

OFFICIAL



COVID-19 Vaccination Programme **Training Mobilisation Matrix**

Version 2

21 December 2020

Purpose of this pack

This pack explains PHE's recommendations for the workforce training required to deliver the COVID-19 vaccine, under a national protocol.

It presents an extended view of the NHS England and NHS Improvement training matrix drawn from the PHE training recommendations, across all roles and each of the delivery models in the vaccine programme.

The amount of training required differs significantly depending on role and levels of experience. Experienced vaccinators, for example, may only need to undertake the new COVID-specific training.

Experienced vaccinators will need familiarisation to any COVID-19 vaccine and specifically its characteristics and differences in IT systems. Our expectation is that normal governance and training processes will be sufficient. Such individuals should self assess themselves against the training matrix and access suitable CPD as needed.

Details of the expected training durations are provided at the end of this pack.

Delivery Model: Vaccination Centre



This table describes the recommended training for the different roles within a Vaccination Centre.

Training component		NEW! Welcome pack for new joiners	NEW! POD video	Immunisation training	NEW! COVID-19 core knowledge and vaccine-specific training	Anaphylaxis training	BLS/ILS training	Statutory / mandatory training	Legal mechanisms for administering a Prescription Only Medicine (POM) e.g. PGD	NEW! Legal mechanisms for administering a Prescription Only Medicine (POM) (i.e. National Protocol)	Vaccine administration by IM injection training	On site onboarding (~half day)	Competency Assessment (PHE assessment tool)
ROLE		Slides	Video on e-lfh	E-learning on e-lfh or local F2F/virtual training	E-learning on e-lfh or F2F/virtual using PHE slide set	E-learning on e-lfh or F2F/virtual	F2F/virtual	E-learning on e-lfh or Provider's own training	e-learning on e-lfh*	F2F/virtual	F2F	F2F	F2F
Immuniser	Experienced registered HCP	Recommended	Recommended	No (if completed in last yr)	Yes (F2F/virtual to allow for Q&A is recommended)	Yes (if not completed in last yr)	Yes (if not completed in last yr)	Yes (if not previously completed)	Yes	Yes	No	Yes	Yes (self-assessment)
	Inexperienced registered HCP			Yes	Yes (F2F/virtual to allow for Q&A is strongly recommended)	Yes (if not completed in last yr)			Yes		Yes (if not previously completed)		Yes (period of supervised practice)
	Unregistered HCW			Yes	Yes (F2F/virtual to allow for Q&A is <u>essential</u>)	Yes (if not completed in last yr) <i>Introduction to Anaphylaxis e-learning module for non-clinical staff on e-lfh</i>			No		Yes (period of supervised practice)		
RHCP - draw up and clinical assessment	Experienced registered HCP			No (if completed in last yr)	Yes (F2F/virtual to allow for Q&A is recommended)	Yes (if not completed in last yr)			Yes (if not previously completed)		Yes (self-assessment)		
	Inexperienced registered HCP			Yes	Yes (F2F/virtual to allow for Q&A is strongly recommended)	Yes (if not completed in last yr)					Yes (period of supervised practice)		
RHCP – Clinical Supervisor				No (if completed in last yr)	Yes (F2F/virtual recommended)	Yes (if not completed in last yr)			Yes (if not previously completed)		Yes (self-assessment)		
Post-vaccination observation and BLS				No	No	Yes (if not completed in last yr)					No		No
Health Care Assistant		No	No	No	No	Optional (if not completed in last yr) <i>Introduction to Anaphylaxis e-learning module for non-clinical staff on e-lfh</i>	Optional	No	No	No	No	No	No
Vaccine Admin Support													
Steward													
Patient Advocate													
Front of House admin													
Nursing Manager													
Medical Director													
Operations Director													

*included in covid-19 core knowledge e-learning

Does not include any system training requirements or familiarisation with SOPs.

Delivery Model: Hospital Hub



This table describes the recommended training for the different roles within a Hospital Hub

Training component		NEW! Welcome pack for new joiners	NEW! POD video	Immunisation training	NEW! COVID-19 core knowledge and vaccine-specific training	Anaphylaxis training	BLS/ILS training	Statutory / mandatory training	Legal mechanisms for administering a Prescription Only Medicine (POM) e.g. PGD	NEW! Legal mechanisms for administering a Prescription Only Medicine (POM) (i.e. National Protocol)	Vaccine administration by IM injection training	On site onboarding (~half day)	Competency Assessment (PHE assessment tool)
ROLE		Slides	Video on e-lfh	E-learning on e-lfh or local F2F/virtual training	E-learning on e-lfh or F2F/virtual using PHE slide set	E-learning on e-lfh or F2F/virtual	F2F/virtual	E-learning on e-lfh or Provider's own training	e-learning on e-lfh*	F2F/virtual	F2F	F2F	F2F
Immuniser	Experienced registered HCP	Recommended	Recommended	No (if completed in last yr)	Yes (F2F/virtual to allow for Q&A is recommended)	Yes (if not completed in last yr)	Yes (if not completed in last yr)	Yes (if not previously completed)	Yes	Yes	No	Yes	Yes (self-assessment)
	Inexperienced registered HCP			Yes	Yes (F2F/virtual to allow for Q&A is strongly recommended)	Yes (if not completed in last yr)			Yes		Yes (if not previously completed)		Yes (period of supervised practice)
	Unregistered HCW			Yes	Yes (F2F/virtual to allow for Q&A is <u>essential</u>)	Yes (if not completed in last yr) <i>Introduction to Anaphylaxis e-learning module for non-clinical staff on e-lfh</i>			No		Yes (period of supervised practice)		
RHCP - draw up and clinical assessment	Experienced registered HCP			No (if completed in last yr)	Yes (F2F/virtual to allow for Q&A is recommended)	Yes (if not completed in last yr)			Yes		Yes (self-assessment)		
	Inexperienced registered HCP			Yes	Yes (F2F/virtual to allow for Q&A is strongly recommended)	Yes (if not completed in last yr)			Yes		Yes (period of supervised practice)		
RHCP – Clinical Supervisor				No (if completed in last yr)	Yes (F2F/virtual recommended)	Yes (if not completed in last yr)			Yes		Yes (if not previously completed)		
Health Care Assistant				No	No	Optional (if not completed in last yr) <i>Introduction to Anaphylaxis e-learning module for non-clinical staff on e-lfh</i>	Optional	No	No	No	No	No	No
Vaccine Admin Support													
Front of House admin													
Nursing Manager													

*included in covid-19 core knowledge e-learning

Does not include any system training requirements or familiarisation with SOPs.

Delivery Model: Local Vaccination Services: NHS Community Sites

Examples resources to support these services are provided below. Other roles may be required, depending on the primary care setting.

Training component	NEW! Welcome pack for new joiners	NEW! POD video	Immunisation training	NEW! COVID-19 core knowledge and vaccine-specific training	Anaphylaxis training	BLS/ILS training	Statutory/mandatory training	Legal mechanisms for administering a Prescription Only Medicine (POM) e.g. PGD	Vaccine administration by IM injection training	On site onboarding (~half day)	Competency Assessment (PHE assessment tool)
ROLE	Slides	e-lfh	E-learning on e-lfh or local F2F/virtual training	E-learning on e-lfh or F2F/virtual using PHE slide set	E-learning on e-lfh or F2F/virtual	F2F/virtual	E-learning on e-lfh or Provider's own training	e-learning on e-lfh*	F2F	F2F	F2F
GP	GPs will need to undertake as a minimum COVID-19 core knowledge and vaccine specific training										
RHCP - Experienced Immuniser	Recommended	No	No (if completed in last yr)	Yes (F2F/virtual recommended)	Yes (if not completed in last yr)	Yes (if not completed in last yr)	Yes (if not previously completed)	Yes	No	Yes	Yes (self assessment)
HCA			No	No	Optional (if not completed in last yr) <i>Introduction to Anaphylaxis e-learning module for non-clinical staff on e-lfh</i>	Optional		No			No

*included in covid-19 core knowledge e-learning

Does not include any system training requirements or familiarisation with SOPs.

Delivery Model: Local Vaccination Services: Roving

This table describes the recommended training for the different roles within a roving model setting.

Training component		NEW! Welcome pack for new joiners	NEW! POD video	Immunisation training	NEW! COVID-19 core knowledge and vaccine-specific training	Anaphylaxis training	BLS/ILS training	Statutory/mandatory training	Legal mechanisms for administering a Prescription Only Medicine (POM) e.g. PGD	Vaccine administration by IM injection training	On site onboarding (~half day)	Competency Assessment (PHE assessment tool)
ROLE		Slides	e-lfh	E-learning on e-lfh or local F2F/virtual training	E-learning on e-lfh or F2F/virtual using PHE slide set	E-learning on e-lfh or F2F/virtual	F2F/virtual	E-learning on e-lfh or Provider's own training	e-learning on e-lfh*	F2F	F2F	F2F
Housebound	RHCP - Experienced Immuniser	Recommended	No	No (if completed in last yr)	Yes (F2F/virtual recommended)	Yes (if not completed in last 12 months)	Yes (if not completed in last yr)	Yes (if not previously completed)	Yes	No	No	Yes (self assessment)
	GP			No	Yes	No	No		Yes			No
Detained estate	RHCP - Experienced Immuniser			No (if completed in last yr)	Yes (F2F/virtual recommended)	Yes (if not completed in last 12 months)	Yes (if not completed in last yr)		Yes			Yes (self assessment)
	HCA			No	No	Optional (if not completed in last yr) <i>Introduction to Anaphylaxis e-learning module for non-clinical staff on e-lfh</i>	Optional		No			No
	Driver (Cat B)			No	No	No	No		No			No
Residential	RHCP - Experienced Immuniser			No (if completed in last yr)	Yes (F2F/virtual recommended)	Yes (if not completed in last yr)	Yes (if not completed in last yr)		Yes			Yes (self assessment)
	HCA			No	No	Optional (if not completed in last yr) <i>Introduction to Anaphylaxis e-learning module for non-clinical staff on e-lfh</i>	Optional		No			No
	Driver (Cat B)			No	No	No	No		No			No

*included in covid-19 core knowledge e-learning

Does not include any system training requirements or familiarisation with SOPs.

Estimated training lead time per role

This table outlines the estimated training lead time per role. These are estimated times only as the length of time taken to complete training will vary depending on individual skills, competencies and experience.

Workforce group	Estimated training lead time
Experienced RHCP (individuals requiring only the COVID-19 core knowledge and vaccine-specific training)	Up to 3 hours
Experienced RHCP (clinical assessment, draw up, vaccination and clinical supervision)	Up to 1 day
Inexperienced RHCP (clinical assessment, draw up and vaccination)	Up to 3 days
Non-registered HCW with needle experience (vaccination)	Up to 2 weeks
Non-registered HCW without needle experience (vaccination)	Up to 4 weeks
HCA and Non-clinical roles	Up to 1 day (TBC)

The above estimated timings do not include time for on-site onboarding, IT systems training, familiarisation with the suite of SOPs or the period of supervised practice to be signed off as competent required for inexperienced vaccinators.