Immunization Orientation

*This is a sample of orientation over a 4 week period. The orientation can be designed to fit the needs of the practice.*

**Weekly:** Module G. Daily Clinical Experience; Depending on the new clinical staff, May begin with observation of vaccine preparation, monitoring the refrigerator and freezer temperatures. May have the new staff observe what they have experienced in class. Begin practicing injections on oranges prior to in the practice. After education and practicing begin administering vaccines with direct supervision advancing to independently. Recommend checking prepared vaccine and MD’s order with other experienced clinical staff.

**Week 1:**
Module A. Pre-test to assess vaccine administration and management knowledge of the new staff;
Module B. CDC’s “Vaccine Storage and Handling Tool Kit” along with the cost of vaccines.
Post Test

**Week 2:** Module C. Diseases and Vaccines; Disease pictures, Vaccine Information Statements, Principles of Immunization CDC “You Call the Shots”,
Post Quiz
Post Quiz: Immunization scenerios
**Week 3:** Module E. How to Administer Vaccines; DVD “Immunization Techniques”, “Preparation for Vaccine Administration” (CDC Vaccine Storage and Handling Tool Kit) contraindications and precautions, Screening, Documentations

Module F. Talking with Parents; DVD “Immunization Techniques”, hand outs Ari Brown, Dr. Ofit

Post Test

**Week 4:** Review of Modules A-F and clinical experience

Post Test

<table>
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<tr>
<th>Schedule of Training</th>
<th>Week 1</th>
<th>Week 2</th>
<th>Week 3</th>
<th>Week 4</th>
<th>90 Day Review</th>
<th>1 Year Review</th>
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</thead>
<tbody>
<tr>
<td></td>
<td>Modules A, B, G</td>
<td>Modules C, D, G, Clinical Observation</td>
<td>Modules E, F</td>
<td>Review Modules A-F</td>
<td>Exhibit competence with vaccine administration and begin vaccine management.</td>
<td>Show competence in administration, vaccine management and is able to teach others</td>
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<td>Review all material, Clinical observation</td>
<td>Treasure Hunt</td>
<td>Prepare &amp; administer vaccines with oversight</td>
<td>Using the “double-check” system, administer with limited oversight</td>
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NH DHHS, Division of Public Health Services
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