

SKILLS CHECKLIST FOR H1N1 IMMUNIZATIONS

The Skills Checklist is a self-assessment tool for health care staff who administer H1N1 immunizations. To complete it, review the competency areas below and the clinical skills, techniques and procedures outlined for each of them. Score yourself in the Self-Assessment column. If you check **Need Improve** you indicate further study, practice or change is needed. When you check **Meets or Exceeds** you indicate you believe you are performing at the expected level of competence, or higher.

in advance. Next observe their performance as they provide H1N1 immunizations to several patients and score in the Supervisor Review columns. If improvement is needed, meet with them to develop a Plan of Action (over) that will help them achieve the level of competence you expect; circle desired actions or write in others. In 30 days, observe their performance again. When all competency areas meet expectations, file the Skills Checklist in their personnel folder. At end of the probationary period and annually thereafter, observe them again and complete the Skills Checklist.

Supervisors: Use Skills Checklist to clarify responsibilities and expectations for staff who administer H1N1 vaccines. When you use it for performance reviews, give staff the opportunity to score themselves

Competency	Clinical Skills, Techniques, and Procedures	SELF-ASSESSMENT		SUPERVISOR REVIEW		
		Need to Improve	Meets or Exceeds	Need to Improve	Meets or Exceeds	Plan of Action
A. Patient/Parent Education	1. Welcomes patient/family, establishes rapport, and answer any questions.					
	2. Explains what vaccines will be given (H1N1) and which type(s) of injection will be done.					
	3. Accommodates language or literacy barriers and special needs of patient/parents to help make them feel comfortable and informed about the procedure.					
	4. Verifies patient/parents received the Vaccine Information Statements (VIS) for H1N1 vaccines and had time to read them and ask questions.					
	5. Screens for contraindications.					
	6. Reviews comfort measures and after care instructions with patient/parents, inviting questions.					
B. Medical Protocols	1. Identifies the location of the medical protocols (i.e., H1N1 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. Understands the need to report any needlestick injury.					
C. Vaccine Handling	1. Checks vial expiration date. Double-checks vial label and contents prior to drawing up.					
	2. Maintains aseptic techniques throughout.					
	3. Selects the correct needle size – 1" - 1½" for IM					
	4. Shakes vaccine vial. Inverts vial and draws up correct dose of vaccine. Rechecks vial label. Demonstrates labeling of the syringe.					
	5. Demonstrates knowledge of proper vaccine handling (maintenance of temperature)					

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D. Administering Immunizations	1. Washes hands or uses appropriate hand sanitizer. If office policy, puts on disposable gloves.					
	2. Demonstrates knowledge of the appropriate route for H1N1 vaccine (IM or IN).					
	3. Positions patient and/or restrains the child with parent's help; locates anatomic landmarks specific for IM.					
	4. Preps the site with an alcohol wipe using a circular motion from the center to a 2" to 3" circle. Allows alcohol to dry.					
	5. Controls the limb with the non-dominant hand; holds the needle an inch from the skin and inserts it quickly at the appropriate angle (90° for IM)					
	6. Injects vaccine using steady pressure, withdraws needle at angle of insertion.					
	7. Applies gentle pressure to injection site for several seconds with a dry cotton ball.					
	8. Properly disposes of needles and syringe in sharps container. Properly disposes of vaccine vial.					
	9. Encourages comfort measures before, during and after the procedure					
	E. Records Procedures	1. Fully documents each immunization in immunization record: date, lot number, manufacturer, site, VIS date, name/initials.				
2. Ask for and updates patient's record of immunizations and reminds them to bring it to each visit (if supplied by local health department).						

Plan of Action: Circle desired next step and write in the agreed deadline and date for the follow-up performance review. a. Watch video on immunization techniques. b. Review vaccine organization's protocol and EMS agency's standard operating procedures. c. Review manuals, textbooks, wall charts or other guides. d. Review package inserts. e. Review H1N1 vaccine handling guidelines. f. Observe other staff with patients. g. Practice injections. h. Read Vaccine Information Statements. i. Be mentored by someone who has these skills. j. Role play with other staff interactions with parents and patients. k. Attend skills training or other courses or training. l. Attend health care customer satisfaction or cultural competency training. **Other:** _____

Employee Signature Date

Supervisor Signature Date

Plan of Action Deadline

Date of Next Performance Review