

# Queensland COVID-19 Vaccination and Influenza Vaccination Training Matrix

## Version 10 effective 24th May 2022

[The Emergency Order – Public Health Emergency – Pandemic Response to Coronavirus Disease \(COVID-19\) – COVID-19 Vaccination Service Providers – COVID-19 Vaccine and Influenza Vaccine, \(Emergency Order\)](#) specifies requirements for the provision of COVID-19 vaccination services including qualification and training requirements for COVID-19 vaccination centre workers.

All workers for Queensland Government controlled COVID-19 vaccination services must complete the mandatory training requirements relevant to their role detailed in this matrix.

The Declared Provider must keep a register of all training completed by their workers and provide a copy to the chief executive of Queensland Health if requested.

**Workers who are NOT operating under the [Emergency Order](#) must adhere to their profession specific immunisation training requirements.**

**Note: Pharmacists who have successfully completed an accredited training program to administer vaccines are not required to complete the QH iLearn – Influenza vaccination training module and may administer influenza vaccines to persons aged 5 years and older, in accordance with the Emergency Order.**

### **Ensure the training matrix is reviewed and completed in full.**

Declared providers should confirm COVID-19 vaccination service workers have current knowledge and skill / competency for these requirements. This can be undertaken via self-assessment using the below worker checklist and declaration at the end of this document.

## **Accessing training**

Please read the log in instructions carefully as they vary dependent on your worker function.

### **Queensland Health COVID-19 and Influenza Vaccination Modules**

The Queensland Health Influenza Vaccination Training packages are available via iLearn, Queensland Health's Learning Management System. The Learning Management System can be accessed 24 hours a day, 7 days a week remotely or via Queensland Health computers. The system is also accessible on multiple electronic devices.

To access iLearn:

#### **Queensland Health staff**

- Log on at <https://ilearn.health.qld.gov.au/>
- Username: Novell/computer/email username (e.g. bloggsf)
- Password: If you don't know your iLearn@QHealth password, click the 'Forgot your password' link to have your password automatically reset.

#### **Non-Queensland Health staff**

- For non-Queensland Health employees, register here at <https://ilearn.health.qld.gov.au/d2l/tools/selfregistration/external/index.asp?ou=6606&urlLink=/>.
- Should you require further assistance, please log a job with IT support desk on 1800 198 175.

## Commonwealth COVID-19 vaccination modules

The Commonwealth COVID 19 vaccination training modules are available at <https://covid19vaccinationtraining.org.au/login/index.php>

Please read the Queensland specific log in instructions below for the Commonwealth modules carefully.

- **Vaccination staff who already hold routine immunisation training specific to their profession** (e.g. an IPN or pharmacist immuniser) should log into the Australian Government training using the “Immunisation Professional with Ahpra number ” log-in category, and select the relevant immunisation training completed from the “Approved Immunisation Program Completed” drop down box.
- **Vaccination staff who DO NOT hold routine immunisation training specific to their profession** (e.g RNs or other authorised health workers) **and all students** should log into the Australian Government modules using the “Immunisation Professional without Ahpra number” log in category and select “Other approved immunisation course” from the “Approved Immunisation Program Completed” drop-down box.

## First Nations COVID-19 Vaccination Training

The First Nations COVID-19 Vaccination Training (online and face to face workshops) is available from the Cunningham Centre at: <https://www.health.qld.gov.au/cunninghamcentre/html/courses/first-nations-covid-19-vaccination-training>.

## Further information

Further information, training materials and resources identifying compliance with training requirements can be found at this webpage: <https://www.health.qld.gov.au/clinical-practice/guidelines-procedures/novel-coronavirus-qld-clinicians/queensland-covid-19-vaccination-training>

**Workers who are NOT operating under the [Emergency Order](#) and for a declared provider of the COVID-19 Vaccination program must adhere to their profession specific immunisation training requirements.**

## Worker training requirements

Workers authorised to **administer** COVID-19 Vaccine or Influenza Vaccine under the Emergency Order

The following workers are authorised to <b>administer</b> (receive, handle, prepare and administer) COVID-19 vaccine, influenza vaccine or related drugs at vaccination centres under the <a href="#">Emergency Order</a> . <b>Completion of the relevant training requirements detailed in this table are mandatory.</b>	
Worker category	Training requirements
<ul style="list-style-type: none"> <li>a) Medical Practitioner</li> <li>b) Pharmacist</li> <li>c) Aboriginal and Torres Strait Islander Health Practitioner</li> <li>d) Aboriginal and Torres Strait Islander Health Worker in a clinical role</li> <li>e) Indigenous Health Worker</li> <li>f) Registered Nurse</li> <li>g) Midwife</li> <li>h) Nurse Practitioner</li> <li>i) Immunisation Program Nurse</li> <li>j) Paramedic</li> <li>k) Dentist</li> <li>l) Dental Therapist</li> <li>m) Oral Health Therapist</li> <li>n) Radiographer</li> <li>o) Radiation Therapist</li> <li>p) Occupational Therapist</li> <li>q) Physiotherapist</li> <li>r) Podiatrist</li> <li>s) Dietician</li> <li>t) Speech Pathologist</li> <li>u) Medical Technician/Medic (Australian Defence Force)</li> <li>v) Enrolled Nurse under supervision of a Registered Nurse</li> <li>w) A person listed on the Pandemic Sub-Register as outlined above in a) to u)</li> </ul>	<p><b>MANDATORY</b> modules:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Cwth- Core Module 1 COVID-19 – An introduction</li> <li><input type="checkbox"/> Cwth - Core Module 2 Handling and storage</li> <li><input type="checkbox"/> Cwth - Core Module 3 Communication and purpose</li> <li><input type="checkbox"/> Cwth - Core Module 4 Multi-dose vial (MDV) training and delivery</li> <li><input type="checkbox"/> Cwth - Core Module 5 Documentation and reporting</li> <li><input type="checkbox"/> Cwth - Core Module 6 Safety surveillance and reporting of adverse events following immunisation (AEFI)</li> <li><input type="checkbox"/> Vaccine administration including IM injection, injury prevention, anaphylaxis management, and shoulder injury related to vaccine administration (SIRVA) <a href="https://education-mvec.mcri.edu.au/courses/shoulder-injury-related-to-vaccine-administration-sirva/">https://education-mvec.mcri.edu.au/courses/shoulder-injury-related-to-vaccine-administration-sirva/</a></li> </ul> <p><b>ADDITIONAL MANDATORY</b> modules relevant to <b>administer</b> function. Complete any/all modules related to the specific vaccine/s to be administered</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Cwth - Additional Module 1 – Pfizer/BioNTech vaccine</li> <li><input type="checkbox"/> Cwth - Additional Module 2 –AstraZeneca (VAXZEVRIA) vaccine</li> <li><input type="checkbox"/> Cwth - Additional Module 3 - Moderna COVID-19 vaccine</li> </ul>

<p>x) Provisionally registered Pharmacist, if under the supervision of a healthcare worker as outlined above in a) to t)</p> <p>y) Students</p> <p>i. Student nurse, student enrolled nurse but only if under the supervision of a registered nurse.</p> <p>ii. Student medical practitioner, student midwife, student pharmacist, student paramedic, student dentist, student oral health therapist or student podiatrist, but only if under the supervision of a healthcare worker as outlined in a) to u).</p>	<p><input type="checkbox"/> Cwth - Additional Module 3a - Moderna (6-11 years) COVID-19 vaccine</p> <p><input type="checkbox"/> Cwth - Additional Module 4 -Pfizer (COMIRNATY) Paediatric COVID-19 vaccine</p> <p><input type="checkbox"/> Cwth - Additional Module 5 – Novavax COVID-19 vaccine</p> <p><input type="checkbox"/> QH iLearn – Influenza vaccination training module</p> <p><input type="checkbox"/> *First Nations COVID-19 Vaccination Training online &amp; Face to Face workshop (Cunningham Centre) * <i>Mandatory for ATSI HW in clinical roles only</i></p>
---	--

**Workers authorised to prepare COVID-19 Vaccine, Influenza Vaccine**

<p>The following workers are authorised to <b>prepare</b> (receive, handle and/or prepare) COVID-19 vaccines and influenza vaccines under the <a href="#">Emergency Order</a>. <b>The training requirements detailed in this table are mandatory.</b></p>	
Worker category	Training requirements
<p>a) Pharmacy assistant b) Medical laboratory scientist</p>	<p><b>MANDATORY:</b></p> <p><input type="checkbox"/> Local policy, procedure and work instructions related to COVID-19 vaccination preparation.</p>
<p>The following workers are authorised to <b>possess</b> COVID-19 vaccines and influenza vaccines under the Emergency Order. The training requirements detailed in this table are mandatory.</p>	
<p>Workers that are required by the declared provider to <b>receive or handle</b> COVID-19 vaccine and influenza vaccine for the purposes related to the operation of the COVID-19 vaccine service and in accordance with the Queensland COVID-19 Vaccination Readiness Assurance Plan.</p>	<p><b>MANDATORY:</b></p> <p><input type="checkbox"/> Local policy, procedure and work instructions related to COVID-19 vaccination preparation.</p>

<p><b>Self- declaration.</b></p> <p>I, (print name)</p>
<p><input type="checkbox"/> I am a person authorised to receive, handle, prepare and administer COVID-19 vaccine, influenza vaccine or related drugs under the Emergency Order and have completed and understood all relevant and required training modules as identified in the training matrix.</p>

<input type="checkbox"/> I am a person authorised to prepare (receive, handle and/or prepare) COVID-19 vaccines and influenza vaccines under the Emergency Order and have completed and understood all relevant and required training as identified in the training matrix.	
<input type="checkbox"/> I am a person authorised to receive or handle COVID-19 vaccines and influenza vaccines under the Emergency Order and have completed all relevant and required training modules as identified in the training matrix.	
Signature:	Date:

<b>Service delegate witness</b>	
I, (print name):	
Confirm the above requirements have been met by the staff member.	
Signature:	Date:

**What to do with this form**

Please submit the completed training matrix Checklist to the line manager overseeing the COVID-19 Vaccination service. Following completion these details are to be added to the Declared Providers register.

**Office Use Only**

Reviewed by insert local facility/HHS delegate: Date: \_\_\_\_\_ Signature: \_\_\_\_\_