

OFFICIAL



COVID-19 vaccination programme: workforce and training toolkit

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Contents

- **National supply**
- **Workforce staffing models**
- **Legislation**
- **Regional mobilisation**
- **Training requirements**
- **Training journeys**
- **Job ads**

This workforce and training toolkit is for Regional Leads and Regional Workforce Leads to use as a practical guide that:

- provides information on the workforce and training approach to support the local mobilisation of workforce and training activities
- provides information that can be shared with appropriate stakeholders and delivery organisations
- explains how delivery organisations can access the national pool of staff
- includes templated recruitment communications and job ads for delivery organisations to use.

Please note the information in this pack will be updated, in particular the training requirements and pathways for each role. We'll share updates with you.

About this pack

This pack has been developed to support providers to prepare for the mobilisation of workforce and training. It contains information on the following:

- **Workforce delivery models:** Workforce staffing models including adverts to support local recruitment and guidance on the employment credentials that will need to be in place for each of the staff groups.
- **National supply:** The mechanisms to draw down from the nationally procured contracts with lead providers as this is how local trusts will access new supply routes. An update on the NHS Professionals (NHSP) processes will be published shortly.
- **Mobilisation:** The frameworks for lead providers, an outline of the interface with local providers and regional workforce bureaux, to support workforce optimisation. There is also an outline of how rostering will work to support the deployment of the nationally recruited workforce.
- **Training:** Details of the training journeys for both registered and non-registered staff; including training requirements and modes of delivery.

Workforce and training: context

- Due to COVID-19 vaccination activity taking place in the middle of the NHS pandemic response, at the same time as flu vaccinations and during winter, workforce capacity is challenging.
- Planning needs to focus on identifying workforce capacity beyond the core vaccinators working in the NHS (by expanding who is able to administer a vaccine through the changes to medicines legislation).
- The role of the vaccinator and registered healthcare professional have been developed to be generic roles, filled by people with the relevant skills, so we are less reliant on one staff group.
- The roles have been banded through Agenda For Change for the tasks and competencies required and a briefing will be made available to support discussions at local level with staff side.
- Some staff will be newly recruited to the NHS (new vaccinators) while others will be freed up by NHS organisations where possible.
- There are existing staff in our current workforce who want to support with vaccinations and they should be offered the opportunity to do this, ensuring sufficient breaks are built in and the working time directive is complied with.
- All staff, regardless of how they are secured, will need to undergo national training and competency assessment before they can vaccinate patients (except for volunteers from St John Ambulance who will have already been trained). Supervision must be provided.
- The recommended staffing pod models can be flexed depending on local requirements. The skill mix must be assured at a local level through safe staffing and clinical supervision arrangements.
- Deployment will prioritise the use of existing staff and local temporary recruitment. Where there is insufficient capacity identified locally, providers can access additional capacity via National Workforce Suppliers (see next two pages).

National workforce suppliers

Supplier	Overview of support to be provided	Roles to be provided by supplier	How do I access national supply?	Contract status
NHS Professionals (NHSP)	We are continuing discussions with our partner NHSP about running a target 'call for action' to recruit additional workforce. We anticipate they will be responsible for the end-to-end process, from managing centralised demand, to recruitment and virtual training, to employing the staff.	<ul style="list-style-type: none"> Vaccinator - Pay Band 4 RHCP* - Draw-up & Clinical Assessment* - Pay Band 5 Registered Healthcare Professional* - Pay Band 6 Healthcare Assistant* - Pay Band 3 Vaccine Admin Support* - Pay Band 3 <p>*The provision of this role is still being discussed with NHSP and will be confirmed.</p>	<p>The National Team are in negotiations around a nationally agreed and managed single Call-off Contract with NHS Professionals (via the Crown Commercial Services Framework- Flexible Resource Pool RM6158) being set up for NHS bodies to draw down upon. In this case, all lead providers/employers will be listed as recipients of the Services provided by NHS Professionals. NHS Professionals will ensure that their staff access national e-learning and attend face-to-face training. Face-to-face training will need to fall under the responsibility of each provider.</p> <p>The specific draw down process has been confirmed. The National Team will communicate this to the lead providers shortly.</p>	In principle agreed
St John Ambulance (SJA)	<p>SJA will manage and deploy 30,500 volunteers to vaccination centres, including 10,000 vaccinators. This will be available across all seven regions.</p> <p>Please note there are two contracts with SJA:</p> <ol style="list-style-type: none"> Mobilisation Contract- to recruit, train and undertake DBS checks for their 30,500 volunteers. Workforce Delivery Contract- the specific requirements for deployment 	<ul style="list-style-type: none"> Volunteer Vaccinator Steward - Patient Interaction Enhanced Steward - Vaccine Info 	<p>Lead providers can contact SJA to discuss mobilisation and plans of action by emailing NHS-Vaccinations@sja.org.uk</p> <p>Negotiations with SJA for the Workforce Delivery Contract continue and are currently with NHS Resolution to ensure the relevant clinical negligence provisions are in place to protect lead providers and volunteers.</p> <p>To access the Volunteer Workforce please follow the following steps:</p> <ol style="list-style-type: none"> Workforce Bureau and/or System Lead Employer provides the workforce requirement to the nominated Point of Contact via the prescribed online form [the link from SJA will be shared with Lead Providers only shortly] SJA Single Point of Contact uploads the required shifts onto the SJA Global Rostering Service (GRS) SJA Volunteers will then self-roster the shifts System Lead Provider will be required to put in place honorary contracts for Vaccinator Volunteers only to ensure necessary clinical governance is in place in line with existing lead employer processes SJA Volunteer will be inducted, trained and deployed as per System Lead Employer requirements SJA will invoice NHS England and NHS Improvement directly every month for the services delivered in that monthly period. All invoices to NHSE/I will be broken down regionally. 	<p>In place</p> <p>In principle agreed</p>

National workforce suppliers

Supplier	Overview of support to be provided	Roles to be provided by supplier	How do I access national supply?	Contract status
Occupational health providers	Multiple Occupational Health Providers can provide additional Registered Occupational Health Professionals.	<ul style="list-style-type: none"> Registered OH Nurse - Onsite / face-to-face OHA (qualified OH nurse; part 3 of register) Onsite / face-to-face 	<p>The Occupational Health DPS Framework with 23 suppliers is accessible from the NHS England and NHS Improvement People Directorate. To access the Framework please follow the following steps:</p> <ol style="list-style-type: none"> 1. Provider/trust to identify specific requirements eg 2 OH nurses to work at X location for 2 months. 2. Provider/trust to identify the required local funding [to be confirmed with Finance the flow of funding] 3. Region accesses full list of accredited suppliers on NHS Health at Work Network https://www.nhshealthatwork.co.uk/covid.asp 4. Once a supplier is identified through the Framework, Lead Employers can contact the supplier directly and enter an agreement with them. 5. OHP employee will be inducted, trained and deployed as per the System Lead Provider requirements. 6. The Provider/ Trust will be invoiced directly. 	In place
Bring Back Staff	The Bring Back Scheme mechanism is where the System Lead Provider identifies a BBS colleague.	<ul style="list-style-type: none"> Vaccinator - Pay Band 4 RHCP - Draw-up & Clinical Assessment*- Pay Band 5 Registered Healthcare Professional- Pay Band 6 	<p>Existing BBS routes should be undertaken by the NHS organisation.</p> <p>Where routes do not exist, NHS Professionals may be used as a route to contract.</p>	In place
Royal Volunteer Services	RVS can provide c.50,000 volunteers aligned to the current NHS Volunteer Responder model.	<ul style="list-style-type: none"> Steward - Patient Flow 	<p>The National Team are in negotiations with RVS for a National Contract where all NHS Organisations will be able to access via the GoodSam App.</p> <p>To access the Volunteer Workforce please follow the following steps:</p> <ol style="list-style-type: none"> 1. Workforce Bureau staff and/or System Lead Provider staff will be trained via an online webinar on how to upload requests onto the GoodSam application. 2. Workforce Bureau and/or System Lead Provider uploads demand to the GoodSam application 3. Volunteer will respond to Good Sam application and sign up to shifts within their geographical areas. 4. Should there be any issues or queries in relation to the Volunteers, RVS will provide a Regional Relationship Manager who will be your first escalation point. 5. RVS Volunteer will be inducted and deployed as per the System Lead Provider Requirements. 6. RVS will invoice NHS England and NHS Improvement directly every month. 	In principle agreed

Workforce summary based on one vs multiple pod site (1)

- The table below outlines the workforce requirements to support the safe and effective delivery of vaccinations across a single vs a multiple pod site. This should be used for large-scale and community models. *Please note that the table below does not account for full-time equivalent (FTE) sick leave, breaks, 2 shifts per day.*
- Site size dictates the required governance structure, which can vary between a one pod site vs multiple pod site as scaling involves increased management governance and accountability. This is a recommended workforce structure only and it is subject to local flexibility and adjustment.

Role	Band	Description	Total number of workforce required		Narrative and comments
			<i>One pod site</i>	<i>Multiple pod site</i>	
Registered Healthcare Professional (HCP)	6	<ul style="list-style-type: none"> Supervision* of the vaccination activity and staff within the pod and observation area. 	1	1 per pod	<p>For scaling purposes, the numbers show the roles needed relative to the pod ratio, but does not imply the location of the roles <u>inside</u> the pod.</p>
	5	<ul style="list-style-type: none"> Responsible for the patient clinical assessment pre-vaccination (x5). Responsible for vaccination draw-up (x1). 	6	6 per pod	
Vaccinator	4	<ul style="list-style-type: none"> Responsible for the delivery of vaccination. Responsible for the disposal of clinical waste and change of PPE (when required). 	2	2 per pod	
Healthcare Assistant (HCA)	3	<ul style="list-style-type: none"> Responsible for sanitisation and infection control (e.g. wipe down surfaces). Support the vaccination process. 	1	1 per pod	
Admin Support	3	<ul style="list-style-type: none"> Responsible for patient record keeping. Responsible for recording vaccination data (such as batches, numbers). 	2	2 per pod	
Post Vaccination Observation	SJA	<ul style="list-style-type: none"> Responsible for managing the post vaccination observation area & provide BLS. 	2	2 per pod	
Marshal	Volunteer	<ul style="list-style-type: none"> Responsible for patient flow management. 	5	5 per pod	
Patient Advocate	SJA	<ul style="list-style-type: none"> Responsible for answering patient queries and address any concerns. 	1	1 per pod	
Front of House	Proposed Band 2	<ul style="list-style-type: none"> Responsible for patient check-in and pod allocation. Responsible for patient queries on the day. 	2	2 per pod	
Marshal	Volunteer	<ul style="list-style-type: none"> Responsible for patient flow management. 	5	5 per pod	

*Safe staffing and supervision guidance will be developed and provided by the national programme.

Workforce summary based on one vs multiple pod site (2)

- The table below outlines the workforce requirements to support the safe and effective delivery of vaccinations across a single vs. a multiple pod site. This should be used for large-scale and community models. *Please note that the table below does not account for FTE sick leave, breaks, 2 shifts per day.*
- Site size dictates the required governance structure, which can vary between a one pod site vs multiple pod site as scaling involves increased management governance and accountability. This is a recommended workforce structure only and it is subject to local flexibility and adjustment.

Role	Band	Description	Total number of workforce required		Narrative and comments
			<u>One pod site</u>	<u>Multiple pod site</u>	
Registered Healthcare Professional (HCP)	6	<ul style="list-style-type: none"> Supervision* of the clinical assessment activity. Escalation point for clinical assessment. 	0	1 per max 3 pods	Within the one pod site, the clinical assessors can escalate to the Senior Manager. Scaling up, we anticipate the need of a Band 6 as direct escalation point, one responsible for up to three pods.
Senior Manager	Proposed 8b-8c	<ul style="list-style-type: none"> Responsible for clinical and operational oversight, governance of the site and staff supervision. 	1	0	Within the one pod site, a Senior Manager is able to oversee both clinical and operational activity. Scaling up to multiple pods, this role requires separation of responsibility; therefore we propose that instead of a Senior Manager, a Nursing Manager is responsible for the clinical oversight of a maximum of 3 pods and there is on-site presence of an Ops Director (see below) responsible for operational oversight.
Nursing Manager	8a	<ul style="list-style-type: none"> Responsible for clinical escalations. Responsible for overseeing the clinical activity for the pod and clinical assessment area. 	0	1 per max 3 pods	
Medical Director	Med Gr.	<ul style="list-style-type: none"> Responsible for clinical leadership site(s) governance. Responsible for clinical escalations above the Nursing Manager or Senior Manager. 	1 per site to over remote oversight of difficult clinical queries	At least 1 per Lead Trust covering multiple sites (remote)	We anticipate that a Medical Director can oversee multiple sites remotely. This role may be covered by the GP in the PCN model.
Operations Director	ESM Equiv.	<ul style="list-style-type: none"> Responsible for non-clinical leadership & operational delivery of vaccination centre(s). Responsible for ensuring all workforce, consumables and equipment are in place. 	At least 1 per Lead Trust covering multiple sites (remote)	1 per site (on site)	We anticipate that the Ops Director can oversee multiple <u>one</u> pod sites remotely. For <u>multiple</u> pod sites, this role may be required in-person, dedicated to that site.
Pharmacy Team		Pharmacy input and oversight must be considered for large vaccination sites to maintain product integrity, ensure appropriate cold chain processes are in place and adequate training to handle the vaccine is in place. Good pharmaceutical oversight is essential to ensure patient safety: all aspects of ordering, receipt, storage and onward supply from stock of vaccine and medicines should be provided by a senior member of the local pharmacy team. <i>Standard operating procedures (SOPs) are in development to support this process.</i>			

*Safe staffing and supervision guidance will be developed and provided by the national programme.

Workforce deployment: workforce by delivery model and supplier pools

Delivery Model	Role	Pay Band	No./pod*	No./site	Total	Supplier pool
Large-scale Mass Delivery Model – multi pod site <ul style="list-style-type: none"> A single location, capable of supporting safe provision of vaccinations over an extended period to large numbers of people in a predominantly indoor setting 	Vaccinator*	4	2	10	149 (all bands & volunteers)	NHSP, SJA
	RHCP – Draw-up & Clinical Assessment	5	6	30		Staff Sharing, Secondment, BBS, NHSP
	Registered HCP – Supervisor**	6	1	5		Staff Sharing, Secondment, BBS, NHSP
	HCA	3	1	5		Staff Sharing, Secondment, NHSP
	Vaccination Admin Support	3	2	10		Staff Sharing, Secondment, NHSP
	Marshal – Patient Flow	NHSV	5	50***		NHSV
	Patient Advocate – Patient Interaction	SJA	1	5		SJA, NHSP
	Front of House / Reception	2	2	10		Existing workforce bank, NHSP
	Nursing Manager	8a	0.3	2		Staff Sharing & Secondment
	Medical Director	Med Gr	0.2	1		Staff Sharing & Secondment
	Operations Director	Gr/ESM	0.2	1		Staff Sharing & Secondment
Post-vaccination Observation & BLS	SJA	2	10	SJA		

Delivery Model	Role	Pay Band	No./model	Total	Supplier pool
Roving Vehicle Model – Housebound A mobile team which delivers vaccines to housebound and shielding citizens who are unable to visit a vaccination centre	RHCP – Experienced Vaccinator	5-6	1	2 (all bands)	Staff Sharing, Secondment, BBS, NHSP
	GP	Contact to review household patient lists			GP Contact
Roving Vehicle Model – Detained A mobile team which delivers vaccines to citizens living in detained estates who are unable to visit a vaccination centre	RHCP – Vaccinator	5	3	5 (all bands)	Staff Sharing, Secondment, BBS, NHSP
	HCA	3	1		SJA, NHSP
	Driver (Cat B)	3	1		SJA
Roving Vehicle Model – Residential A mobile team which delivers vaccines to citizens living in fixed residential sites who are unable to visit a vaccination centre	RHCP – Vaccinator	5	3	5 (all bands)	Staff Sharing, Secondment, BBS, NHSP
	HCA	3	1		SJA, NHSP
	Driver (Cat B)	3	1		SJA

Delivery Model	Role	Pay Band	No./pod*	No./site	Total	Supplier pool
Community Site Mass Delivery Model – one pod site <ul style="list-style-type: none"> Deployed to specific areas that are not well served by the fixed/mass site model There are two types: <ul style="list-style-type: none"> Vehicles that deploy staff and equipment and repurpose existing community estates A dedicated vehicle that houses the necessary staff, equipment and space to deliver the vaccine to citizens onboard 	Vaccinator*	4	2	3	24 (all bands & volunteers)	NHSP, SJA
	RHCP – Draw-up & Clinical Assessment	5	6	6		Staff Sharing, Secondment, BBS, NHSP
	Registered HCP – Supervisor	6	1	1		Staff Sharing, Secondment, BBS, NHSP
	HCA	3	1	1		Staff Sharing, Secondment, NHSP
	Vaccination Admin Support	3	2	2		Staff Sharing, Secondment, NHSP
	Marshal – Patient Flow	NHSV	5	5		NHSV
	Patient Advocate – Patient Interaction	SJA	1	1		SJA, NHSP
	Front of House / Reception	2	2	2		Existing workforce bank, NHSP
	Senior Manager	8b-8c	1	1		Staff Sharing & Secondment
	Post-vaccination Observation & BLS	SJA	2	2		SJA

Delivery Model	Role	Pay Band	No./model	Total	Supplier pool
Health and Social Care Model – Acute Trusts Delivery for NHS Trust and Primary Care Employees, vaccinated by their employer in a peer model or through an outsourced occupational health model	RHCP – Vaccinator	5	1	3 (all bands)	Existing workforce bank, staff sharing & secondment, BBS, OHP
	HCA	3	1		
	Admin Support	5	1		

- The expected workforce requirements by role and band are set out in the tables alongside the likely draw-down process from existing staffing pools.
- The figures assume that 1.0 FTE provides 0.78 FTE of delivery time, accounting for leave, sickness, training etc. Vaccinations take 3 min at fixed and mobile vaccination centres (exclude pre/post vacc checks), 10 min at acute sites, 60 min at households (including travel) and 15 mins per residential and detained estates.
- Acronyms: SJA (St John Ambulance), NHSP (NHS Professionals), NHSV (NHS Volunteers), BBS (Bring Back Scheme), RHCP (Registered Healthcare Professional).

*Mass models: The vaccinator figures are shown for the hand-washing only requirement post each vaccination. If full PPE change is required, a higher number of vaccinators will be needed per pod. The model assumes 5 pods per fixed site.

**This role does not include the potential Supervisor needed to oversee the Clinical Assessment activity which may be required in large-scale sites.

*** Marshal numbers have been calculated for a one pod site and may be scaled down in large sites.

Legislation

As part of establishing arrangements to ensure that the UK is able to deploy a vaccine when one becomes available, the Department of Health and Social Care amended the 2012 Human Medicines Regulations. These amendments:

1. Ensure that conditions can be attached to the temporary authorisation of an unlicensed vaccine, which allow the licensing authority to ensure that these products, where appropriate, can be treated in a similar way to products with a full marketing authorisation.
2. Extend immunity from civil liability for regulation 174 so that it applies not just to manufacturers and healthcare professionals but also to the company placing the unlicensed vaccine on the market, and to clarify the consequences on immunity, should there be a breach of the conditions imposed.
3. Enable the expansion of the workforce who can administer a vaccine under an NHS or Local Authority Occupational Health Scheme.
4. Ensure the COVID-19 vaccine can be promoted as part of the national vaccination campaigns.
5. Make provisions for wholesale dealing of the vaccines/treatments, in the case that the vaccine/treatment needs to be moved between premises at the end of the supply chain.

Who can be a vaccinator?

	Experienced vaccinators	Can vaccinate with training	Post legislative change
RHCP	Practice nurses (NMC)* School nurses (NMC)* Donor nurses (NMC) * Midwives (NMC)* Occupational Health Providers (NHS)* Community Pharmacists* (GPhC) St John Ambulance* (clinical staff - paramedics) Dentists (GDC) GPs (GMC) Paramedics (HCPC)* Nursing Associates (NMC -require supervision)	Physiotherapists (HCPC)* Radiographers (HCPC)* Pharmacists (GphC) [Primary Care & Hospital setting] * Pharmacy technicians (GphC) Chiropodists and podiatrists* Dental hygienist* Dental therapist* Dietitian* Occupational therapist* Optometrist* Orthoptist* Orthotist and Prosthetist* Speech and language therapists	St John Ambulance Volunteers TBC, others may include: <ul style="list-style-type: none"> • Students • [Those with some first aid training] • Airline staff • Lifeguards • Community fire officers
Non-RHCP	Gp Practice HCAs	Physicians associates Phlebotomists Blood & Transfusion Donor carers HCA's Medical students	<p>We plan to train and deploy the workforce in three phases:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Train and deploy Registered Healthcare Professionals experienced in vaccinations <input type="checkbox"/> Train and deploy Registered Healthcare Professionals and healthcare workers inexperienced in vaccinations. <input type="checkbox"/> Train and deploy non healthcare workers who will be recruited through a call to action for the new vaccinator role.

Healthcare professionals who can administer vaccines under PGD are highlighted with *

Onboarding guidance for the COVID-19 vaccination programme

The following guidance sets out the requirements for onboarding a new workforce.

Guidance	
Pre-employment checks	Must be in compliance with the temporary Covid-19 guidance and FAQs issued by NHS Employers.
Indemnities	<p>The Service Provider is responsible for the clinical governance arrangements for the services provided under the terms of their commissioning contract.</p> <p>For their directly employed staff, cover will be provided by CNST (Statutory sector) or CNSGP (GP practice) for clinical services.</p> <p>For staff from other healthcare providers or volunteers working in a provider (not directly employed), host contracts, secondment agreements and MOU agreements will be used to ensure appropriate governance (eg indemnity and data protection).</p> <p>Draft MOU and host contract agreements are being completed to support the services and will be shared in due course.</p> <p>Providers must also assure themselves that relevant public liability, employer's liability and professional indemnity are in place. This is captured in the commissioned service specifications.</p> <p>Further engagement is ongoing with NHS Resolution and Primary Care to finalise arrangement.</p>
Occupational Health requirements	Working assumption that minimum Occupational Health Requirements will be required by the vaccinating workforce (as per St John Ambulance guidance) however, an Occupational Health specification is being drafted and is due to be released week starting 30 November 2020.

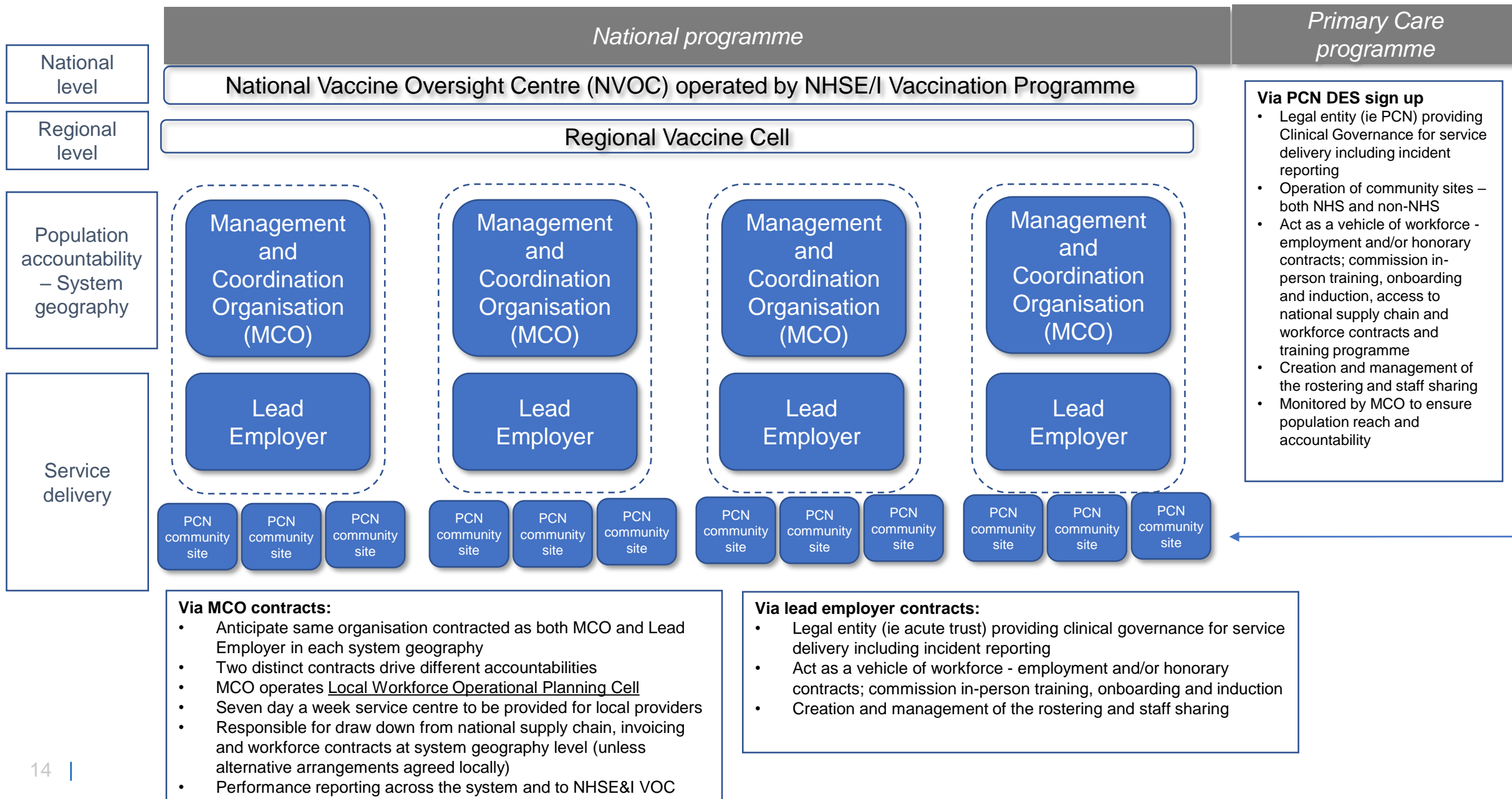
DBS checks

The DBS free and fast track service is strictly limited to regulated activity and where healthcare is being delivered by a registered healthcare professional, or under the direction or supervision of a registered healthcare professional. Latest advice suggests those administering the vaccine would fall under this definition and would therefore be eligible for a free and fast track DBS. However, the need to obtain a check is dependent on the factors outlined below:

Workforce	DBS guidance
Healthcare workers already working in the NHS	<ul style="list-style-type: none"> • Staff who have had a DBS check within the last three years, or are subscribed to the DBS Update Service, do not need to reapply. • Where this is not the case, eg the DBS check was carried out more than three years ago, or their original disclosure showed offences that might need to be considered, then consideration must be given as to whether a new check would be required. • Those newly recruited to the NHS to work in regulated activity will be eligible for a free and fast track check.
Deploying individuals through BBS scheme	<ul style="list-style-type: none"> • Staff from the Bring Back Scheme who can present a letter issued through the relevant regional team confirming clearances obtained, do not need to reapply. • DBS clearances must be at the correct level for the work being undertaken. If no criminal record information was declared in their original disclosure, then a further check should not be necessary. • If there is a trigger for a new check and the staff member in regulated activity, they are eligible for a free and fast track check. Other levels of check may be required for different support roles (see note on non-regulated activity below) • Local trusts may require other pre-employment checks such as requiring individuals to show photographic ID on their first day. This will be clarified locally.
Support roles (non-regulated activity)	<ul style="list-style-type: none"> • Recruitment to non-regulated role may require DBS check. • Although there is no equivalent fast track service for support roles, provisions are in place to enable them to start work or volunteer under supervision, until their disclosure is received (in line with lead employer processes). • NHS Employers has produced a guide outlining a range of role based scenarios and eligibility for different levels of check.
Recruitment through NHS Professionals	<ul style="list-style-type: none"> • Contractual arrangement that their staff will be DBS checked
Volunteers	<ul style="list-style-type: none"> • Volunteers from the Royal Voluntary Service, St John Ambulance and the Red Cross are likely to have had DBS clearances but assurance will be required. SJA is contracted to DBS to check their staff. • The NHS Volunteer Responders are not DBS checked and will need to be screened for unspent convictions on application.

DBS guidance on COVID-19 roles which would be eligible for this type of check can be found on [gov.uk](https://www.gov.uk).

There is a regional oversight and assurance of the programme working with management and co-ordination organisations (MCOs) and providers to ensure successful delivery locally



Workforce roles and responsibilities

Level/activity	National Vaccination Oversight Centre (NVOC)	Regional Vaccination Cell – Workforce Workstream	Management and Co-ordination Organisation (MCO)* (Management and Co-ordination of COVID-19 vaccination programme at ICS level)	Lead Employer (COVID-19 Roving Model and COVID-19 Large Scale and Community Model)	Other Providers (PCNs and Trusts)
Accountability and responsibility	<ul style="list-style-type: none"> - Accountable to National COVID-19 Vaccination Board - Responsible for national oversight of the COVID-19 Vaccination Programme 	<ul style="list-style-type: none"> - Accountable to the National Vaccination Oversight Centre (VOC) - Responsible for regional oversight and assurance of workforce elements of NE&Y COVID-19 Vaccination Programme 	<ul style="list-style-type: none"> - Accountable to Regional Vaccination Cell Board via contracted services - Responsible for delivery of workforce elements of Management and Co-ordination of COVID-19 vaccination programme at STP level 	<ul style="list-style-type: none"> - Accountable to Management and Co-ordination of COVID-19 vaccination programme at STP level) - Responsible for delivery of workforce elements of COVID-19 Roving Model and COVID-19 Large Scale and Community Model 	<ul style="list-style-type: none"> - Accountable to MCO via contracted services - Responsible for delivery of workforce elements of PCNs through enhanced service contracts (PCNs) and vaccination of on staff (NHS Trusts and PCNs)
Oversight and assurance	<ul style="list-style-type: none"> - Oversight and assurance of workforce plans at regional level – progress against workforce requirements by staff group and delivery model - Use of the Workforce Planning Tool to understand capacity vs demand 	<ul style="list-style-type: none"> - Oversight and assurance of workforce plans at each MCO and regional level – progress against workforce requirements by staff group and delivery model** - Use of the Workforce Planning Tool to understand capacity vs demand 	<ul style="list-style-type: none"> - Co-ordination of workforce plans within ICS – progress against workforce requirements of lead employers and PCNs across all delivery models** - Use of the Workforce Planning Tool to understand capacity vs demand 	<ul style="list-style-type: none"> - Monitoring progress of workforce plans within own contracted delivery models - progress against workforce requirements at individual level per delivery model through existing workforce, national contract call off and local recruitment*** - Responsible for maintaining the Workforce Planning Tool 	<ul style="list-style-type: none"> - Monitoring progress of workforce plans within own contracted delivery models - progress against workforce requirements at individual level per delivery model through existing workforce, national contract call off and local recruitment - Inputting into the workforce planning tool at least weekly
Workforce planning	<ul style="list-style-type: none"> - Modelling of population, delivery models and workforce requirements at regional level - Production of standard role descriptions and workforce service specifications 	<ul style="list-style-type: none"> - Support MCO with ICS level modelling of population, delivery models and workforce requirements including Lead Employer and PCN** - Sharing of standard role descriptions and workforce service specifications 	<ul style="list-style-type: none"> - Overall workforce planning for system with Lead Employers and PCNs to deliver workforce requirements** - Adopt or adapt of standard role descriptions and workforce service specifications 	<ul style="list-style-type: none"> - Workforce planning for fixed mass site, mobile mass site and roving site workforce requirements – current workforce, workforce required, workforce gap and plan *** - Adopt or adapt of standard role descriptions and workforce service specifications 	<ul style="list-style-type: none"> - Planning of own workforce requirements to vaccinate own staff – current workforce, workforce required, workforce gap and plan (PCN and Trusts) - Planning of own workforce requirements to deliver NHS ES contact – current workforce, workforce required, workforce gap and plan (PCN only)
Workforce supply	<ul style="list-style-type: none"> - National contracting with NHS Professionals, St John Ambulance, NHS Volunteers and OH providers - National recruitment campaigns for clinical and non clinical vaccination workforce 	<ul style="list-style-type: none"> - Regional link with NHS Professionals, St John Ambulance, NHS Volunteers and OH providers** - Supporting MCOs to ensure NHS Professionals, St John Ambulance, NHS Volunteers and OH providers workforce has equitable access** 	<ul style="list-style-type: none"> - Reallocation of available workforce across providers when gaps arise** - System draw down of NHS Professionals, St John Ambulance, NHS Volunteers and OH providers contract** - Access to any supply identified through national campaigns or regionally identified 	<ul style="list-style-type: none"> - Local deployment of existing workforce to fulfil own workforce requirements*** - Deployment of NHS Professionals, St John Ambulance, NHS Volunteers and OH providers workforce*** - Local recruitment and employment of workforce*** 	<ul style="list-style-type: none"> - Local deployment of workforce to fulfil delivery of own staff vaccinations (PCN and trusts) - Deployment of NHS Professionals, St John Ambulance, NHS Volunteers and OH providers workforce*** - Local recruitment and employment of workforce***
Training	<ul style="list-style-type: none"> - Production of Training Needs Analysis and relevant standards against delivery models, workforce roles and workforce service specifications - Production of accessible training products against delivery models, workforce roles and workforce service specifications 	<ul style="list-style-type: none"> - Signpost MCO to TNA, relevant standards and training products against delivery models, workforce roles and workforce service specifications - Support MCO with advice and expertise to develop training delivery plans 	<ul style="list-style-type: none"> - Develop system capacity and plans to deliver relevant standards against delivery models, workforce roles and workforce service specifications** - Adopt or adapt accessible training products against delivery models, workforce roles and workforce service specifications 	<ul style="list-style-type: none"> - Access training products against delivery models, workforce roles and workforce service specifications*** - Ensure workforce are trained and complaint with relevant training *** 	<ul style="list-style-type: none"> - Access training products against delivery models, workforce roles and workforce service specifications - Ensure workforce are trained and complaint with relevant training

* MCO and lead employer expected to be contracted as the same organisations in each ICS operating under different service specifications

**Specified in draft service specification 'Management and Co-ordination of COVID-19 vaccination programme at STP level'

*** Specified in draft service specifications for 'COVID-19 Roving Model' and 'COVID-19 Large Scale and Community Models'

NHS Foundry Workforce Planning Tool

Introduction

- The Foundry Workforce Planning Tool allows lead providers to enter, view and manage workforce planning data. The tool will allow you to compare modelled workforce demand against the actual workforce availability over time and identify potential gaps.
- It is expected that regions will meet the minimum standard of input to the workforce tool to comply with reporting requirements.
- The tool has additional functionality that will be turned on, which enables detailed forecasting and planning at delivery model level.

Accessing the Workforce Planning Tool

- Regional leads will receive instructions to sign-up to NHS Foundry. Once registered, you will need to request access to the Workforce tool via the service desk since workforce data contains personally identifiable information.
- To request access please send an email with the text below to agem.covid-19datasharing@nhs.net

I have recently signed up for access to the COVID Immunisation and Vaccination workflows on NHS Foundry.

Please could I request access to the 'Regional Immunisation and Vaccine Ops Workforce - <REGION_NAME>' purpose. This is required as I will be viewing, editing and managing the workforce data within the NHS for my region.

- Note: it may take 2-3 days to gain approved access.

Excel bulk upload for new employees

- Note: you should only bulk upload **new** data via the Excel upload, use the tool to manage workforce data once it has been uploaded to NHS Foundry.

Deployment and rostering from NHS Professionals

Lead providers/employers will be responsible for managing the deployment of staff. Below is an outline of the way in which rostering will be undertaken to enable supply from NHS Professionals (NHSP).

Existing NHSP clients

NHSP has integration in place, which enables providers to fulfil vaccination demand via their existing rostering solution.

Staff will be paid using the standard NHSP ESR payroll feature.

New clients using the Allocate technology platform

New NHSP customers can receive information from NHSP to their current Allocate software via a bulk upload facility and file standard.

Staff will use the lead provider/employer's technology to self-select shifts or be allocated to shifts depending on the role.

Providers/employers to onboard new staff members and use their current system to push out a payroll weekly, paying staff using the standard trust ESR payroll.

In phase 2 – clients may adopt cloud staff collaboration if required.

New clients to NHSP not using the Allocate technology platform

New NHSP customers will receive the information from the national campaign to their current software (not Allocate) via a bulk upload facility and file standard.

Staff will use the lead provider/employer's technology to self-select shifts or be allocated to shifts depending on the role.

Providers/employers to onboard new staff members and use their current system to push out a payroll weekly, paying staff using the standard trust ESR payroll.

Employment model

Providers/employers can also elect to recruit staff from NHSP directly via employment contracts. There will be pass through costs as would be expected with an agency model.

Vaccinator training requirements summary

- For staff to qualify as COVID-19 vaccinators they will complete:
 - **Review of programme overview pack** (incl. overview of COVID-19, COVID-19 vaccine(s), delivery models, roles and citizen journey)
 - **Immunisation training*** (3 essential modules of the national e-learning programme and/or local training)
 - **COVID-19 vaccine-specific training** (national e-learning and/or local training using PHE materials; F2F/virtual where possible)
 - **Anaphylaxis training*** (national e-learning and/or local training; F2F where needed depending on skills and previous experience)
 - **Basic Life Support training*** (F2F local training where needed depending on skills and previous experience)
 - **IM injection administration training** (if inexperienced in vaccination; F2F local training)
 - **Training on administering under a PGD or national protocol** (national PGD e-learning and local training on the national protocol using PHE material)
 - **NHS statutory/mandatory training (eg IG, IPC, H&S, fire safety, safeguarding)**** (national e-learning or local training)
 - **A suitable period of supervised practice to be signed off by the clinical supervisor** (if inexperienced in vaccination)
 - ***Clinical Supervision needs to be provided for the entire workforce involved in vaccination.***

**unless completed in the past 12 months*

***unless previously completed*

- There should also be **'on-site' onboarding/induction** to cover IT, workstation assessments, site flow, SOPs, site-specific PPE requirements, individual roles and how they relate to each other. This will need to be site-specific so will be developed and delivered by regional and local teams. An 'onboarding checklist' will be provided nationally to support this.

Non-vaccinator workforce training requirements

All non-vaccinator roles (both clinical and non-clinical) will need to receive/complete the following:

- **A programme overview pack** (incl. overview of COVID-19, COVID-19 vaccine(s), delivery models, roles and citizen journey)
- **Statutory/mandatory training** (eg IG, IPC, H&S, fire safety, safeguarding) – *as applicable and where not previously completed*
- **‘On-site’ onboarding/induction** to cover IT, workstation assessments, site flow, SOPs, site-specific PPE requirements, individual roles and how they relate to each other, etc. This will need to be site-specific so will be developed and delivered by regional and local teams. *A draft onboarding ‘checklist’ is included in the appendix, we would welcome comments.*
- **Managerial supervision** *needs to be provided for the entire workforce involved in vaccination.*

Clinical staff will also need to ensure that all of their role specific training is up to date.

Training requirements: overview



Training
~2 weeks

Competency sign-off
Time depends on individual needs

Programme overview pack	Immunisation training (general principles) ~1.5 hours (e-learning) / TBC (F2F/virtual)	COVID-19 vaccine-specific training 2-3 hours (e-learning) / ~3 hours (F2F/virtual)	Anaphylaxis & BLS training ~TBC (e-learning) / ~2-3 hours (F2F/virtual)	Provider-mandated statutory/mandatory training ~1 day	Legal aspects of medicines administration (i.e. PGD / National Protocol) ~TBC (e-learning) / ~TBC (F2F/virtual)	Vaccine administration by IM injection training ~TBC (F2F)	On-site onboarding ~Half day	Competency sign-off
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Vaccinators	Registered HCPs who are experienced vaccinators (and have vaccinated in the last 12 months)	✓	✓	✓	✓	✓	✗	✓	✓
	Registered HCPs (either inexperienced in vaccination or experienced but haven't vaccinated in the last 12 months)	✓	✓	✓	✓	✓	✓	✓	✓
	Non-registered workforce	✓	✓	✓	✓	✓	✓	✓	✓
Clinical Managers	✓	✓	✓	✓	✓	✓	✓	✓	✓
Non-clinical roles	✓	✗	✗	✓	✓	✗	✓	✗	✗

Key:

- ✓ Needs to complete
- ✓ May need to complete
- ✗ Does not need to complete

Note: With the delivery of subsequent vaccines for COVID-19 there will be further requirements to provide vaccine-specific training to the workforce based upon the manufacturer's specification.

Vaccinator training journey per workforce group

Training component	Immunisation training	COVID-19 theoretical vaccine-specific training ***	Anaphylaxis training	BLS training	Statutory/ mandatory training	Administering under a PGD or national protocol training	Vaccine administration by IM injection training	Competency Assessment
	<i>E-learning and/or F2F/virtual</i>	<i>E-learning and/or F2F/virtual</i>	<i>E-learning and/or F2F/virtual</i>	<i>F2F</i>	<i>E-learning / Provider's own training</i>	<i>F2F/virtual</i>	<i>F2F</i>	<i>F2F</i>
Owner (of development)	PHE (<i>e-learning</i>); NHSE-I Regional/Local (<i>F2F/virtual</i>)	PHE (<i>e-learning</i>); NHSE-I Regional/Local (<i>F2F/virtual</i>) - using supportive materials provided by PHE	HEE (<i>e-learning</i>); NHSE-I Regional/Local (<i>F2F/virtual</i>)	NHSE-I Regional / Local	HEE (<i>e-learning</i>); NHSE-I Local Providers (own training)	NHSE-I Regional/Local - using supportive materials provided by PHE	NHSE-I Regional/Local	PHE (<i>Competency Assessment Tool</i>)
Owner (of delivery)	Employer (<i>e-learning</i>); NHSE-I Regional/Local (<i>F2F/virtual</i>)	Employer (<i>e-learning</i>); NHSE-I Regional/Local (<i>F2F/virtual</i>)	Employer (<i>e-learning</i>); NHSE-I Regional/Local (<i>F2F/virtual</i>)	NHSE-I Regional / Local	Employer (<i>e-learning</i>); NHSE-I Local Providers (own training)	NHSE-I Regional/Local	NHSE-I Regional/Local	NHSE-I Local Providers
1. Registered HCPs who are experienced vaccinators	No*	Yes	Yes*	Yes*	Yes**	Yes	No	Yes
2. Registered HCPs who are inexperienced in vaccination	Yes	Yes	Yes*	Yes*	Yes**	Yes	Yes	Yes (<i>incl. period of supervised practice</i>)
3. Non-registered workforce	Yes	Yes	Yes*	Yes*	Yes**	Yes	Yes	Yes (<i>incl. period of supervised practice</i>)

* If not completed in the last year ** If not previously completed ***Each vaccine has its own characteristics and requires its own training module to be completed.

Note: Training content for non-clinical staff will be developed centrally from materials already available for flu and will include the covid vaccine. All staff will need on the site training and induction as well as NHS mandatory training for those new to the NHS.

Training requirements: overview



Competency sign-off

		Training								Competency sign-off
		Programme overview pack	Immunisation training (general principles) ~1.5 hours (e-learning) / ~time locally determined (F2F/virtual)	COVID-19 vaccine-specific training 2-3 hours (e-learning) / ~3 hours (F2F/virtual)	Anaphylaxis & BLS/ILS training ~TBC (anaphylaxis e-learning) / ~2-3 hours (F2F/virtual)	Provider-mandated statutory/mandatory training ~1 day	Legal aspects of medicines administration (i.e. administering under a PGD / National Protocol) ~TBC (PGD e-learning) / locally determined (F2F/virtual)	Vaccine administration by IM injection training ~Time locally determined (F2F)	On-site onboarding ~Half day	Competency sign-off ~Time depends on individual needs
Vaccinators	Registered HCPs who are experienced vaccinators (and have vaccinated in the last 12 months)	✓	✓	✓	✓	✓	✓	✗	✓	✓
	Registered HCPs (either inexperienced in vaccination or experienced but haven't vaccinated in the last 12 months)	✓	✓	✓	✓	✓	✓	✓	✓	✓
	Non-registered HCWs	✓	✓	✓	✓	✓	✓	✓	✓	✓
Clinical Managers		✓	✓	✓	✓	✓	✓	✓	✓	✓
Non-clinical roles		✓	✗	✗	✓	✓	✗	✗	✓	✗

Key:

- ✓ Needs to complete
- ✓ May need to complete
- ✗ Does not need to complete

Training requirements/pathways: vaccinators

Registered HCPs who are experienced vaccinators (and have vaccinated in the last 12 months)



Programme overview pack

e.g. Welcome and overview of the COVID-19 vaccination programme; messaging for encouraging uptake / reassuring citizens / protecting the reputation of immunisation; NHS values and behaviours; overview of the delivery models and their purpose; descriptions of the roles within the delivery models; visual walkthrough of citizen journeys through the delivery models; welfare and wellbeing support available; FAQs; day 1 checklist

Format: Slides / PDF document
Owner of development: National Programme

Immunisation training <i>(where initial or update training not completed in the last year in line with National Min. Standards)</i>	Anaphylaxis & BLS/ILS training <i>(where not completed in the last year)</i>	COVID-19 Vaccine-specific Training	Statutory/Mandatory training <i>(where not previously completed)</i>	Legal aspects of medicines administration (i.e. administering under a PGD / National Protocol)
<p>General principles of vaccine storage, administration and legal aspects</p> <p>Format: e-learning or F2F/virtual (individual/Provider determination)</p> <p>Owner of development: PHE/HEE (e-learning); Local Providers (F2F)</p>	<p>Format: e-learning or F2F/virtual (anaphylaxis; individual/Provider determination); F2F/virtual (BLS/ILS)</p> <p>Owner of development: HEE (e-learning); Local Providers (F2F/virtual)</p>	<p>Format: e-learning and/or F2F/virtual using PHE slide set (individual/Provider determination)*</p> <p>Owner of development: PHE/HEE (e-learning); Local Providers using PHE slide set (F2F)</p>	<p>e.g. Information governance; Infection prevention control; H&S; Fire safety; Safeguarding; Equality and diversity; Conflict resolution; Dementia friends; Mental Capacity Act; <i>anything else the Provider deems necessary</i></p> <p>Format: e-learning on e-LfH or Providers' own training for existing staff</p> <p>Owner of development: HEE (e-learning); Local Providers</p>	<p>Format: e-learning or F2F/virtual (PGD); F2F/virtual (National Protocol)</p> <p>Owner of development: SPS/PHE (PGD e-learning); PHE (supportive materials on the National Protocol); Regional/Local Providers (F2F/virtual training on the National Protocol)</p>

On-site Onboarding

e.g. Recap of programme induction; Site-specific H&S and fire safety; Site-specific PPE requirements; Equipment familiarization; IT training; Workstation assessment; Site flow walkthrough; Descriptions of individuals' specific role and how all roles inter-relate; SOPs; Self-assessment checklist; *anything else the Provider deems necessary*

Format: F2F
Owner: Local Providers *(using supportive checklist provided nationally)*

Competency Sign-off

- Self-assessment against PHE vaccinator competency assessment tool *(relevant sections)*
- Suitable period of supervised practice until both assessor and vaccinator agree vaccinator is competent and confident *(if Provider deems necessary)*

Owner: Local Providers *(using competency assessment tool provided by PHE)*

**Whilst it is up to individuals/Providers to determine whether interactive training (F2F/virtual) is needed, experienced vaccinators would benefit from some interactive COVID-19 vaccine-specific training such as a live webinar so they have the opportunity to ask questions.*

Training requirements/pathways: vaccinators

Registered HCPs (either inexperienced in vaccination or experienced but haven't vaccinated in the last 12 months)

Programme overview pack

e.g. Welcome and overview of the COVID-19 vaccination programme; messaging for encouraging uptake / reassuring citizens / protecting the reputation of immunisation; NHS values and behaviours; overview of the delivery models and their purpose; descriptions of the roles within the delivery models; visual walkthrough of citizen journeys through the delivery models; welfare and wellbeing support available; FAQs; day 1 checklist

Format: Slides / PDF document
Owner of development: National Programme

Immunisation training	Anaphylaxis & BLS/ILS training <i>(where not completed in last year)</i>	COVID-19 Vaccine-specific Training	Vaccine administration by IM injection training <i>(where not previously completed)</i>	Statutory/Mandatory training <i>(where not previously completed)</i>	Legal aspects of medicines administration (i.e. administering under a PGD / National Protocol)
<p>General principles of vaccine storage, administration and legal aspects</p> <p>Format: e-learning and/or F2F/virtual (individual/Provider determination)</p> <p>Owner of development: PHE/HEE (e-learning); Local Providers (F2F)</p>	<p>Format: e-learning and/or F2F/virtual (anaphylaxis; individual/Provider determination); F2F/virtual (BLS/ILS)</p> <p>Owner of development: HEE (e-learning); Local Providers (F2F/virtual)</p>	<p>Format: e-learning and/or F2F/virtual using PHE slide set (individual/Provider determination)*</p> <p>Owner of development: PHE/HEE (e-learning); Local Providers using PHE slide set (F2F)</p>	<p>Format: F2F practical training</p> <p>Owner of development: Local Providers</p>	<p>e.g. Information governance; Infection prevention control; H&S; Fire safety; Safeguarding; Equality and diversity; Conflict resolution; Dementia friends; Mental Capacity Act; <i>anything else the Provider deems necessary</i></p> <p>Format: e-learning on e-LfH or Providers' own training for existing staff</p> <p>Owner of development: HEE (e-learning); Local Providers</p>	<p>Format: e-learning and/or F2F/virtual (PGD); F2F/virtual (National Protocol)</p> <p>Owner of development: SPS/PHE (PGD e-learning); PHE (supportive materials on the National Protocol); Regional/Local Providers (F2F/virtual training on the National Protocol)</p>

On-site Onboarding

e.g. Recap of programme induction; Site-specific H&S and fire safety; Site-specific PPE requirements; Equipment familiarization; IT training; Workstation assessment; Site flow walkthrough; Descriptions of individuals' specific role and how all roles inter-relate; SOPs; Self-assessment checklist; *anything else the Provider deems necessary*

Format: F2F
Owner: Local Providers (using supportive checklist provided nationally)

Competency Sign-off

- Assessment by individual and supervisor against PHE vaccinator competency assessment tool (*relevant sections*)
- Suitable period of supervised practice until both assessor and vaccinator agree vaccinator is competent and confident

Owner: Local Providers (using competency assessment tool provided by PHE)

* Whilst it is up to individuals/Providers to determine whether interactive training (F2F/webinar) is needed, inexperienced vaccinators will benefit from more interactive training where possible. It is strongly recommended that some interactive training which gives learners the opportunity to ask questions is made available for this group.

Training requirements/pathways: vaccinators

Non-registered workforce



Programme overview pack

e.g. Welcome and overview of the COVID-19 vaccination programme; messaging for encouraging uptake / reassuring citizens / protecting the reputation of immunisation; NHS values and behaviours; overview of the delivery models and their purpose; descriptions of the roles within the delivery models; visual walkthrough of citizen journeys through the delivery models; welfare and wellbeing support available; FAQs; day 1 checklist

Format: Slides / PDF document
Owner of development: National Programme

Immunisation training

General principles of vaccine storage, administration and legal aspects

Format: e-learning and/or F2F/virtual (individual/Provider determination)

Owner of development: PHE/HEE (e-learning); Local Providers (F2F)

Anaphylaxis & BLS/ILS training
(where not completed in last year)

Format: e-learning and/or F2F/virtual (anaphylaxis; individual/Provider determination); F2F/virtual (BLS/ILS)

Owner of development: HEE (e-learning); Local Providers (F2F/virtual)

COVID-19 Vaccine-specific Training

Format: e-learning and/or F2F/virtual using PHE slide set (individual/Provider determination)*

Owner of development: PHE/HEE (e-learning); Local Providers using PHE slide set (F2F)

Vaccine administration by IM injection training

Format: F2F practical training

Owner of development: Local Providers

Statutory/Mandatory training
(where not previously completed)

e.g. Information governance; Infection prevention control; H&S; Fire safety; Safeguarding; Equality and diversity; Conflict resolution; Dementia friends; Mental Capacity Act; *anything else the Provider deems necessary*

Format: e-learning on e-LfH or Providers' own training for existing staff

Owner of development: HEE (e-learning); Local Providers

Legal aspects of medicines administration
(i.e. administering under a National Protocol)

Format: F2F/virtual

Owner of development: SPS/PHE (PGD e-learning); PHE (supportive materials on the National Protocol); Regional/Local Providers (F2F/virtual training on the National Protocol)

On-site Onboarding

e.g. Recap of programme induction; Site-specific H&S and fire safety; Site-specific PPE requirements; Equipment familiarization; IT training; Workstation assessment; Site flow walkthrough; Descriptions of individuals' specific role and how all roles inter-relate; SOPs; Self-assessment checklist; *anything else the Provider deems necessary*

Format: F2F
Owner: Local Providers *(using supportive checklist provided nationally)*

Competency Sign-off

- Assessment by individual and supervisor against PHE vaccinator competency assessment tool *(relevant sections)*
- Suitable period of supervised practice until both assessor and vaccinator agree vaccinator is competent and confident

Owner: Local Providers *(using competency assessment tool provided by PHE)*

* This group should not undertake e-learning as their sole means of vaccination training. Interactive training (F2F/webinar) which gives learners the opportunity to ask questions must be provided for this group.

Training requirements/pathways: clinical managers

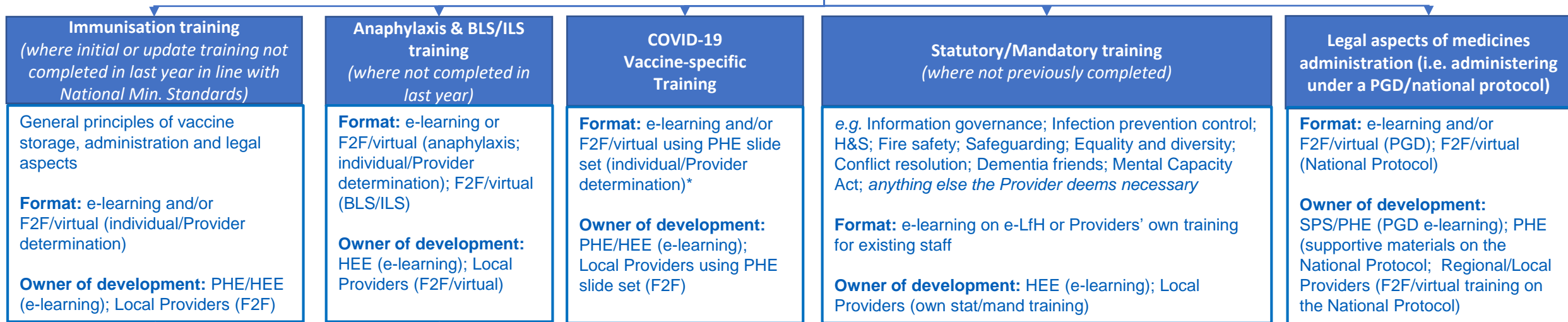
Registered HCPs with vaccination experience



Programme overview pack

e.g. Welcome and overview of the COVID-19 vaccination programme; messaging for encouraging uptake / reassuring citizens / protecting the reputation of immunisation; NHS values and behaviours; overview of the delivery models and their purpose; descriptions of the roles within the delivery models; visual walkthrough of citizen journeys through the delivery models; welfare and wellbeing support available; FAQs; day 1 checklist

Format: Slides / PDF document
Owner of development: National Programme



* Whilst it is up to Providers to determine whether to provide interactive training (F2F/webinar), it is recommended that Clinical Managers receive as much interactive training which gives them the opportunity to ask questions as possible.

On-site Onboarding

e.g. Recap of programme induction; Site-specific H&S and fire safety; Site-specific PPE requirements; Equipment familiarization; IT training; Workstation assessment; Site flow walkthrough; Descriptions of individuals' specific role and how all roles inter-relate; SOPs; Self-assessment checklist; *anything else the Provider deems necessary*

Format: F2F
Owner: Local Providers (using supportive checklist provided nationally)

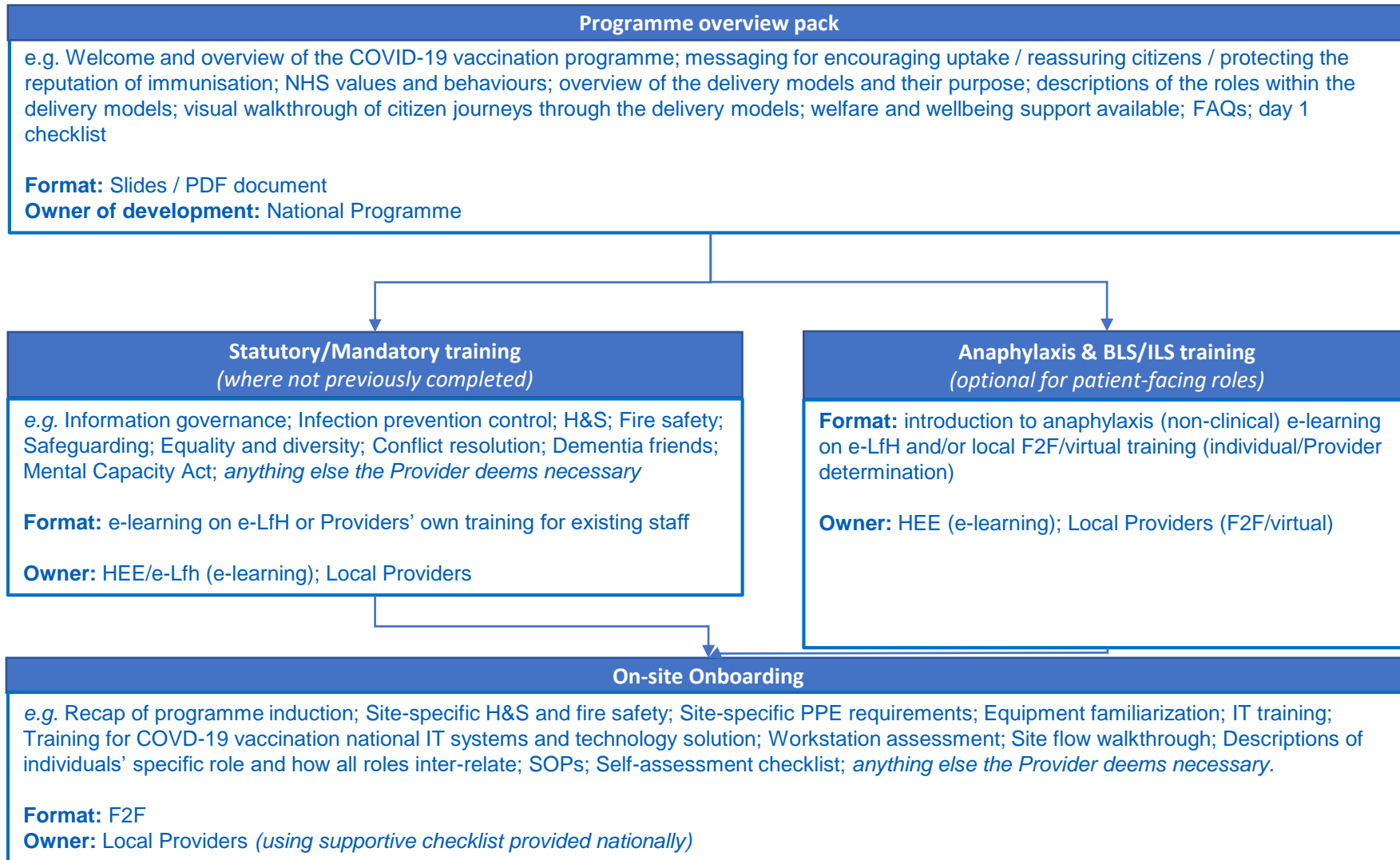
Competency Sign-off

- Self-assessment against PHE vaccinator competency assessment tool (*relevant sections*)
- Suitable period of supervised practice until both assessor and vaccinator agree vaccinator is competent and confident (*if Provider deems necessary*)

Owner: Local Providers (using competency assessment tool provided by PHE)

Please note: The recommended staffing pod models can be flexed depending upon local requirements and skill mix must be assured at a local level, ensuring safe staffing and clinical supervision arrangements are in place.

Training requirements/pathways: non-clinical roles



COVID-19 vaccination recruitment communications: job adverts for healthcare staff

Template internal comms copy to support recruitment. Please localise the template by filling in/updating text highlighted in yellow. Job ads to support the comms can be found in slides 32 – 40.

Your NHS needs you. We are now recruiting to help deliver the COVID-19 vaccine.

The release of a COVID-19 vaccination is highly anticipated. When available, it will be our best defence against the virus, alongside effective social distancing, wearing a face covering and washing your hands.

With clinical trials progressing well, we are working with colleagues across [STP/ICS area] to deliver COVID-19 vaccines to millions of at-risk people across the country as soon as they are approved by the MHRA, the official UK regulator.

Vaccinating people as quickly as possible will require recruiting lots more staff, to ensure the NHS can continue to provide other vital services that our patients are relying on.

Parliament recently changed the law to allow a wider group of people to undertake training to deliver vaccines, including many allied health professionals, pharmacy and dental professionals, and healthcare scientists – as well as others with first aid qualifications who can complete appropriate training.

We are now calling on colleagues from across the organisation, who have experience of vaccinating or are willing to be trained, to put themselves forward to support the vital next phase in the health service's COVID-19 response.

There will be a range of paid roles offered on a flexible basis, including outside usual working hours to fit with your other responsibilities. Important non-clinical supporting roles will also be available. In all roles, appropriate training, supervision and PPE will be provided to ensure the safety of staff, volunteers and patients.

You may work in a variety of local settings set up to vaccinate eligible groups of people. Briefing and training on COVID-19 vaccines will be provided.

If you want to help, speak with your line manager in the first instance, then register your interest with **[enter appropriate contact details]** and the team will be in touch shortly to explain next steps.

In the meantime, registered vaccinators can get ahead by completing annual training now – either via e-learning or locally provided training. **[amend to reflect organisation arrangements].**

COVID-19 Vaccination Programme – Vaccinator



Employer: [local team to complete]

Location: [local team to complete]

Salary: £21,892 - £24,157

Job Type: Fixed term (COVID-19 pandemic)

Working pattern:

Full time

Part time

Secondment

Flexitime

Term time hours

Pay Scheme: Agenda for change

Pay Band: 4

Staff Group: TBC

Your NHS needs you!

COVID-19 Vaccination Programme Vaccinator

With clinical trials progressing well we are preparing to deliver COVID-19 vaccines to millions of at-risk people across the country as soon as they are approved by the MHRA, the official UK regulator.

To prepare, we are looking for experienced vaccinators and those who are willing to be trained to once again put themselves forward to lend a hand.

The Department of Health and Social Care recently consulted on temporary changes to legislation allowing a wider group of staff to vaccinate with appropriate training.

Work could commence from December 2020. But if December feels too soon for you, please don't be deterred from expressing your interest now as you could join us later.

As a **COVID-19 Vaccinator**, you will be responsible for administering the vaccine to citizens working in a team of NHS colleagues and volunteers. You will also be responsible for:

- Setting up the vaccination station.
- Administration of the vaccine under the PGD/ National Protocol.
- Safe handling of clinical waste and change of PPE as per national guidelines.
- Adherence to infection prevention and control practices between individuals.

COVID-19 Vaccination Programme – Registered Healthcare Professional



Employer: [local team to complete]

Location: [local team to complete]

Salary: £24,907 - £30,615

Job Type: Fixed term (COVID-19 pandemic)

Working pattern:

Full time

- Part time
- Secondment
- Flexitime
- Term time hours

Pay Scheme: Agenda for change

Pay Band: 5

Staff Group: Registered Health Care Professional (RHCP)

Your NHS needs you!

COVID-19 Vaccination Programme Registered Healthcare Professional (RHCP)

With clinical trials progressing well we are preparing to deliver COVID-19 vaccines to millions of at-risk people across the country as soon as they are approved by the MHRA, the official UK regulator.

And with the recent Department of Health and Social Care consultation on temporary changes to legislation we can allow a wider group of staff to vaccinate with appropriate training.

To prepare, we are looking for NHS colleagues who are willing to take on a role and who are willing to be trained to once again put themselves forward to lend a hand.

Work could commence from December 2020. But if December feels too soon for you, please don't be deterred from expressing your interest now as you could join us later.

As a **COVID-19 RHCP** you will be responsible for:

- Conducting pre-vaccination clinical assessments.
- Reviewing patient medical histories and any potential adverse reactions.
- Preparing the vaccine prior to administration by using aseptic technique.
- Dilution and drawing up of the vaccine from multi-dose vials.
- Setting up the vaccination station.
- Ensuring the best possible clinical outcomes by using up-to-date skills and adhering to policies and procedures.

COVID-19 Vaccination Programme – Registered HC Professional - Clinical Supervisor



Employer: [local team to complete]

Location: [local team to complete]

Salary: £31,365 - £37,890

Job Type: Fixed term (COVID-19 pandemic)

Working pattern:

Full time

Part time

Secondment

Flexitime

Term time hours

Pay Scheme: Agenda for change

Pay Band: 6

Staff Group: Registered Healthcare Professional

Your NHS needs you!

COVID-19 Vaccination Programme Registered Health Care Professional (RHCP) - Clinical Supervisor

With clinical trials progressing well we are preparing to deliver COVID-19 vaccines to millions of at-risk people across the country as soon as they are approved by the MHRA, the official UK regulator.

And with the recent Department of Health and Social Care consultation on temporary changes to legislation we can allow a wider group of staff to vaccinate with appropriate training.

To prepare, we are looking for NHS colleagues who are willing to take on a role and who are willing to be trained to once again put themselves forward to lend a hand. Work could commence from December 2020. But if December feels too soon for you, please don't be deterred from expressing your interest now as you could join us later.

As a **COVID-19 Clinical Supervisor** you be responsible for overseeing a team of vaccinators. You will be responsible for:

- Supervising clinical assessments of patients prior to vaccination
- Supporting the reviews of complex medical histories, any potential adverse reactions and offering specialist advice as needed.
- Ensuring the vaccination station, from set up to running the station, complies with relevant procedures
- Clinical supervision of safe immunisations
- Supervision of drawing up and preparation of the vaccine before administration and ensuring that each vaccine activity is recorded.
- Delivery of the safe immunisation service and assisting any agreed changes needed within the setting and service areas.
- Ensuring the best possible clinical outcomes by using up-to-date skills and adhering to policies and procedures

COVID-19 Vaccination Programme – Vaccination (Admin) Support



Employer: [local team to complete]

Location: [local team to complete]

Salary: AFC Band 3 (£19,737 - £21,142)

Job Type: Fixed term (COVID-19 pandemic)

Working pattern:

Full time

Part time

Secondment

Flexitime

Term time hours

Pay Scheme: Agenda for change

Pay Band: 3

Staff Group: Additional Clinical Services

Your NHS needs you!

COVID-19 Vaccination Programme Vaccination (Admin) Support

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And with the recent Department of Health and Social Care consultation on temporary changes to legislation we can allow a wider group of staff to vaccinate with appropriate training.

To prepare, we are looking for NHS colleagues who are willing to take on a role and who are willing to be trained to once again put themselves forward to lend a hand. Work could commence from December 2020. But if December feels too soon for you, please don't be deterred from expressing your interest now as you could join us later.

As a **COVID-19 Vaccination (Admin) Support** you will be responsible for providing administrative support within a team of staff working in a vaccination centre. You will also be responsible for:

- Accessing and maintaining accurate patient records, adhering to confidentiality as per the site's policy.
- Providing admin support on the vaccination activity by supporting the vaccinator with vaccination delivery and vaccination records.
- Recording vaccination consent and marking completion.
- Ensuring infection and waste control at the vaccination station.

COVID-19 Vaccination Programme – Health Care Assistant (HCA)



Employer: [local team to complete]

Location: [local team to complete]

Salary: AFC Band 3 (£19,737 - £21,142)

Job Type: Fixed term (COVID-19 pandemic)

Working pattern:

Full time

Part time

Secondment

Flexitime

Term time hours

Pay Scheme: Agenda for change

Pay Band: 3

Staff Group: Additional Clinical Services

Your NHS needs you!

COVID-19 Vaccination Programme Health Care Assistant (HCA)

With clinical trials progressing well we are preparing to deliver COVID-19 vaccines to millions of at-risk people across the country as soon as they are approved by the MHRA, the official UK regulator.

And with the recent Department of Health and Social Care consultation on temporary changes to legislation we can allow a wider group of staff to vaccinate with appropriate training.

To prepare, we are looking for NHS colleagues who are willing to take on a role and who are willing to be trained to once again put themselves forward to lend a hand.

Work could commence from December 2020. But if December feels too soon for you, please don't be deterred from expressing your interest now as you could join us later.

As a **COVID-19 Vaccines Healthcare Assistant**, you will work within a team of staff working in a vaccination centre. You will also be responsible for:

- Supporting the vaccination activity, assisting with the configuration of the vaccination station and waste control.
- Sanitisation and infection and prevention control in the vaccination station and the post-vaccination observation area.

COVID-19 Vaccination Programme – Front of House / Reception



Employer: [local team to complete]

Location: [local team to complete]

Salary: AFC Band 2 proposed (flexible pay point)

Job Type: Fixed term (COVID-19 pandemic)

Working pattern:

Full time

Part time

Secondment

Flexitime

Term time hours

Pay Scheme: Agenda for change

Pay Band: Proposed Band 2

Staff Group: Additional Clinical Services

Your NHS needs you!

COVID-19 Vaccination Programme Front of House

With clinical trials progressing well we are preparing to deliver COVID-19 vaccines to millions of at-risk people across the country as soon as they are approved by the MHRA, the official UK regulator.

And with the recent Department of Health and Social Care consultation on temporary changes to legislation we can allow a wider group of staff to vaccinate with appropriate training.

To prepare, we are looking for NHS colleagues who are willing to take on a role and who are willing to be trained to once again put themselves forward to lend a hand.

Work could commence from December 2020. But if December feels too soon for you, please don't be deterred from expressing your interest now as you could join us later.

As a **COVID-19 Front of House / Reception**, you will be responsible for providing reception and administrative support at patient arrival to vaccination centres. You will also be responsible for:

- Patient check-in and pod allocation.
- Initial patient health check to ensure they are COVID-19 symptom free and escalate more challenging scenarios.
- Verifying patient documentation and ensure they meet basic eligibility criteria to get a vaccination.
- Maintaining accurate records and ensure strict data confidentiality.

COVID-19 Vaccination Programme – Senior Manager



Employer: [local team to complete]

Location: [local team to complete]

Salary: (AFC Band 8b-8c proposed)

Job Type: Fixed term (COVID-19 pandemic)

Working pattern:

Full time

Part time

Secondment

Flexitime

Term time hours

Pay Scheme: Agenda for change

Pay Band: Proposed 8b-8c

Staff Group: TBC

Your NHS needs you!

COVID-19 Vaccination Programme Senior Manager

With clinical trials progressing well we are preparing to deliver COVID-19 vaccines to millions of at-risk people across the country as soon as they are approved by the MHRA, the official UK regulator.

And with the recent Department of Health and Social Care consultation on temporary changes to legislation we can allow a wider group of staff to vaccinate with appropriate training.

To prepare, we are looking for NHS colleagues who are willing to take on a role and who are willing to be trained to once again put themselves forward to lend a hand.

Work could commence from December 2020. But if December feels too soon for you, please don't be deterred from expressing your interest now as you could join us later.

As a **COVID-19 Senior Manager**, you will be responsible for clinical and non-clinical oversight of a local vaccination services site, working as a leader of a dynamic team. You will also be responsible for:

- Leadership, planning and delivery of the vaccination: clinical and non-clinical oversight & governance of the site and ensure the efficient delivery of vaccination services.
- Commitment to supporting the strategic leadership of the vaccination programme.
- Collaborative working with external stakeholders.
- Developing initiatives, collaborating as necessary internally and externally, to increase uptake.
- Ensuring that teamwork and staff management is undertaken in line with trust values.

COVID-19 Vaccination Programme – Nursing Manager



Employer: [local team to complete]

Location: [local team to complete]

Salary: AFC Band 8a (£45,753 - £51,668)

Job Type: Fixed term (COVID-19 pandemic)

Working pattern:

Full time

Part time

Secondment

Flexitime

Term time hours

Pay Scheme: Agenda for change

Pay Band: 8a

Staff Group: Nursing & Midwifery Registered

Your NHS needs you!

COVID-19 Vaccination Programme Nursing Manager

With clinical trials progressing well we are preparing to deliver COVID-19 vaccines to millions of at-risk people across the country as soon as they are approved by the MHRA, the official UK regulator.

And with the recent Department of Health and Social Care consultation on temporary changes to legislation we can allow a wider group of staff to vaccinate with appropriate training.

To prepare, we are looking for NHS colleagues who are willing to take on a role and who are willing to be trained to once again put themselves forward to lend a hand.

Work could commence from December 2020. But if December feels too soon for you, please don't deter from expressing your interest now as you could join us later.

As a **COVID-19 Nursing Manager**, you will be responsible for clinical oversight of multiple vaccination and post-vaccination observation area within a vaccination centre. You will also be responsible for:

- Coordination and oversight of screening and vaccination delivery
- Provision of adequate leadership and support to all staff and citizens.
- Clinical escalations of clinical supervisors, clinical assessors and vaccination staff.
- Clinical review of patient safety conditions and identification of potential clinical risks and concerns.
- Ensuring the effective delivery of care including undertaking specialist procedure, providing specialist advice, structured education and ongoing support to the site staff and the patients.

COVID-19 Vaccination Programme – Operations Director



Employer: [local team to complete]

Location: [local team to complete]

Salary: ESM Equivalent

Job Type: Fixed term (COVID-19 pandemic)

Working pattern:

Full time

Part time

Secondment

Flexitime

Term time hours

Pay Scheme: Agenda for change

Pay Band: ESM

Staff Group: Administrative & Clerical

Your NHS needs you!

COVID-19 Vaccination Programme Operations Director

With clinical trials progressing well we are preparing to deliver COVID-19 vaccines to millions of at-risk people across the country as soon as they are approved by the MHRA, the official UK regulator.

And with the recent Department of Health and Social Care consultation on temporary changes to legislation we can allow a wider group of staff to vaccinate with appropriate training.

To prepare, we are looking for NHS colleagues who are willing to take on a role and who are willing to be trained to once again put themselves forward to lend a hand.

Work could commence from December 2020. But if December feels too soon for you, please don't deter from expressing your interest now as you could join us later.

As a **COVID-19 Operations Director**, you will be responsible for operational leadership of a vaccination centre, working as a leader of a dynamic team. You will also be responsible for:

- Non-clinical leadership & operational delivery of a vaccination centre(s).
- Managing logistics, consumables and equipment needs.
- Managing the rostering system and coordinate workforce needs.
- Ensuring appropriate governance and risk management and be the escalation point for supervisors