Skills Checklist for Pediatric Immunization

Goal: To assure clinical staff has the skills and competencies needed for safe, effective and caring administration of pediatric immunizations.

Purpose: The Skills Checklist can be used for self-assessment or for annual performance reviews by physician or supervisor. It also can be used for new employees, to identify what they will need in orientation and what knowledge or skills they should attain during their probationary period.

Instructions: Prior to annual review, staff should score themselves (self-assessment) on the items below. After their self-assessment, the medical director or supervisor should observe their skills and techniques with several patients. Score by checking in the appropriate column. Discuss in private any scoring differences and recommend a plan of action for any scores of **"Needs Review"**.

Scoring:

Needs Review: Needs improvement. Institute a corrective plan of action to develop appropriate skills level. Review again in 30 days, followed by 3 months review if needed.
Meets or Exceeds: Demonstrates competencies and skills required for safe, effective and caring pediatric immunization administration. File in personnel folder. Review again at end of probationary period and annually thereafter.

		Self Assessment		Supervisor Review		
Competency	**Clinical Skills, Techniques, and Procedures**	**Needs Review**	**Meets or Exceeds**	**Needs Review**	**Meets or Exceeds**	**Plan of Action***
A. Parent Education	1. Welcomes child and family, establishes rapport, and answers parents questions.					
	2. Explains what vaccines will be given and which type(s) of injection will be done.					
	3. Accommodates language or literacy barriers and special needs of parents to help make them feel comfortable and informed about the procedure.					
	4. Verifies parents received the Vaccine Information Statements for all vaccines the child is to receive and had time to read them and ask questions.					
	5. Screens for contraindications. (MA: score NA–not applicable–if this is MD function.)					
	6. Reviews comfort measures and after care instructions with parent, inviting questions.					
B. Medical Protocols	1. Identifies the location of the medical protocols (i.e. immunization protocol, emergency protocol, reference material).					
	2. Identifies the location of the epinephrine, its administration technique, and clinical situations where its use would be indicated.					
	3. Maintains up-to-date CPR certification.					
C. Vaccine Handling	1. Checks vial expiration date. Double-checks vial label and contents prior to drawing up.					
	2. Maintains aseptic technique throughout.					
	3. Selects the correct needle size. 1"-1 1/2" for IM (DTaP, Hib, HepA, HepB, Pneumo Conj); 5/8" for SC (MMR, Var); IPV depends on route to be used.					
	4. Reconstitutes and/or draws vaccine into syringe correctly.					
	5. Labels each filled syringe or uses labeled tray to keep them identified.					
	6. Demonstrates knowledge of proper vaccine handling, e.g. protects MMR from light, logs refrigerator temperature.					

Competency	Clinical Skills, Techniques, and Procedures	Self Assessment: Needs Review	Self Assessment: Meets or Exceeds	Supervisor Review: Needs Review	Supervisor Review: Meets or Exceeds	Plan of Action*
D. Administering Immunizations	1. Rechecks the physician's order or instructions against prepared syringes.					
	2. Washes hands and if office policy puts on disposable gloves.					
	3. Demonstrates knowledge of the appropriate route for each vaccine. [Intramuscular (IM) for DTaP, Hib, HepA, HepB, Pneumo Conj;Subcutaneous (SC) for MMR, Var; Either SC or IM for IPV].					
	4. Positions and restrains the patient; locates anatomic landmarks specific for IM or SC.					
	5. Preps the skin, cleaning the site and a 2" to 3" circle around it. Allows alcohol to dry.					
	6. Inserts the needle at the appropriate angle to skin (45° for SC or 90° for IM); if office policy, aspirate.					
	7. Injects vaccine using steady pressure; withdraws needle at angle of insertion.					
	8. Applies gentle pressure to injection site for several seconds with a dry sterile pad.					
	9. Properly disposes of needle and syringe in sharps container. Properly disposes of live vaccine vial.					
	10. Understands the need to report any needlestick injury and to maintain a sharps injury log.					
	11. Encourages comfort measures before, during and after the procedure.					
E. Records Procedures	1. Fully documents each immunization in patient's chart: date, lot number, manufacturer, site, VIS date.					
	2. If applicable, demonstrates ability to use IZ registry or computer to call up patient record, assess what is due today, and update computer immunization history.					
	3. Asks for and updates parents' record of their child's immunizations and reminds them to bring it to each visit.					

*Plan of Action: Might include: Review manual or textbook section on injections; review package insert; review office protocols or other references; watch video on administration techniques or vaccine handling; observe proper technique, practice injections; read Vaccine Information Statements; mentor with someone who has these skills; do role playing with other staff; attend an update, skills training or refresher course; attend cultural competency training; etc. Plan of action must include a deadline and date for a 30-day and a 3-month follow-up review.

Performance Review Acknowledgement:

Employee | Date | Plan of Action Time Frame

Supervisor | Date | Date for Follow-up Review

IMMUNIZATION TECHNIQUES
Safe • Effective • Caring