

NSW Health Mandatory Training Standing Committee Update

February 2021



Workforce Planning & Talent Development Branch

National COVID-19 Vaccination Training Program

The Mandatory Training Standing Committee (MTSC) has endorsed the *National COVID-19 Vaccination Training Program* and the NSW Health *Vaccine Storage and Cold Chain Management* Module as mandatory for all NSW Health staff who will administer or manage COVID-19 Vaccines.

As Australia's COVID-19 vaccine rollout has commenced, and to adhere to the [Australian COVID-19 Vaccination Policy](#), health professionals must complete the training prior to administering COVID-19 vaccines. This will ensure our workforce is competent in the safe management and administration of COVID-19 vaccines.

Note: This training is different to the Australian College of Nursing *Immunisation for Health Practitioners* accredited course (120 hours) that is approved in NSW. Successful completion of the COVID-19 Vaccination Training Program does not qualify a clinician as an authorised immunisation provider.

National COVID-19 Vaccination Training Program

The Australian Government has partnered with the Australian College of Nursing (ACN) to provide the accredited training modules for the *National COVID-19 Vaccination Training Program*.

The COVID-19 vaccination training modules are categorised into 2 groups, *core* and *additional training specific to individual vaccines*.

Staff who administer or manage COVID-19 vaccines are required to complete the following *core* modules

1. COVID-19: An introduction (25 minutes)
2. Handling and storage (40 minutes)
3. Communication and purpose (40 minutes)
4. Multi-dose vial (MDV) training and delivery (25 minutes)
5. Documentation and reporting (25 minutes)
6. Safety surveillance and reporting of adverse events following immunisation (30 minutes)

Staff are also required to complete the *additional training specific to individual vaccine/s* modules for vaccines that are being administered at a NSW Health vaccination clinic, which is currently the **Pfizer/BioNTech (Comirnaty) vaccine** (30 minutes).

The training is accessible via covid19vaccinationtraining.org.au.

Recording National COVID-19 Vaccination Training Completions in My Health Learning

The *National COVID-19 Vaccination Training Program* modules must be completed through the National COVID-19 Vaccination Training Program website. Staff must then present their certificate of completion to their local LMS Administrator who will locally record their completion in My Health Learning.

LMS Administrators must record completions against 'placeholder' learning pathways in My Health Learning, which do not have any content but are named after their respective National COVID-19 Vaccination Training modules.

Where possible, staff must have their training completion recorded in My Health Learning for all mandatory modules prior to administering COVID-19 vaccines.

Any training completions not yet recorded in My Health Learning must be recorded as quickly as possible and completion certificates must be verified locally prior to permitting staff to administer COVID-19 vaccines.

Vaccine Storage and Cold Chain Management Training

Completion of NSW Health *Vaccine Storage and Cold Management* training will help staff to follow the correct steps to receive and stock vaccine in the purpose built vaccine refrigerator (vaccine fridge), monitor the vaccine fridge temperature appropriately to ensure effective vaccine cold chain management, follow the required steps to manage a cold chain breach and perform annual cold chain management self-audits.

The training takes approximately 40-50 minutes to complete.

Targeting Approach

The following phased approach to targeting has been endorsed by the MTSC:

Learning Pathway 1: COVID-19 Vaccination Training Program for Clinical staff (349810678)

Phase 1 – Clinical staff who:

- have already undertaken routine immunisation training specific to their profession;
- have the authority to administer vaccinations in NSW; and
- have been selected by their Local Health District/Specialty Health Network as authorised staff for the vaccination training.

OR

- Will be administering vaccines in accordance with the State-wide protocol for the supply or administration of COVID-19 vaccine: <https://www.health.nsw.gov.au/immunisation/Documents/authority-COVID-19-vaccines.pdf> ; and have been selected by their Local Health District/Specialty Health Network as authorized staff for the vaccination training.

These staff have been identified and will be targeted by 3 March 2021 to the six *National COVID-19 Vaccination Training Program* modules, *Pfizer/BioNTech module* and the *Vaccine Storage and Cold Chain Management Training* at a state-wide level (red flagged) by eHealth.

Learning Pathway 2: COVID-19 Vaccination Training Program for Administrative and Non-clinical staff (339888239)

Phase 2 – Other clinical, administrative, support and / or non-clinical staff who work in a vaccination clinic and have been selected by their Local Health District/Specialty Health Network to enrol to access non-clinical modules:

1. COVID-19 an introduction
2. Handling and storage
3. Communication and purpose

Local Health Districts/Specialty Health Networks will be required to nominate their staff and enable manual enrolments of staff who are authorised depending on the role, service or location of the staff members.

USEFUL LINKS

[My Health Learning](#)

[LHDN LMS contacts](#)

[Mandatory Training Matrix and Targeting Guide](#)

Please direct any questions to MOH-MandatoryTrainingSecretariat@health.nsw.gov.au