

**New Hampshire Division of Public Health Services, Immunization
Program
Immunization Orientation and Competencies Toolkit
Designed by Hospital Practice Coordinators and NHIP**

Overview

The Hospital Practice Coordinators attend quarterly round table discussions, facilitated by the NH Immunization Program. A consistent topic of discussion at the meetings has been vaccine administration, storage and handling competency. The subject of immunization competency comes to the forefront because of increased (and ongoing) reports of vaccine administration, storage and handling errors. Both the NH Immunization Program (NHIP), and the hospital practice coordinators, report that vaccine related errors in healthcare provider practices are a concern.

At the January 20, 2010 Round Table Discussion, a sub-committee was established to discuss and develop curriculum for vaccine competency. The committee has representatives from Elliot Physicians Network, Foundation Medical Partners, Wentworth Douglas Hospital, Concord Regional Hospital Center, Portsmouth Hospital, Lakes Region General Hospital Health Care and the NH Immunization Program. The subcommittee has met monthly since February 2010.

At the first meeting, it was decided immunization competency begins with orientation of new clinical staff, which include RNs, LPNs, and MAs. The orientation should consist of optimal information on vaccines and vaccine administration, in other words “The Best Immunization Orientation”. Each committee member described the tools and methods that they have implemented for orientation and annual competencies in their practices. The subcommittee agreed that newly hired staff should receive adequate orientation to prepare them to perform routine responsibilities with confidence and accuracy. The orientation to the position should be flexible.

The subcommittee reviewed vaccine education materials, utilizing the following resources: CDC NCIRD (Centers for Disease Control & Prevention, National Centers for Respiratory Diseases), Immunization Action Coalition, the Children’s Hospital of Philadelphia, and California Immunization Program. As a result of this research, the subcommittee compiled a document containing the most current vaccine education resources.

This complete document may be used as a whole, or in sections, depending on several factors, such as individual healthcare facilities’ policies and procedures; prior experience and education of the new staff member; the length of available orientation time; and individual learning styles. The orientation contains 8 modules encompassing vaccine preventable diseases, vaccines, vaccine storage and handling, vaccine schedules and minimum intervals, vaccine administration, talking with parents, and clinical experience (provided by the practice).

It is recommended that the pretest be administered on the first day. This provides a tool to assess each new staff member, and determine the level of orientation required for the individual to be competent to handle and administer vaccine. Another recommendation is to have each person complete the post-quiz at the end of each module, and at the end of

the complete orientation. These modules are also intended for annual competency for all clinical staff.

Clinical orientation should be combined with the classroom orientation. Recommendations for combining the clinical and the classroom orientation are on the orientation calendar.

This document may be adapted to each practice to use as a tool and/or resource for immunization orientation and annual immunization competency.

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