

National Protocol

All responsibilities in the vaccination process are delegated from the National Protocol directly to the individuals performing the tasks.

A national protocol authorises the safe supply and administration of a vaccine. Each element of activity under the protocol may be carried out by a different person or the same person, depending on the delivery model, so long as the minimum training requirements are met for fulfilling each stage of activity. The name of the immuniser and, where different from the immuniser, the professional assessing the individual, person preparing the vaccine, and person completing the vaccine record must be identified in the vaccination record.

- Legislation requires the protocol to be authorised by ministers (SoS).
- Legal authority to supply and administer a Prescription Only Medicine is provided to those working in accordance with the national protocol.
- The clinical particulars in the protocol will be required to instruct and inform the safe and appropriate administration of vaccine in accordance with national recommendations. Standard Operating Procedures (SOPs) for the handling of vaccines and preparation of doses are available [here](#) (Primary Care specific SOPs are [here](#)).
- All staff must play their part in ensuring that the efficacy of all vaccines is protected, by following the correct procedures for the ordering, receipt, storage, supply and administration of vaccines. Responsibilities are described [here](#) (specific responsibilities for PCN designated sites are [here](#)).

Delegation



Clinical Supervisor

(Doctor, Nurse or Pharmacist)

Responsible and accountable for the safe and effective delivery of the immunisation service that they are managing

- Must act in line with their level of competence
- Should always be immediately available so they can respond to any queries or problems which fall outside of the area of knowledge of the vaccinator
- Accountable for the appropriate ratios and skill mix of staff delivering the service (including those trained to respond to adverse reactions such as anaphylaxis)

Delegation

Pre-Pod:



Clinical Assessors

(Specified Registered HCPs who can operate under a PGD or as an occupational health vaccinator)

Conducts pre-vaccination clinical assessment, confirms individual's suitability for vaccine, provides advice, obtains and electronically records consent

- Responsible for assessing the patient and making the decision to allow administration of the vaccine
- Must act in line with their level of competence
- **Accountable for their own practice under the Protocol** (i.e. identifying contraindications and appropriately determining the individual's suitability) for the vaccine, seeking informed consent

Pod:

Delegation

Delegation



Vaccine Preparer

(Registered HCP - doctor, nurse or pharmacist; or other RHCPs who must work under the supervision of a doctor, nurse or pharmacist in compliance with Part 1 of the HMR 2012)

Dilutes and draws up vaccine, transfers all drawn-up doses from a single vial to a single vaccinator

- Must act in line with their level of competence
- **Accountable for their own practice under the Protocol** (i.e. diluting and drawing up the vaccine correctly)



Vaccinators

(Registered HCP or Non-Registered HCW)

Confirms consent has been provided and clinical assessment has taken place, administers vaccine

- Must be trained and competent
- Must act in line with their level of competence
- **Accountable for their own practice under the Protocol** (i.e. administering the vaccine correctly)



Admin Support

(Registered HCP or Non-Registered HCW)

Records vaccination data

- Must act in line with their level of competence
- **Accountable for their own practice under the protocol** (i.e. making a true and accurate record of the service provided)

All staff are accountable for their own practice under the Protocol, to their employer and professional regulator (where applicable), operating in accordance with their contracted employment and professional standards, code of practice/conduct (where applicable).

The employing organisation is responsible and accountable for ensuring employees have the required training and competency to safely and effectively deliver the activity they are contracted to provide.