

COVID-19 Vaccine

Vaccine Administration Competencies Assessment Form



As COVID-19 vaccines become more widely available, it is crucial that they are safely and effectively administered to as many eligible recipients as possible. This requires knowledgeable, confident, and competent vaccinators and support staff. It is vital that anyone preparing and administering vaccine be properly trained and given the time and opportunity to practice these skills (under supervision when needed).

Who can be assessed using this form:

- Experienced vaccinators
- Vaccinators who have not administered vaccines in the past 12 months or longer
- Medical support staff who are not licensed to administer vaccines but assist with vaccine preparation and cold chain management
- Healthcare providers who require documentation of an observation period as part of the [Declaration under the Public Readiness and Emergency Preparation \(PREP\) Act for Medical Countermeasures Against COVID-19](#)
- Administrative support staff who assist with cold chain management, data reporting, and distribution of required materials to vaccine recipients

For Self-Assessment

Review the competency areas below and the core skills, techniques, and procedures outlined for each area. Score yourself in the Self-Assessment column. If you check “Needs to Improve,” you indicate further study, practice, or change is needed. If you check “Meets or Exceeds,” you indicate that you believe you are performing at the expected or higher level of competence.

Supervisors

Use this form to observe staff's readiness to perform assigned functions. Observe their performance as they prepare vaccine or administer vaccine to several recipients and score in the Supervisor Review columns. If improvement is needed, meet with them to develop a Plan of Action for additional training or practice they should undertake to achieve the level of competency you expect. Write desired actions for each competency that needs to be addressed. This form may also be used to assist with more formal performance reviews.

COVID-19 Vaccine

Vaccine Administration Competencies Assessment Form



	Core Skills, Techniques, and Procedures	N/A	Self-Assessment		Supervisor Review		
			Needs to Improve	Meets or Exceeds	Needs to Improve	Meets or Exceeds	Plan of Action*
Vaccine Product Knowledge	1. Completes COVID-19 vaccine training and additional training as needed. ¹						
	2. Understands clinical guidance and can accurately assess and vaccinate based on:						
	• eligibility requirements						
	• vaccination schedule and history						
	• contraindications						
	• precautions						
	• clinical considerations						
	3. Understands post-vaccination clinical guidance, including:						
	• recommended observation times						
	• signs and symptoms of allergic reactions and anaphylaxis						
4. Explains how the vaccine works, major vaccine components, and side effects.							
Storage and Handling	1. Demonstrates knowledge of proper procedures when managing vaccine shipments, including inspecting, unpacking, accounting, and storing vaccines.						
	2. Explains the cold chain requirement for the specific COVID-19 vaccine product(s) used at the facility, including protocol(s) in case of temperature excursions or cold chain failure.						
	3. Demonstrates use of proper temperature monitoring and recording process for the facility, including the process for handling a temperature excursion.						
	4. Demonstrates understanding of all procedures necessary to prepare and transport vaccine product(s) between facilities.						

COVID-19 Vaccine

Vaccine Administration Competencies Assessment Form



	Core Skills, Techniques, and Procedures	N/A	Self-Assessment		Supervisor* Review		
			Needs to Improve	Meets or Exceeds	Needs to Improve	Meets or Exceeds	Plan of Action
Administration	1. Shows proficiency in infection prevention and control measures, including COVID-19 mitigation measures.						
	2. Prepares vaccine following manufacturer instructions and CDC recommendations.						
	3. Shows proficiency in injection practices:						
	<ul style="list-style-type: none"> • Correctly identifies the proper needle gauge and length based on route. 						
	<ul style="list-style-type: none"> • Correctly identifies the proper injection site based on route and age of the vaccine recipient age. 						
	<ul style="list-style-type: none"> • Demonstrates correct intramuscular injection technique. 						
	<ul style="list-style-type: none"> • Identifies strategies to prevent vaccine administration errors, including shoulder injury related to vaccine administration. 						
	4. Disposes of vaccine vials, needles, syringes, and other supplies correctly, as per standard precautions.						
Documentation	1. Completes required documentation of vaccination in appropriate data systems.						
	2. Provides appropriate information and documentation to vaccine recipients, including the COVID-19 Vaccination Record Card and the EUA Fact Sheet for Vaccine Recipients and Caregivers, which are required by law.						
	3. Demonstrates knowledge of the Vaccine Adverse Event Reporting System (VAERS) and reporting requirements.						

COVID-19 Vaccine

Vaccine Administration Competencies Assessment Form



*Plan of Action

Write steps that should be taken based on the list of options below. Also include an agreed upon deadline for completion and date for follow-up, if necessary. Keep in mind that sometimes more than one action step may need to be taken for a specific skill or technique, and that various action steps can be used across skills and techniques.

Action Items to Consider:

- a. Complete the related CDC training (available at <https://www.cdc.gov/vaccines/covid-19/training.html>).
- b. Review vaccine-specific materials and web pages (available at <https://www.cdc.gov/vaccines/covid-19/info-by-product/index.html>).
- c. Review clinical considerations (listed at <https://www.cdc.gov/vaccines/covid-19/info-by-product/clinical-considerations.html>).
- d. Review Emergency Use Authorization (EUA) for the relevant vaccine (available at <https://www.fda.gov/emergency-preparedness-and-response/mcm-legal-regulatory-and-policy-framework/emergency-use-authorization>).
- e. Review vaccine storage and handling resources (listed on <https://www.cdc.gov/vaccines/covid-19/info-by-product/index.html>).
- f. Observe other staff working with vaccine recipients.
- g. Practice giving an injection.
- h. Practice answering questions from vaccine recipients by role-playing interactions with other staff.
- i. Review the COVID-19 Vaccine Addendum in CDC's *Vaccine Storage and Handling Toolkit* (available at <https://www.cdc.gov/vaccines/hcp/admin/storage-toolkit/index.html>).
- j. Shadow experienced support staff to observe proper storage and handling procedures.
- k. Observe support staff as they complete documentation processes.
- l. Review information on data systems and practice navigating these systems while supervised.
- m. Review where the COVID-19 Vaccination Record Card and the EUA Fact Sheet for Vaccine Recipients and Caregivers are kept for distribution.
- n. Other: _____

File this checklist with personnel information and review as necessary.

PLAN OF ACTION DEADLINE

DATE OF NEXT PERFORMANCE REVIEW

EMPLOYEE SIGNATURE

DATE

SUPERVISOR SIGNATURE

DATE