face training is not available, the core units are available to access in the Immunisation Programme eLearning module developed by UKHSA, Further information about these modules are available here: Immunisation programme e-learning course - Public Health Wales

Flu vaccine information for health and social care staff in Wales eLearning module
The module explains why the annual flu vaccine is so important for all health and social care workers. It gives an overview of flu and its complications. It gives details of who is eligible to receive the vaccine and how to obtain it. It is suitable for all NHS Wales workers, non-NHS health care workers, people who work in care homes, social care and the third/voluntary sector.

For more information about these modules and how to access it please visit: Immunisation e-learning - Public Health Wales

Influenza template training slide set

PHW also provide an influenza template training slide set, which is updated ahead of each flu season: [Flu resources for health and social care professionals - Public Health Wales]

Face to face training, online live training events and recorded sessions may be available locally, either within the health board area, clinical practice area or within the specific setting (for example within the local health or social care setting for peer vaccinators). There are multiple benefits in offering local training as it allows for any specific local needs or arrangements to be covered.

In addition to acquiring theoretical knowledge, it is vital that new vaccinators develop clinical skills, competency and confidence in vaccination. Consideration should be given as to how this training can most effectively take place.

The importance and benefits of work-based training and experience should not be underestimated. A period of supervised practice to allow observation and development of clinical skills and application of knowledge to practice is essential. Work-based supervision will enable signoff of practical competencies by the supervisor.

5. Additional considerations

Immunisers have a professional responsibility to ensure that they are knowledgeable, confident, and competent to administer flu vaccination and to inform their employer if they identify a need for further training. Immunisers should have access to relevant technology to enable them to undertake eLearning and participate in online training sessions.

It is important that adequate protected and dedicated study time is given to those that need to undertake flu training. Consideration should also be given to how much study time is needed, with new flu immunisers requiring more time than those who are updating their knowledge from previous flu seasons.

Employers should ensure that in addition to immunisation specific training, anyone involved in administering flu vaccination has undertaken any additional core training required to enable them to carry out their role safely. This should include Basic Life support (BLS), management of anaphylaxis, safeguarding, and infection prevention and control, aseptic non touch technique (ANTT) and information governance. Training on the use of the Welsh Immunisation System is also recommended.

6. Remaining up to date

Flu immunisers should ensure they are familiar with all the latest relevant information available about the flu programme. This includes:

- Green Book Influenza chapter
- Flu Welsh Health Circulars
- Resources for health and social care professionals - Public Health Wales (nhs.wales)
- PHW Frequently asked questions (NHS Wales intranet only)

Flu immunisers should ensure they remain up to date throughout the flu season by accessing and reading any subsequent letters and information materials from Welsh Government and PHW that become available. Updating knowledge should be seen as a continuous process rather than a one-off requirement at the beginning of the flu season.

7. Contact information

Even with the most comprehensive training, questions will arise as the flu immunisation programme is underway. It is important that immunisers know who to contact. This may be a more experienced or senior colleague for example: their health board Immunisation Coordinator (or trust flu lead), other locally available Immunisation Lead, Medicines Management team, Occupational Health lead or Lead Pharmacist. Those responsible for flu programmes are requested to share local contacts with flu vaccine providers. Flu FAQs are available on the VPDP SharePoint page. If immunisers cannot resolve their query locally, they can email VPDP on: phw.vaccines@wales.nhs.uk

8. Summary

Flu vaccination is one of the most effective interventions to reduce harm from flu and pressures on health and social care services during the winter. It has been shown to reduce the risk of flu illness, hospitalisation and flu related death.

It is therefore crucial that the flu immunisation programme is effectively delivered to as many of those eligible as possible. This will require knowledgeable, confident and competent vaccinators. It is vital that flu vaccinators are given the time and opportunity to undertake the comprehensive training they need and that they are supervised and supported in practice as required.

Acknowledgement

This document was originally developed by a four nation's expert training group, led by UKHSA and amended for use in NHS Wales by the Vaccine Preventable Disease Programme. UKHSA have now incorporated the flu training recommendations into the revised National Minimum Standards and Core Curriculum for Vaccination Training - GOV.UK. The flu training recommendations for NHS Wales have been reviewed by the Vaccine Programme Wales workforce and training group and approval, and governance oversight of these recommendations has been granted by Vaccine Programme Wales – planning and delivery group on the 16 July 2026.

Appendix A - Recommended training requirements by workforce group for flu vaccination – VPDP

	Flu Clinical update for Wales*	**Flu Vaccine information for health and social care staff in Wales****	**Immunisation eLearning programme – vaccine storage**	**Immunisation eLearning programme – vaccine administration**	**Immunisation eLearning programme – legal aspects**	**Basic life support and anaphylaxis training**	**Local Immunisation training. This may include classroom or virtual training**	**Assessment of competency - via work-based practical training with a supervisor**
Time Required	30 to 60 minutes depending on prior knowledge and experience	Approx 10 minutes	30 minutes	30 minutes	30 minutes	Approx 2 to 3 hours face to face	Will depend on what is included	Depends on how long it takes until immuniser and assessor agree immuniser is competent and confident
Workforce group								
Experienced flu vaccinators (registered HCPs and unregistered HCSWs)	Yes	If not undertaken in last 3 years	If ***update training not undertaken in past year	If ***update training not undertaken in past year	If ***update training not undertaken in past year	If not done within past year	Yes	Competency assessment tool (Appendix C) can be used by experienced flu immunisers to self- assess and identify if there are any areas where they need to update or further their knowledge
Registered HCP new to or returning to vaccination if it's been longer than a year	Yes	Yes	Yes	Yes	Yes	If not done within past year	If available	Yes

Vaccination Support Workers (unregistered healthcare workers new to immunisation with a specific role in vaccine administration only)	Yes	Yes	Yes	Yes	Yes	If not done within past year	If available	Yes
Administrative role			Yes, if likely to be responsible for cold chain maintenance			Depending on role assigned		

*This eLearning module is suitable for all healthcare professionals including health care support workers who immunise against flu or provide flu immunisation advice. It is the clinical update for Wales and is updated each flu season.

** If you work in NHS Wales, are a non-NHS health worker, work in a care home, social care or in the voluntary sector this module will give you all the information you need on flu, and why it's so beneficial to you and those you care for to get your flu vaccine.

*** Flu update training can be either attending a local HB flu annual update session or completing the Flu clinical update for Wales eLearning module.

PHW eLearning modules and support information are available here: Immunisation training resources and events - Public Health Wales (nhs.wales)

Employers should ensure that in addition to immunisation specific training, anyone involved in administering flu vaccination has undertaken any additional core training required to enable them to carry out their role safely. This may include, safeguarding, infection prevention, ANTT and information governance.

Appendix B Suggested content to be covered in flu immunisation training (theoretical and/or work-based)

Core knowledge area	Learning outcome	Learning objectives	Session content should include
1) the aim of flu immunisation, national flu vaccine policy and schedules	Able to explain the aims of flu immunisation and describe which flu vaccines are recommended for different risk or age groups	The practitioner will be able to: • explain how flu vaccine policy is made and what information informs these policy decisions • describe the flu vaccine recommendations for the forthcoming flu season including who should receive flu vaccine and why • describe how flu immunisation programmes are monitored through the use of surveillance • demonstrate the ability to access the online Green Book and relevant flu vaccine policy and guidance documents	• how flu vaccine policy is decided upon • the role of different agencies and personnel in the flu immunisation programme • how flu vaccination programmes are commissioned and delivered • current published flu vaccination information and policy e.g. Green Book, DHSC/PHE/NHS England/Improvement publications and letters (Welsh equivalent) • resources available locally and nationally to obtain expert flu immunisation advice
2) the immune response to flu vaccines and how vaccines work	Able to explain the basic immune response to flu vaccines and describe how vaccines provide individual and community protection	The practitioner will be able to: • explain the basic active immune response to flu vaccines • list conditions which affect the immune response to vaccines • describe herd immunity and explain why it is important	• active immune response to a vaccine • why flu vaccine needs to be given annually • conditions that affect immunity and the immune response to vaccines • concept of herd immunity and the effect of vaccination on the community as a whole

Core knowledge area	Learning outcome	Learning objectives	Session content should include
3) what is flu and why do we vaccinate against it	Able to describe the main symptoms and possible complications of flu	The practitioner will be able to: • describe the main signs and symptoms, • mode of transmission and period of infectivity of flu • explain when flu is usually seen in the UK • be able to list the most common acute and potential long term complications of flu • describe the groups most at risk from flu • know where to find further information about flu	• epidemiology, signs and symptoms and mode of transmission of flu • potential complications from flu infection
4) the different types of flu vaccines, their composition and their indications and contraindications	Has knowledge of the different types of flu vaccines available and in use	The practitioner will be able to: • identify the different types of flu vaccine currently available (live, inactivated, adjuvanted, cell based, egg based, etc) • describe the contents of a flu vaccine (including ovalbumin content where applicable) • explain why different flu vaccines are recommended for different groups • describe which children cannot receive the live flu vaccine and why and any precautions that need to be taken for immunosuppressed contacts • describe how vaccines trials are carried out before a vaccine is licensed and how safety and efficacy are continuously monitored • state the contraindications and precautions for the different types of flu vaccine • describe the nature and frequency of the most common adverse events following flu vaccination and how these should be managed	• different types of flu vaccine currently available (live, inactivated, adjuvanted, cell based, egg based, etc) • composition of a flu vaccine, use of adjuvants and purpose additives • stages of vaccine trials before and after licensure • efficacy and reactogenicity and compatibility with other vaccines • contraindications, precautions and adverse events for the different types of flu vaccine • how to address concerns around safety and provide reassurance to patients/parents/peers

Core knowledge area	Learning outcome	Learning objectives	Session content should include
5) current issues in flu immunisation	Knows about relevant and current issues/controversies relating to flu immunisation	• The practitioner will be able to: • describe any issues/controversies currently relevant to the flu vaccines they give/advise on • identify suitable information sources that patients/parents/carers may wish to view or contact for more information • be aware of any changes to the vaccines or policy relating to that vaccine	• importance of keeping updated • how and where to find information (local and national sources of advice) • assessing the reliability of vaccine information sources media portrayal and social media discussion of flu vaccines
6) communication with patients, parents, carers and other relevant people e.g. employers, employees, school staff, prison staff etc about flu vaccines	Can effectively communicate with patients, parents and carers and other relevant people about flu immunisation	The practitioner will be able to: • communicate key facts about flu vaccines to patients/parents/carers and be able to respond to any questions/concerns • effectively communicate about benefits and any risks associated with flu vaccination • demonstrate commitment to offering the patients/parents/carers the best advice on flu vaccination • tailor the information they give to the individual patient/parent/carer's needs • provide patients/parents/carers with appropriate information leaflets and will be familiar with the content of the leaflets themselves	• communication skills within immunisation consultations • issues that affect and influence patient/parents/carers in their decision making about flu vaccination • the effect of media reporting on views and acceptance of flu vaccination • responding to commonly asked questions and misconceptions • risk communication • provision of suitable vaccine information materials • local and national sources of further information and advice for patients/parents/carers

Core knowledge area	Learning outcome	Learning objectives	Session content should include
7) legal issues in immunisation	Understands the legal aspects relevant to flu vaccination	The practitioner will be able to: • explain the principles of valid consent and how it should be requested and recorded • demonstrate an understanding of data protection issues • describe the reasons for good documentation and communication of information on flu vaccination • explain the legal mechanism by which they may be authorised to administer flu vaccines	• current legal requirements for consent within age group being vaccinated which may include: Mental Capacity Act, 'Gillick' competence' and looked after children • information governance and data protection (Data Protection Act, Caldicott) • documentation • professional and personal accountability and responsibilities regarding delegation and supervision • authorisation to administer Prescription Only Medicines (POMs): Patient Specific Directions, Patient Group Directions, Written Instructions, national protocols • licensing of vaccines and off-label use
8) storage and handling of flu vaccines	Follows correct procedures for storage and handling of flu vaccines	The practitioner will be able to: • describe what the cold chain is and why it is important to maintain it • specify minimum/maximum temperatures for vaccine storage • describe the effects of temperature on the potency and efficacy of flu vaccine • describe the requirements for the correct delivery and storage of flu vaccines including daily monitoring and written records, correct use of designated purpose-built vaccine fridge, regular checks for expired vaccine and ordering appropriate vaccine stock • explain what action to take if vaccines are not delivered or stored within the recommended	• effects of temperature on vaccine potency, efficacy and adverse events • daily monitoring and recording of vaccine fridge temperature • correct use of designated purpose-built vaccine fridge • importance of prudent ordering, stock rotation and regular checks for expired vaccine • management of breakdowns in the cold chain • disposal of heat and/or cold damaged vaccine

Core knowledge area	Learning outcome	Learning objectives	Session content should include
		temperature range and the cold chain is not maintained • manage breakdowns in the cold chain and know who to inform and what action to take	• setting up and using cool boxes for transporting vaccines to out-of-surgery sessions • management of cold chain during a vaccination session • responsibility for ensuring that all vaccines administered have been stored correctly • local and national vaccine storage and handling recommendations and requirements
9) correct administration of flu vaccines	Able to reconstitute and administer flu vaccines correctly	The practitioner will be able to: • demonstrate appropriate selection and preparation of vaccine equipment • explain how to prepare and dispose of vaccinations and vaccination equipment • demonstrate safe practice in checking the vaccine to be administered • demonstrate ability to check patient's suitability for vaccination prior to administration by obtaining appropriate medical and medication history • correctly position patients for safe and effective vaccine administration • demonstrate how to ask parents to hold their child(where necessary) for safe and effective vaccine administration • explain the choice of immunisation site and needle size (where applicable) • demonstrate correct administration technique for the flu vaccine to be given (intranasal, subcutaneous, or intramuscular, injection • demonstrate good knowledge and practice of infection prevention and control	• preparation and disposal of vaccination equipment • assessment of fitness for vaccination • current recommendations for route, needle size and injection site for administration of flu vaccine • relevant infection prevention and control measures relating to vaccination • sharps legislation and avoidance and management of needle stick injury • correct disposal of used vaccines

Core knowledge area	Learning outcome	Learning objectives	Session content should include
		• shows appropriate care following administration of the vaccine • demonstrate appropriate sharps management and explain the procedure to be taken in the event of a needle stick injury	
10) anaphylaxis and adverse reactions	Able to manage anaphylaxis and other adverse events appropriately	The practitioner will be able to: • give evidence of anaphylaxis and basic life support training within the last 12 months • define and recognise an adverse event • describe the incidence of local and systemic adverse events and anaphylaxis following flu vaccination • distinguish between anaphylaxis and fainting • prepare and check the equipment and drugs required for managing anaphylaxis • manage anaphylaxis • know when, how and where to report an adverse event	• definition and types of adverse events following flu vaccination • signs and symptoms of, and differences between, anaphylaxis and fainting • potential causes of anaphylaxis and ways of decreasing the risks • physiology of anaphylaxis and allergic reactions • treatment of anaphylaxis, equipment required, adrenaline dosages and sites for its administration • where and how to record and report any adverse events following flu vaccination • use of MHRA Yellow Card reporting system

Core knowledge area	Learning outcome	Learning objectives	Session content should include
11) documentation, record keeping and reporting	Correctly documents and reports all vaccines given	The practitioner will be able to: • correctly document flu vaccines given in all relevant records and systems • explain the importance and purposes of recording information about vaccinations in the different vaccine recording systems • describe the role and importance of vaccination coverage data • report any serious untoward events	• requirements and importance of accurate documentation • importance of and reasons for recording batch numbers, injection site, etc • where and why vaccinations should be recorded and reported • policy for reporting and recording vaccine errors and incidents
12) strategies for optimising immunisation uptake	Able to identify and implement strategies for improving flu vaccine uptake	The practitioner will be able to: • explain the importance of good organisation of flu clinics, appointment systems etc, to enable good uptake of vaccination • describe how to organise flu immunisation clinics to maximise uptake and take into consideration any factors which may affect uptake • confidently encourage other health care practitioners to promote flu vaccination	• identification of barriers and obstacles that may prevent uptake of vaccination and impede efficient vaccine delivery • development of strategies to overcome barriers and improve flu immunisation services • consideration of factors that affect uptake such as the clinic environment, accessibility, appointment timings and attitudes of staff to vaccination • the critical importance of healthcare practitioner confidence in flu vaccination

National Minimum Standards and Core Curriculum for Vaccination Training - GOV.UK

The role of the HCSW as an immuniser

If a HCSW is going to be involved in vaccine administration, they must be trained and competent and the following areas should be carefully considered:

- there needs to be appropriate mechanisms in place for prescribing, delegation, accountability and supervision in order that vaccine administration is safe and effective
- all vaccinators must be confident, competent and well supported to ensure public confidence in vaccination is maintained: quality, safety and reputation are vitally important
- delegation of vaccination must be both appropriate and in the best interests of the provider organisation and, most importantly, of the patient. Each profession has its own standards or code of conduct which provide information on delegation responsibilities and Registered HCPs who delegate roles in vaccination should follow these.

- When a Registered HCP delegates the role of vaccination to a HCSW, to support the HCSWs and ensure safe practice employers must ensure that:

    - A registered healthcare professional is on-site for supervision, guidance and support.
    - Informed consent has been obtained by an appropriate registrant in the case of Vaccine Group Direction (VGD) use or the prescriber in the case of Patient Specific Direction (PSD) use
    - HCSW is aware of the legal framework they will be using in order to administer the flu vaccine
    - HCSWs can escalate any concerns or questions to their supervisors.

Health Education and Improvement Wales – All Wales guidelines for delegation:
heiw.nhs.wales/files/weds-practicing-appropriate-delegation/all-wales-guidelines-for-delegation-2020/

Appendix C: Flu vaccinator competency assessment tool

The competency assessment tool has been divided into three areas:

1. Knowledge
2. Core clinical skills
3. The clinical process/procedure for vaccine administration

Immunisers should be assessed against the competencies relevant to the role assigned to them. It is recognised that not all competencies will be relevant to all staff, for example if they have been assigned a role in vaccine administration only and are not responsible for assessing suitability for vaccination and taking consent. Additional competencies can be added if necessary.

How to use the competency assessment tool:

The assessment tool can be used as a self-assessment tool, an assessment tool for use with a supervisor or both. Where a particular competency is not applicable to the individual's role, indicate 'not applicable' (NA).

The immuniser should complete the self-assessment column and then, if they are new to immunisation, share it with their supervisor/assessor. The supervisor assessing the immuniser must be a registered healthcare practitioner who is competent and experienced in delivering immunisations.

The supervisor carrying out the assessment should:

- Review the immuniser's self-assessment, discussing any areas that are identified as 'need to improve' and the relevant action plan.

- Observe their performance as they provide immunisations/advice to several patients and indicate whether each competency is 'met' or 'needs to improve' in the supervisor review column.

- If improvement is needed, help the immuniser to develop an action plan that will enable them to achieve the required level of competence and plan a further assessment.

- When the supervisor and immuniser agree that the immuniser is competent in all the relevant areas, sign off the section at the bottom of the assessment.

- Acknowledge if they and/or the immuniser decide that they are not suitable for the role and communicate this to the employer.

	Competency Assessment Tool for staff administering the flu vaccines	**Not applicable To role assigned (NA)**	**Self-assessment** **Record: met (M) or needs to improve (NI)** ***(initial & date)***	**Supervisor review** **Record: met (M)** **Or needs to improve (NI)** ***(initial & date)***	**Record action plan for any assessed as 'needs to improve' (as agreed with supervisor)**
	Part 1: knowledge		**Self-Assessment**	**Supervisor review**	
1a	Can provide evidence of completion of the flu vaccine- specific eLearning programme and other additional relevant eLearning sessions, or attendance at a specific comprehensive flu vaccine training course				
1b	Has successfully completed and passed a knowledge assessment- either the eLearning course assessment or end of course test				
1c	Able to access relevant flu vaccine guidance such as: the online Green Book, Flu vaccination programme Information for Healthcare Practitioners, FAQ's and PHW Flu resources for health and social care professionals				
1d	Knows who to contact for advice if unsure about issues such as eligibility for vaccines or action to take if a vaccine error occurs				
1e	Able to explain the basics of how the different flu vaccines are made, what they contain and why, any contraindications or precautions and possible side effects and how to treat them				

	Part 2: core skills for immunisation		**Self-Assessment**	**Supervisor review**	
2a	Is up to date with requirements for anaphylaxis and basic life support (BLS) training (has undertaken within past year or as employers' stipulations)				
2b	Aware of how to respond to an immediate serious reaction following vaccination, knows the whereabouts of anaphylaxis and emergency care equipment and how and when to use it				
2c	Can explain incident response and reporting process in case of a procedural error, needle stick injury, breach of infection control measure, etc, as per local protocol				
2d	Demonstrates good practice in infection prevention and control. Uses appropriate aseptic technique when handling injection equipment (e.g. syringes, needles) to prevent contamination and infection.				
2e	Disposes of sharps, vaccine syringes and vials and other vaccine equipment safely in line with local protocol				
2f	Demonstrates knowledge and understanding of the rationale for the importance of maintaining the vaccine cold chain. Familiar with local protocols for cold chain management and the action to be taken in case of cold chain failure and who to contact				

	Part 3: clinical process and procedure		**Self-Assessment**	**Supervisor review**	

3a	Checks patient's identity and patient's records prior to vaccination to ascertain suitability for vaccination				
3b	Able to answer patient/parents/carer's questions, referring to leaflets to aid explanations/discussion as appropriate and using interpreter if necessary to ensure patient/parents/carer are informed. Knows who to refer to or who to contact if further detail or advice is required				
3c	Able to clearly and confidently discuss the benefits and risks of flu vaccination and able to address any concerns patients and /or parents/carers may have				
3d	Demonstrates knowledge of consent requirements and any relevant issues such as the capacity to consent, Mental Capacity Act and the age of the individual. Ensures consent is obtained prior to vaccination and is appropriately documented				
3e	Demonstrates knowledge and understanding of contraindications and precautions to flu vaccine and is able to assess appropriately for these, or, if necessary, the need to postpone vaccination (or give inactivated vaccine if LAIV contraindicated)				
3f	Checks that the vaccine has been appropriately prescribed via a Patient Specific Direction (PSD) or is authorised to be supplied and/or administered via a Patient Group Direction (PGD), National Protocol, written instruction etc				
3g	Checks the presentation of the flu vaccine, the expiry date, how it has been stored prior to use and prepares it according to the Summary of Product Characteristics (SmPC)				
3h	Positions patient appropriately and chooses appropriate vaccination site i.e. use of anterior lateral aspect of the thigh in babies under one				

	year or deltoid muscle in upper arm in older children and adults for injectable vaccines				
3i	Demonstrates correct intramuscular injection technique				
3j	Demonstrates correct intranasal administration technique				
3k	Demonstrates an understanding of procedure for the reporting of any vaccine reactions and knows how and when to report using the MHRA's Yellow Card Scheme				
3l	Completes all necessary documentation, recording type and product name of vaccine, batch number, expiry date, dose administered, site used, date given and name and signature				
3m	Demonstrates good record keeping and understands the importance of making sure vaccine information is recorded on relevant data system(s)				
3n	Advises patient/parent/carer on what to expect after vaccination as appropriate (e.g., injection site pain, fever, etc.) and management of these. Provides patient/parent/carer with a copy of post-immunisation advice sheet or the products Patient Information Leaflet (PIL) if appropriate				
3o	Understands individual limitations and knows where to refer patients where there may be more complex requirements, or a more experienced immuniser required				

	Statement of competence				
Name of individual: _____ Has shown appropriate knowledge, skill and competence to safely administer flu vaccine					
Name of supervisor carrying out assessment: _____ Role/job title: _____					