

COVID Vaccination Programme Local Induction Existing NHS Staff

This document is designed to support staff working as part of the Bradford District and Craven COVID-19 Vaccination Programme, to ensure that you receive a comprehensive induction that takes account of recognised standards and is relevant to your new workplace and role. Elements of this must be completed prior to your first shift, with the remainder being completed with your manager during your first shift.

Local Induction Checklist:

Personal Details:	
Staff Member's Name:	Click here to enter text.
Supervisor's Name:	Click here to enter text.
Date:	Click here to enter text.
To be completed before you arrive for your first shift	
Training Undertake any new or required training relevant to your role or the COVID-19 vaccination programme, including ensuring your mandatory and statutory training is up-to-date. You should ensure you keep a record of the training you complete , as you may be asked to evidence this. A summary of the training required is listed below. A full outline of the training required for both clinical and non-clinical roles and links to the training materials are available on the Bradford District One Workforce Hub website.	Date completed:
<i>All staff - mandatory and statutory training</i>	
Data Security Awareness Level 1	
Infection Prevention Control Level 1 & 2	
Health, Safety & Welfare Level 1	
Fire Safety Level 1	
Safeguarding Adults Level 1	
Equality & Diversity	
Conflict Resolution Level 1	
<i>Vaccinators and clinical staff only</i>	
Safeguarding Adults Level 2	
Immunisation refresher training: ~ Legal Aspects ~ Vaccine Storage ~ Vaccine Administration	
Recognising and Managing Anaphylaxis e-learning programme (for clinical staff)	
BLS (and use of an AED) refresher webinar for existing registered health care	
Core Knowledge for COVID-19 Vaccinators	

Green Book COVID-19 chapter	
PHE 'COVID-19 vaccination programme. Information for healthcare practitioners'	
Optional - you may wish to complete a self-assessment of your knowledge and skills using the COVID-19 vaccinator competency assessment tool	
Staff handbook Read the Bradford District and Craven COVID-19 Vaccination Programme Staff Handbook. This handbook includes information including: <ul style="list-style-type: none"> ~ Where to report to ~ Fire safety relating to the site ~ An outline of the roles and responsibilities of team members ~ The health and wellbeing support available to you ~ Who to contact with any questions or concerns ~ Frequently asked questions 	Yes <input type="checkbox"/>
To be completed with your supervisor/co-ordinator on your first shift	
Orientation to the site, including: <ul style="list-style-type: none"> ~ Know where you can find staff facilities, including rest areas, toilets and refreshments ~ Understand local policy in relation fire safety, evacuation routes and action to be taken 	Yes <input type="checkbox"/>
Understand your role, responsibilities and tasks	Yes <input type="checkbox"/>
Meet your supervisor and team members and understand how you will work together	Yes <input type="checkbox"/>
Know how to raise concerns and who you can escalate any issues to whilst on shift	Yes <input type="checkbox"/>
Understand how the vaccination process operates and know how and where to access key information, including: <ul style="list-style-type: none"> ~ Standard operating procedures ~ Key documents and policies 	Yes <input type="checkbox"/>
Understand the site-specific infection prevention and control protocols, including: <ul style="list-style-type: none"> ~ Social distancing measures (for staff and patients) ~ Hand washing ~ PPE donning and doffing ~ Where PPE is stored and disposed off 	Yes <input type="checkbox"/>
<i>For clinical staff only:</i> Confirm you have the training, knowledge and skills to deliver the COVID-19 vaccination	Yes <input type="checkbox"/>
Signing Off	
Supervisor	Click here to enter text.
Staff Member	Click here to enter text.
What next? <i>A signed hard copy of the checklist should be kept by the shift co-ordinator.</i>	