

Training Mobilisation Matrix

Workforce and Training Workstream

02 December 2020

VERSION 1

NHS England and NHS Improvement



Purpose of this pack

This pack is provided as an aid for people to understand the PHE recommendations for training required for the workforce to deliver the covid-19 vaccine.

The pack presents an extended view of the NHS England and Improvement training matrix drawn from the PHE training recommendations, across all roles and each of the delivery models in the vaccine programme.

The amount of training required differs significantly depending on role and levels of experience. Experienced vaccinators, for example, may only need to undertake the new covid-specific training.

For experienced vaccinators it is recognised that they will need familiarisation to any Covid -19 vaccine and specifically its characteristics and differences in IT systems. Our expectation is that normal governance and training processes will be sufficient. Such individuals should self assess themselves against the training matrix and access suitable CPD as needed.

Details of the expected training durations are provided towards the back of this pack.



Delivery Model: Large Scale Vaccination Centre

This table describes the recommended training for the different roles within a vaccination centre.

Training component		NEW! Welcome pack for new joiners	NEW! POD video	Immunisation training	NEW! COVID-19 core knowledge and vaccine-specific training	Anaphylaxis training	BLS/ILS training	Statutory / mandatory training	Legal mechanisms for administering a Prescription Only Medicine (POM) e.g. PGD	NEW! Legal mechanisms for administering a Prescription Only Medicine (POM) (i.e. National Protocol)	Vaccine administration by IM injection training	On site onboarding (~half day)	Competency Assessment (PHE assessment tool)
ROLE		Slides	Video on e-lfh	E-learning on e-lfh or local F2F/virtual training	E-learning on e-lfh or F2F/virtual using PHE slide set	E-learning on e-lfh or F2F/virtual	F2F/virtual	E-learning on e-lfh or Provider's own training	e-learning on e-lfh*	F2F/virtual	F2F	F2F	F2F
Immuniser	Experienced registered HCP	Recommended	Recommended	No (if completed in last yr)	Yes (F2F/virtual to allow for Q&A is recommended)	Yes (if not completed in last yr)	Yes (if not completed in last yr)	Yes (if not previously completed)	Yes	Yes	No	Yes	Yes (self-assessment)
	Inexperienced registered HCP			Yes	Yes (F2F/virtual to allow for Q&A is strongly recommended)	Yes (if not completed in last yr)			Yes		Yes (if not previously completed)		Yes (period of supervised practice)
	Unregistered HCW			Yes	Yes (F2F/virtual to allow for Q&A is <u>essential</u>)	Yes (if not completed in last yr) <i>Introduction to Anaphylaxis e-learning module for non-clinical staff on e-lfh</i>			No		Yes (period of supervised practice)		
RHCP - draw up and clinical assessment	Experienced registered HCP			No (if completed in last yr)	Yes (F2F/virtual to allow for Q&A is recommended)	Yes (if not completed in last yr)			Yes (if not completed in last yr)		Yes		Yes (self-assessment)
	Inexperienced registered HCP			Yes	Yes (F2F/virtual to allow for Q&A is strongly recommended)	Yes (if not completed in last yr)					Yes (if not previously completed)		Yes (period of supervised practice)
RHCP – clinical supervisor				No (if completed in last yr)	Yes (F2F/virtual recommended)	Yes (if not completed in last yr)			Yes (if not completed in last yr)		Yes		Yes (if not previously completed)
Post-vaccination observation and BLS				No	No	Yes (if not completed in last yr)					No		No
HCA		No	No	No	No	Optional (if not completed in last yr) <i>Introduction to Anaphylaxis e-learning module for non-clinical staff on e-lfh</i>	Optional	No	No	No	No	No	No
Vaccine admin support													
Marshall - patient flow													
Patient advocate													
Front of house													
Nursing Manager													
Medical Director													
Operations Director													

*included in covid-19 core knowledge e-learning

Does not include any system training requirements or familiarisation with SOPs.



Delivery Model: Community Vaccination Centre

This table describes the recommended training for the different roles for local vaccination services.

Training component		NEW! Welcome pack for new joiners	NEW! POD video	Immunisation training	NEW! COVID-19 core knowledge and vaccine-specific training	Anaphylaxis training	BLS/ILS training	Statutory / mandatory training	Legal mechanisms for administering a Prescription Only Medicine (POM) e.g. PGD	NEW! Legal mechanisms for administering a Prescription Only Medicine (POM) (i.e. National Protocol)	Vaccine administration by IM injection training	On site onboarding (~half day)	Competency Assessment (PHE assessment tool)
ROLE		Slides	e-lfh	E-learning on e-lfh or local F2F/virtual training	E-learning on e-lfh or F2F/virtual using PHE slide set	E-learning on e-lfh or F2F/virtual	F2F/virtual	E-learning on e-lfh or Provider's own training	e-learning on e-lfh*	F2F/virtual	F2F	F2F	F2F
Immuniser	Experienced registered HCP	Recommended	Recommended	No (if completed in last yr)	Yes (F2F/virtual to allow for Q&A is recommended)	Yes (if not completed in last yr)	Yes (if not completed in last yr)	Yes (if not previously completed)	Yes	Yes	No	Yes	Yes (self-assessment)
	Inexperienced registered HCP			Yes	Yes (F2F/virtual to allow for Q&A is strongly recommended)	Yes (if not completed in last yr)			Yes		Yes (if not previously completed)		Yes (period of supervised practice)
	Unregistered HCW			Yes	Yes (F2F/virtual to allow for Q&A is essential)	Yes (if not completed in last yr) <i>Introduction to Anaphylaxis e-learning module for non-clinical staff on e-lfh</i>			No		Yes (period of supervised practice)		
RHCP - draw up and clinical assessment	Experienced registered HCP			No (if completed in last yr)	Yes (F2F/virtual to allow for Q&A is recommended)	Yes (if not completed in last yr)			Yes		Yes (self-assessment)		
	Inexperienced registered HCP			Yes (F2F/virtual recommended)	Yes (F2F/virtual to allow for Q&A is strongly recommended)	Yes (if not completed in last yr)			Yes		Yes (period of supervised practice)		
RHCP – clinical supervisor				No (if completed in last yr)	Yes (F2F/virtual recommended)	Yes (if not completed in last yr)			Yes		Yes (if not previously completed)		
Post-vaccination observation and BLS				No	No	Yes (if not completed in last yr)			No		No		
HCA													
Vaccine admin support													
Marshall - patient flow													
Patient advocate													
Front of house													
Senior Manager					No	Optional (if not completed in last yr) <i>Introduction to Anaphylaxis e-learning module for non-clinical staff on e-lfh</i>	Optional	No	No	No	No	No	

*included in covid-19 core knowledge e-learning

Does not include any system training requirements or familiarisation with SOPs.



Delivery Model: Local Vaccination Services (roving)

This table describes the recommended training for the different roles within a roving model setting.

Training component		NEW! Welcome pack for new joiners	NEW! POD video	Immunisation training	NEW! COVID-19 core knowledge and vaccine-specific training	Anaphylaxis training	BLS/ILS training	Statutory/mandatory training	Legal mechanisms for administering a Prescription Only Medicine (POM) e.g. PGD	Vaccine administration by IM injection training	On site onboarding (~half day)	Competency Assessment (PHE assessment tool)
ROLE		Slides	e-lfh	E-learning on e-lfh or local F2F/virtual training	E-learning on e-lfh or F2F/virtual using PHE slide set	E-learning on e-lfh or F2F/virtual	F2F/virtual	E-learning on e-lfh or Provider's own training	e-learning on e-lfh*	F2F	F2F	F2F
Housebound	RHCP - Experienced Immuniser	Recommended	No	No (if completed in last yr)	Yes (F2F/virtual recommended)	Yes (if not completed in last 12 months)	Yes (if not completed in last yr)	Yes (if not previously completed)	Yes	No	No	Yes (self assessment)
	GP			No	Yes	No	No		Yes			No
Detained estate	RHCP - Experienced Immuniser			No (if completed in last yr)	Yes (F2F/virtual recommended)	Yes (if not completed in last 12 months)	Yes (if not completed in last yr)		Yes			Yes (self assessment)
	HCA			No	No	Optional (if not completed in last yr) <i>Introduction to Anaphylaxis e-learning module for non-clinical staff on e-lfh</i>	Optional		No			No
	Driver (Cat B)			No	No	No	No		No			No
Residential	RHCP - Experienced Immuniser			No (if completed in last yr)	Yes (F2F/virtual recommended)	Yes (if not completed in last yr)	Yes (if not completed in last yr)		Yes			Yes (self assessment)
	HCA			No	No	Optional (if not completed in last yr) <i>Introduction to Anaphylaxis e-learning module for non-clinical staff on e-lfh</i>	Optional		No			No
	Driver (Cat B)			No	No	No	No		No			No

*included in covid-19 core knowledge e-learning

Does not include any system training requirements or familiarisation with SOPs.



Delivery Model: Hospital Hubs (NHS Trust)

This table describes the recommended training for the different roles within Hospital Hubs.

Training component	NEW! Welcome pack for new joiners	NEW! POD video	Immunisation training	NEW! COVID-19 core knowledge and vaccine-specific training	Anaphylaxis training	BLS/ILS training	Statutory / mandatory training	Legal mechanisms for administering a Prescription Only Medicine (POM) e.g. PGD	Vaccine administration by IM injection training	On site onboarding (~half day)	Competency Assessment (PHE assessment tool)	
ROLE	Slides	e-lfh	E-learning on e-lfh or local F2F/virtual training	E-learning on e-lfh or F2F/virtual using PHE slide set	E-learning on e-lfh or F2F/virtual	F2F/virtual	E-learning on e-lfh or Provider's own training	e-learning on e-lfh*	F2F	F2F	F2F	
RHCP - Experienced Immuniser	Recommended	No	No (if completed in last yr)	Yes (F2F/virtual recommended)	Yes (if not completed in last yr)	Yes (if not completed in last yr)	Yes (if not previously completed)	Yes	No	Yes	Yes (self assessment)	
HCA			No	No	Optional (if not completed in last yr) <i>Introduction to Anaphylaxis e-learning module for non-clinical staff on e-lfh</i>	Optional		No			No	No
Admin support			No	No	Optional (if not completed in last yr) <i>Introduction to Anaphylaxis e-learning module for non-clinical staff on e-lfh</i>	Optional		No			No	No

Delivery Model: Local Vaccination Services (Primary Care)

This table describes the recommended training for the different roles within a primary care setting.

Training component	NEW! Welcome pack for new joiners	NEW! POD video	Immunisation training	NEW! COVID-19 core knowledge and vaccine-specific training	Anaphylaxis training	BLS/ILS training	Statutory/mandatory training	Legal mechanisms for administering a Prescription Only Medicine (POM) e.g. PGD	Vaccine administration by IM injection training	On site onboarding (~half day)	Competency Assessment (PHE assessment tool)
ROLE	Slides	e-lfh	E-learning on e-lfh or local F2F/virtual training	E-learning on e-lfh or F2F/virtual using PHE slide set	E-learning on e-lfh or F2F/virtual	F2F/virtual	E-learning on e-lfh or Provider's own training	e-learning on e-lfh*	F2F	F2F	F2F
GP	GPs will need to undertake as a minimum COVID-19 core knowledge and vaccine specific training										
RHCP - Experienced Immuniser	Recommended	No	No (if completed in last yr)	Yes (F2F/virtual recommended)	Yes (if not completed in last yr)	Yes (if not completed in last yr)	Yes (if not previously completed)	Yes	No	Yes	Yes (self assessment)
HCA			No	No	Optional (if not completed in last yr) <i>Introduction to Anaphylaxis e-learning module for non-clinical staff on e-lfh</i>	Optional		No			No

*included in covid-19 core knowledge e-learning

Does not include any system training requirements or familiarisation with SOPs.

Estimated training lead time per role

This table outlines the estimated training lead time per role. These are estimated times only as the length of time taken to complete training will vary depending on individual skills, competencies and experience.

Workforce group	Estimated training lead time
Experienced RHCP (individuals requiring only the COVID-19 core knowledge and vaccine-specific training)	Up to 3 hours
Experienced RHCP (clinical assessment, draw up, vaccination and clinical supervision)	Up to 1 day
Inexperienced RHCP (clinical assessment, draw up and vaccination)	Up to 3 days
Non-registered HCW with needle experience (vaccination)	Up to 2 weeks
Non-registered HCW without needle experience (vaccination)	Up to 4 weeks
Post-vaccination observation and BLS (SJA)	TBC
HCA and Non-clinical roles	Up to 1 day (TBC)
Management (Nursing Manager, Senior Manager, Medical Director and Operations Director)	TBC

The above estimated timings do not include time for on-site onboarding, IT systems training, familiarisation with the suite of SOPs or the period of supervised practice to be signed off as competent required for inexperienced vaccinators.

How we are assuring the quality of training design and delivery

- All new vaccine specific training products developed by Public Health England (PHE)
- All vaccinators will need to sign off their competency against the PHE COVID-19 vaccine competency framework
- Clear guidance provided to regions on the training products required by role, and how to access e-learning developed by PHE
- Links to training products released to Regions as they become available, to maximise time for individuals to complete training
- Commissioning specification for delivery models sets out the training standards, requirement for clinical governance framework, and standard operating procedures.
- Registered Healthcare Professionals will be accountable to their regulators and their individual professional registration to adhere to their professional code of practice, which includes working within their competence and undergoing the relevant training before they are able to vaccinate.
- Guide in development for face to face training to aid a consistent approach to delivery, drawing on the National Minimum Immunisation Training Standards set by PHE
- National programme working closely with Regional Workforce and Training Leads to identify and resolve issues early