



Seirbhís Sláinte  
Níos Fearr  
á Forbairt

Building a  
Better Health  
Service



Office of the  
**Nursing & Midwifery**  
Services Director

***Competency Self-Assessment Tool for  
Registered Nurses and Registered  
Midwives to administer vaccines under  
Medicine Protocol through a School  
Immunisation Programme***

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## **1.0 Statement:**

- 1.1** The Schools Immunisation Programme (SIP) is committed to implementing and promoting measures to ensure that optimum service provision, based on best practice is delivered to students and their parents/ guardians who avail of the Schools Immunisation Programme.
- 1.2** The Schools Immunisation Programme aims to maximise opportunities for vaccination in order to achieve Health Information and Quality Authority/World Health Organisation targets.
- 1.3** The Schools Immunisation Programme delivery is based on evidence based practice and the safety of students and staff is paramount.
- 1.4** The Schools Immunisation Programme is committed to working with parents/ guardians who engage with the service and want to have their child/student immunised.

## **2.0 Purpose**

The National Immunisation Office (NIO) in partnership with the Office of Nursing and Midwifery Services Director (ONMSD) develops the Medicine Protocols to allow for the administration of vaccines under Medicine Protocols by registered nurses/ registered midwives to children/students in Primary and Secondary Schools or age equivalent at special schools. Students being home schooled are required to register with TUSLA, however registration is not required before the age of six or after 18 years of age. The cover letter advises parent/legal guardians/students to contact immunisation staff at their HSE Area to arrange vaccination. When parent/legal guardians/students contact their HSE Area they should be given an appointment to attend a school clinic or mop up clinic. This competency self-assessment tool is applied together with medicine protocols to ensure the safe practice and supply and administration of vaccines. The purpose of this document is to support all registered nurses/registered midwives who are vaccinators on school immunisation programmes to complete a self-assessment of competency. This document supports a registered nurse/registered midwife to self assess their competency, to identify deficits and where required to draw up a support plan as identified with their line manager.

## **3.0 Scope**

- 3.1** This Competency Self-Assessment Tool applies to all registered nurses and registered midwives involved in the Schools Immunisation Programmes who are vaccinating under medicine protocols.
- 3.2** Additionally under the Scope of Nursing and Midwifery Practice Framework each Registered nurse/registered midwife is accountable both legally and professionally for their own practice (NMBI, 2015).
- 3.3** In determining his/her Scope of Practice the registered nurse/ registered midwife must make a judgement as to whether he/she is competent to carry out this role or function (NMBI, 2015).

## **4.0 Exclusion Criteria**

- 4.1** This Competency Self-Assessment Tool does not apply to staff vaccinating under individual prescription by a medical practitioner. Where a vaccine is prescribed by a medical practitioner the registered nurse/registered midwife may administer the vaccine within his/her scope of nursing and midwifery practice.

## 5.0 Glossary of Terms

**Medicine Protocols** are written directions that allow for the supply and administration of a named medicine by a registered nurse/registered midwife in identified clinical situations. A medicine protocol involves the authorisation of the registered nurse/registered midwife to supply and administer a medicine to groups of patients in a defined situation meeting specific criteria and who may not be individually identified before presentation for treatment.

**School Immunisation Team:** the multidisciplinary team of staff who provide the Schools Immunisation Programme.

## 6.0 Definitions and Abbreviations

<b>DPHN:</b>	Director of Public Health Nursing
<b>ADPHN:</b>	Assistant Director of Public Health Nursing
<b>PHN:</b>	Public Health Nurse
<b>CRGN:</b>	Community Registered General Nurse
<b>RGN:</b>	Registered General Nurse
<b>RM:</b>	Registered Midwife

## 7.0 Implementation

**7.1** All registered nurses and registered midwives complete the Competency Self-Assessment Tool for registered Nurses and Registered Midwives (Appendix 1) annually which is presented to the ADPHN before commencing vaccinating on the school immunisation programme.

**7.2** The ADPHN will retain for review and audit, a copy of the Competency Self-Assessment Tool for registered nurses and registered midwives to administer vaccines under Medicine Protocol through a School Immunisation Programme.

## 8.0 Responsibility

**8.1** It is the responsibility of the ADPHN to carry out the audit (See appendix 2, Sample Audit tool) annually for the registered nurses/registered midwives on the SIP to ensure safe clinical practice.

**8.2** It is the responsibility of all staff to adhere to the contents outlined in this document.

## 9.0 Administration of Vaccines under Medicine Protocol

**9.1** The requirement for the Schools Immunisation Programme is that the vaccinators are Registered Nurses or Registered Midwives maintained on the active register for nurses and midwives maintained by the Nursing and Midwifery Board of Ireland.

**9.2** The school immunisation medicine protocols enable registered nurses/registered midwives employed in the HSE who have undertaken the required education and training programmes to administer vaccines without individual prescription.

- 9.3** Registered nurses/registered midwives working under medicine protocols will be accountable for their own clinical practice and should be familiar with and adhere to the practices as set out in the most recently published : Supporting Information for Staff: Schools Immunisation Programme (NIO, 2021/2022) (available at [www.immunisation.ie](http://www.immunisation.ie)).
- 9.4** A medicine protocol involves the authorisation of the registered nurse/registered midwife to supply and administer a medicine to groups of patients in a defined situation meeting specific criteria and who may not be individually identified before presentation for treatment.
- 9.5** An individually named prescription is not required for the supply and administration of medicine when a medicine protocol is in effect.

## **10.0 Completion of Annual Competency Self-Assessment Tool for Registered Nurses and Registered Midwives to administer vaccines under Medicine Protocol through a School Immunisation Programme**

It is the responsibility of each registered nurse/registered midwife to complete the competency self-assessment tool form prior to commencing vaccinations with school team. A copy should be retained by the DPHN/ADPHN and by the vaccinator and filed in staff records.

## **11.0 Mandatory and Recommended Education and Training to allow for the Administration of Vaccines for Registered Nurse/Midwives/PHN's using Medicine Protocol.**

- 11.1** Registered nurse/registered midwife, maintained on the active register maintained by 'The Nursing and Midwifery Board of Ireland' (NMBI)
- 11.2** Undertake education programme for nurses and midwives 'Schools Immunisation Programme under medicine protocol' and any updates accessible on [www.HSELand.ie](http://www.HSELand.ie)
- 11.3** Undertake at an approved 'Basic Life Support for Health Care Providers Course' within the last two years (i.e. Irish Heart Foundation (IHF)).
- 11.4** Undertake National Anaphylaxis Education programme. Initial anaphylaxis education programme ("*National Anaphylaxis Education Programme for Health Care Professionals*") accessible on [www.HSELand.ie](http://www.HSELand.ie) followed by a one and a half hour classroom based skills workshop accessible at local Centres for Nurse and Midwifery Education (CNME). Subsequent online updates every two years. ("*National Anaphylaxis Education Programme for Health Care Professionals*") accessible on [www.HSELand.ie](http://www.HSELand.ie)
- 11.5** The registered nurse/midwife must complete the Competency Self - Assessment Tool to administer vaccinations under medicine protocol.
- 11.6** Recommended programmes and policies as part of the 'Competency Self-Assessment Form to administer Schools Immunisation Programme'
  - 11.6.1 AMRIC – Hand Hygiene & Aseptic Technique [www.HSELand.ie](http://www.HSELand.ie)
  - 11.6.2 E-learning Guide to Medicine Management, available at [www.hseland.ie](http://www.hseland.ie)
  - 11.6.3 Immunisation Foundation Programme [www.hseland.ie](http://www.hseland.ie)
  - 11.6.4 The Fundamentals of GDPR Programme [www.HSELand.ie](http://www.HSELand.ie)
  - 11.6.5 Storing and Managing Vaccines' [www.HSELand.ie](http://www.HSELand.ie)
  - 11.6.6 National Consent Policy (HSE, 2019) [www.hse.ie](http://www.hse.ie)

## 12.0 Frequency of Review

This competency self-assessment tool will be reviewed annually or sooner if changes in practice dictate same, in line with relevant medicine protocols for safe practice.

### **Please record any comments you have with regard to the competency self-assessment tool to administer vaccines under medicine protocol**

Should you have any concerns about the accuracy of the document please contact your Line Manager immediately.

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## Appendix 1 – Competency Self-Assessment Tool for Registered Nurses and Registered Midwives to administer vaccines under Medicine Protocol through a School Immunisation Programme



NAME: _____
(PRINT)
NMBI PIN Number: _____

### Competency Self-Assessment Tool for Registered Nurses and Registered Midwives to administer vaccines under Medicine Protocol through a Schools Immunisation Programme. (Tick/date/initial as applicable)

Domain of Practice	Critical Element	Competent  Date/ Initials	Needs Practice  Date/ Initials	Needs Theory  Date/ Initials
1	<p>I understand the role and function of medicine protocols in the context of NMBI guidelines in relation to:</p> <ul style="list-style-type: none"> <li>The Code of Professional &amp; Ethical Conduct for Registered Nurses and Registered Midwives (NMBI, 2021).</li> <li>Scope of Nursing and Midwifery Practice framework (NMBI, 2015).</li> <li>Guidance for Registered Nurses and Midwives on Medication Administration (NMBI, 2020)</li> <li>NIAC Immunisation Guidelines for Ireland <a href="https://www.hse.ie/eng/health/immunisation/hcpinfo/guidelines/">https://www.hse.ie/eng/health/immunisation/hcpinfo/guidelines/</a></li> <li>Supporting Information for Staff on school Immunisations Programme which are revised and issued each year by the National Immunisation Office. <a href="https://www.hse.ie/eng/health/immunisation/">https://www.hse.ie/eng/health/immunisation/</a></li> </ul>			
2	I practice within Scope of Nursing and Midwifery Practice Framework (NMBI, 2015) to undertake vaccination under medicine protocols developed by the ONMSD and the NIO for the HSE School Immunisation Programme 2021/2022			
3	I have read understood and adhere to the practices as set out in the current Guidelines for Staff: Supporting Information for Staff on School Immunisations Programme which are revised and issued each year by the National Immunisation Office. Immunisation Programme (2021-2022)			
4	I have read and understood the current Medicine Protocols (2021-2022) prior to commencing working on the Schools Immunisation Programme.			
5	I have successfully completed the Basic Life Support for Health Care Providers within the last two years (i.e. Irish Heart Foundation (IHF)).			



Domain of Practice	Critical Element	Competent  Date/ Initials	Needs Practice Date/ Initials	Needs Theory Date/ Initials
6	<p>I have completed the National Anaphylaxis Education programme for Health Care Professionals.</p> <ul style="list-style-type: none"> <li>• Initial anaphylaxis education programme ("National Anaphylaxis Education Programme for Health Care Professionals") accessible on <a href="http://www.HSELand.ie">www.HSELand.ie</a> followed by a one and a half hour classroom based skills workshop accessible at local Centres for Nurse and Midwifery Education (CNME).</li> <li>• Subsequent online updates every two years. ("National Anaphylaxis Education Programme for Health Care Professionals" accessible on <a href="http://www.HSELand.ie">www.HSELand.ie</a>)</li> </ul>			
7	<p>I have successfully completed the 'Introduction to Children's First' <a href="http://www.HSELand.ie">www.HSELand.ie</a> and understand that I will adhere to these Guidelines.</p>			
8	<p>I have read and understood the documentation required to support implementation of the medicine protocols to ensure safe administration of vaccine. I can outline the inclusion/exclusion criteria for children/students receiving vaccinations under school medicine protocols.</p>			
9	<p>I deem myself competent in injection technique, preparation of vaccines under medicine protocols utilising AMRIC Aseptic technique on <a href="http://www.hseland.ie">www.hseland.ie</a></p>			
10	<p>I understand if further education and training is required to deem myself competent in Injection technique, preparation of vaccines under Medicine Protocols utilising AMRIC Aseptic technique, I am required to access an education/training programme in the Centre for Nurse and Midwifery and / or HSELand.</p>			
11	<p>I have access to and can provide written and verbal information and advice to the child/student/parent/guardian to support the individual to make an informed consent</p>			
12	<p>I adhere to the correct procedure/guidelines prior to the administration of the vaccine as per SIP (2021/2022)</p> <ol style="list-style-type: none"> <li>1. Preparation of the vaccine for administration</li> <li>2. Documentation of the details of the vaccine to include the vaccine label which has the batch number &amp; expiry date details</li> <li>3. Date and time and site of administration of vaccine</li> <li>4. Name, signature and NMBI PIN number of vaccinator</li> </ol>			
13	<p>I can provide accurate relevant information regarding vaccine, benefits and side effects to the child/student/guardian/parent.</p>			
14	<p>I utilise documentation procedure for treatment and reporting of adverse drug reactions to the Health Products Regulatory Authority if required <a href="http://www.hpra.ie">www.hpra.ie</a></p>			

15	I can demonstrate the procedure for reporting and documentation of medication errors/ near misses as per HSE Incident Management Framework (2020).			
16	I dispose of single use equipment and sharps in accordance with guidance on Infection Prevention & Control for HSE (2021). <a href="https://www.hpsc.ie/a-z/respiratory/coronavirus/novelcoronavirus/guidance/infectionpreventionandcontrolguidance/hseinfectionpreventionandcontrolguidanceandframework/Interim%20HSE%20Guidance%20on%20IPC.pdf">https://www.hpsc.ie/a-z/respiratory/coronavirus/novelcoronavirus/guidance/infectionpreventionandcontrolguidance/hseinfectionpreventionandcontrolguidanceandframework/Interim%20HSE%20Guidance%20on%20IPC.pdf</a>			
17	In the event of needle stick injury, I agree to follow guidelines as described in the Immunisation process presentation Refer 'EMI Tool Kit' ( <a href="https://www.hpsc.ie/a-z/EMIToolkit/">https://www.hpsc.ie/a-z/EMIToolkit/</a> ).			
18	I comply with the guidance on vaccine handling, delivery and storage including the maintenance of the cold chain in accordance with national and local policies.			
19	I am informed of local and national targets for immunisation uptake and why vaccine uptake is important.			

*I have sufficient theoretical knowledge and practice to undertake vaccination under medicine protocols independently, and I acknowledge my responsibility to maintain my own competence in line with the Scope of Nursing and Midwifery (NMBI) and current best evidence.*

NAME (PRINT) \_\_\_\_\_ NMBI PIN Number \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Note:**

**All relevant HSElanD certificates and relevant course attendance as aforementioned must be in date and on staff file before undertaking Schools Immunisation Programme (SIP).**

**The list of courses as listed on this document is not a comprehensive list of education & training requirements to practice as a nurse/midwife.**

**Each individual nurse/midwife is professionally responsible for completing any other relevant HSE recommended courses as instructed by their employer, e.g.**

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- AMRIC – Hand Hygiene & Aseptic Technique [www.HSElanD.ie](http://www.HSElanD.ie)
- E-learning Guide to Medicine Management, available at [www.hseland.ie](http://www.hseland.ie)
- Immunisation Foundation Programme [www.hseland.ie](http://www.hseland.ie)
- The Fundamentals of GDPR Programme [www.HSElanD.ie](http://www.HSElanD.ie)
- Storing and Managing Vaccines [www.HSElanD.ie](http://www.HSElanD.ie)
- National Consent Policy (HSE, 2019) [www.hse.ie](http://www.hse.ie)

*If any deficits in theory and/or clinical practice are identified, the nurse/midwife/PHN must discuss with Line Manager/ADPHN (Immunisation) and implement appropriate support plan to achieve competency within an agreed time frame.*

**Support Plan** (for use if needed to reach competencies outlined)

Support necessary to achieve competency:

.....

Date to be achieved:

Supporting evidence of measures taken to achieve competency:

.....

.....

.....

.....

Nurse's / Midwife's / PHN's signature:

\_\_\_\_\_

Date: \_\_\_\_\_

ADPHN (Immunisations) signature

\_\_\_\_\_

Date: \_\_\_\_\_

## Appendix 2: Sample Outline to audit operation of this Competency Self-Assessment Tool for Registered Nurses and Registered Midwives to administer vaccines under Medicine Protocol through a School Immunisation Programme

### Competency Self-Assessment Tool:

The following information will be audited on an annual basis.

Review Date:			
	Yes	No	Further Action
<p><b>1)</b> Evidence of attendance at Basic Life Support Training for Health Care Providers within the last 2 years.</p> <p><b>2)</b> Evidence of attendance at National Anaphylaxis Education Programme for Health Care Providers. This programme must be completed every two years <a href="http://www.hseland.ie">www.hseland.ie</a>.</p> <p><b>3)</b> Evidence of Completed 'Schools Immunisation Programme under medicine protocol' and any updates accessible on <a href="http://www.HSELand.ie">www.HSELand.ie</a></p>			
<p><b>4)</b> Evidence of completed "Competency Self - Assessment Tool for registered nurses and registered midwives to supply and administer vaccines under medicine protocols through a schools immunisation programme". (Appendix1) to be completed annually.</p> <p><b>5)</b> Recommended Programmes</p> <ul style="list-style-type: none"> <li>• AMRIC – Hand Hygiene &amp; Aseptic Technique (<a href="http://www.HSELand.ie">www.HSELand.ie</a>)</li> <li>• Medication Management programme (<a href="http://www.HSELand.ie">www.HSELand.ie</a>)</li> <li>• The Fundamentals of GDPR Programme (<a href="http://www.HSELand.ie">www.HSELand.ie</a>)</li> <li>• Storing and Managing Vaccines' assessable on (<a href="http://www.HSELand.ie">www.HSELand.ie</a>)</li> <li>• National Consent Policy (HSE, 2019)</li> </ul>			
<p><b>Audit carried out by:</b>  <b>Name:</b> _____  <b>Signature:</b> _____  <b>Date:</b> _____</p>			

Summary of findings:

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