

# Recognition by the Chief Health Officer of a program of study for Immunisers

## Information for education providers

### The application and review process for Immunisers in Victoria

The review process provides guidance to the Chief Health Officer on the appropriateness of the content for a program of study for immunisers in Victoria.

Approved programs of study must also comply with any current professional guidelines and standards for immunisation training relevant to the health professionals to whom the course will be delivered<sup>1</sup>.

#### Application process

On receipt of a request for program recognition, this document is forwarded to the education provider to assist in the preparation of a submission.

The education provider must forward four hard copies and one electronic copy of their submission to the Immunisation Section, 50 Lonsdale Street, Melbourne 3000

Education providers applying for recognition will not be charged for the review process however this decision can change at the discretion of the Department of Health and Human Services.

#### Review process

An expert panel of reviewers is responsible for evaluating all documentation requested from the education provider as part of the recognition process. The panel comprises:

- at least one representative from a relevant group of clinical specialists or individual practitioners with recognised expertise in the health profession for which the course is intended for delivery;
- one representative with significant expertise and clinical practice experience in immunisation; and
- one representative with appropriate curriculum development knowledge.

Although one individual may have skills or experience in a number of the domains defined above, the panel will consist of no less than two reviewers.

The review panel provides feedback to the Chief Health Officer including either a positive or negative recommendation for recognition of the program of study.

The education provider will be notified of the outcome. In the case of a negative outcome, the education provider can submit a written request as to the reasons for the program of study not being recognised by the Chief Health Officer.

#### National Immunisation Education Framework for Health Professionals

The National Immunisation Committee has approved the development of a National Immunisation Education Framework for Health Professionals<sup>2</sup> (the framework). The framework will provide the minimum curriculum for

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<sup>1</sup> These include the *National Guidelines for Immunisation Education for Registered Nurses and Midwives – A guide for courses, assessors, educators and training organisations* and the Australian Pharmacy Council's *Standards for the accreditation of programs to support pharmacist administration of vaccinations*.

<sup>2</sup> National Immunisation Education Framework for Health Professionals available at: [https://consultations.health.gov.au/ohp-immunisation-branch/national-immunisation-education-framework/user\\_uploads/draft-national-immunisation-education-framework-for-health-professionals--d15-1504074-.pdf:1](https://consultations.health.gov.au/ohp-immunisation-branch/national-immunisation-education-framework/user_uploads/draft-national-immunisation-education-framework-for-health-professionals--d15-1504074-.pdf:1)

immunisation education to support consistency in quality and effective immunisation programs in Australia for all relevant health professionals.

Once the national framework has been finalised, it is anticipated that the existing process of recognition will be either complemented or superseded by the national process. Although learning outcome requirements of the existing Victorian program of study for immunisers largely aligns with the draft national framework, future processes for recognition against the framework are yet to be established.

## Review criteria

The review panel assesses the documentation against the following checklist, standards and learning outcomes:

### Checklist for application

The application must include the completed checklist and the information specified:

	<b>Include brief notes or copies of supporting documentation for each point listed</b>	<b>Tick ✓</b>
1	Name, address of the education provider and contact person's details	<ul style="list-style-type: none"> <li>Provide full details of the education provider and contact person</li> </ul>
2	Name of the program of study	<ul style="list-style-type: none"> <li>Full name of course or program</li> </ul>
3	Insurances and guidelines	<ul style="list-style-type: none"> <li>Evidence of public liability or professional indemnity insurance</li> <li>Evidence of a code of practice for delivery of education</li> </ul>
4	Statement of the ownership of copyright of the program and/or details of any copyright requirements	<ul style="list-style-type: none"> <li>Ownership of the program is clearly stated. Any contractual details are outlined (for example, funding may have been received from another agency/government, which then owns copyright)</li> <li>If the program is being conducted in the distance mode or by CDROM and there are inclusions such as readings, music, graphics, and illustrations, copyright arrangements need to be described</li> </ul>
5	Length/time	<ul style="list-style-type: none"> <li>Contact/study hours</li> <li>Self-directed study hours</li> </ul>
6	Delivery mode(s) of offering	<ul style="list-style-type: none"> <li>For example, on site/ classroom, distance - print, CD ROM, internet - or mixed mode/ flexible</li> </ul>
7	The program complies with any current professional guidelines and standards for immunisation training relevant to the health professionals to whom the course will be delivered <sup>3</sup>	<ul style="list-style-type: none"> <li>Evidence of compliance with relevant guidelines and standards</li> </ul>
8	Summary of program	<ul style="list-style-type: none"> <li>A brief description of the program of study</li> </ul>
9	Proposed audience	<ul style="list-style-type: none"> <li>Identify which health professionals the course will apply to, including the registration status required of health professionals as a pre-requisite</li> </ul>
10	Admission requirements including special entry requirements for each health	<ul style="list-style-type: none"> <li>Health discipline</li> <li>Any pre-requisites</li> </ul>

<sup>3</sup> These include the *National Guidelines for Immunisation Education for Registered Nurses and Midwives – A guide for courses, assessors, educators and training organisations* and the Australian Pharmacy Council's *Standards for the accreditation of programs to support pharmacist administration of vaccinations*.

	discipline	<ul style="list-style-type: none"> <li>State if the student is expected to own certain equipment in order to complete the program (e.g. internet access)</li> <li>Processes for recognition of prior learning are defined</li> </ul>	
11	Aims/objectives/outcomes	<ul style="list-style-type: none"> <li>List all relevant aims, objectives and outcomes of the program</li> </ul>	
12	Program coordinator/tutors	<ul style="list-style-type: none"> <li>Name and title of present subject coordinator</li> <li>Number of tutors and tutor to student ratios</li> <li>Detail their relevant and appropriate qualifications</li> <li>Previous experience in conducting this or similar program</li> </ul>	
13	Program structure showing subjects	<ul style="list-style-type: none"> <li>Identify any core and/or elective subjects, and the relationships between subjects</li> <li>Provide subject weighting and credit points required for each section of the course</li> <li>Best presented in graphic form - a model, or a flow chart</li> </ul>	
14	Rationale for program and course content, including reason for conducting the program and evidence of consultation with a range of people/organisations with an interest in the subject area of the program regarding program development and course content, including consumers and professional bodies	<ul style="list-style-type: none"> <li>Evidence of wide consultation is needed</li> </ul>	
15	Currency of course content	<ul style="list-style-type: none"> <li>Method/s of evaluation incorporated into course delivery and design</li> <li>Ongoing processes in place to ensure currency of course content</li> <li>Review periods articulated</li> </ul>	

### Program standards

	Program standard	Indicative criteria
1	The program is conducted by a registered training organisation or provider	<ul style="list-style-type: none"> <li>The education provider conducts its business affairs according to current state and Commonwealth legislation, and has public liability insurance and/or professional indemnity insurance</li> <li>The education provider states any affiliations with other organisation(s)</li> <li>There are adequate provisions for administering student fees</li> <li>The education provider has adopted a code of practice or guidelines for the delivery of educational services</li> </ul>
2	The program reflects appropriate principles of curriculum design	<ul style="list-style-type: none"> <li>The process of program development includes collaboration with relevant stakeholders</li> <li>The title, purpose and expected outcomes of the program are congruent and relevant to the clinical area of participating disciplines</li> <li>The aims, content and expected outcomes of the program reflect accepted or agreed standards</li> </ul>

		<ul style="list-style-type: none"> <li>• The program includes descriptions of curriculum content and the rationale for its extent, depth and sequencing in relation to the knowledge, skills and behaviours expected of students at each stage of the program</li> <li>• The program incorporates contemporary best practice teaching, learning and assessment methodologies and technologies to enhance the delivery of curriculum content, stimulate student engagement and promote understanding</li> <li>• The curriculum incorporates a variety of approaches to assessment that suit the nature of the learning experience and robustly measure achievement of required learning outcomes and competence</li> <li>• Clinical and theoretical assessment of student performance is related to program outcomes and is suitable to the health profession</li> <li>• Entry criteria/admission requirements are explicit and relevant to the program being provided</li> <li>• Policies related to student progress are clearly articulated</li> </ul>
3	The program is adequately resourced and managed	<ul style="list-style-type: none"> <li>• The coordinator of the program is clearly specified, and holds relevant qualifications</li> <li>• Teaching staff are sufficient in number and appropriately qualified to effectively conduct the program and assess proficiency</li> <li>• Support staff are in adequate numbers to enable the program to function effectively</li> <li>• The program includes descriptions of and rationale for the teaching staff to student ratio</li> <li>• There are established mechanisms for student and staff consultation</li> <li>• Physical resources and facilities are sufficient for program implementation</li> <li>• Teaching and learning resources are sufficient in number and readily available</li> <li>• There is an established mentoring or academic supervision arrangement for clinical and/or field experience which allows participants to develop and demonstrate skills and proficiency in administering a vaccine to an individual</li> <li>• Clinical and/or field experience follows a planned pattern of allocation and is sufficient to enable students to meet program outcomes</li> <li>• There are written agreements regarding access to the facilities of another agency or institution, where relevant</li> <li>• A certificate, diploma, higher degree, or other statement of proficiency is awarded to graduates of the program</li> <li>• The program can be credited as part of continued professional development</li> <li>• A transcript of the theoretical and clinical components of the program is provided to the student on program completion</li> <li>• Mechanisms are established for ongoing program management to ensure curriculums are updated in a timely manner to reflect new recommendations in the Australian Immunisation Handbook (current version-available online) and National Immunisation Program schedule changes</li> </ul>

		<ul style="list-style-type: none"> <li>• Provision is made for adequate records and documentation</li> </ul>
4	Formal arrangements are established for the formative and summative evaluation of the program	<ul style="list-style-type: none"> <li>• A framework is established for independent program evaluation</li> <li>• Key stakeholders are identified and involved in program evaluation</li> <li>• There is evidence of implementation of a planned approach to program evaluation</li> <li>• Where appropriate, there is evidence of response to program evaluation</li> </ul>

## Learning outcomes

Approved programs of study must also comply with any current professional guidelines and standards for immunisation training relevant to the health professionals to whom the course will be delivered<sup>4</sup>.

On successful completion of the core learning outcomes, Immunisers should have:

- an overview of immunisation services in Australia
- a reasonable level of understanding of public health and clinical issues relevant to Immunisers
- developed specific knowledge and skills to enable them to promote immunisation and respond to common myths about immunisation
- an understanding of the role of Immunisers in Victoria
- knowledge of the guidelines and regulations that affect practice as an Immuniser in Victoria
- demonstrated specific knowledge and clinical skills to enable them to provide immunisation services, utilised clinical knowledge and immunisation skills and clinical decision making skills; and
- satisfactorily completed a workshop in managing immunisation emergencies and resuscitation.

	Learning outcome	Learning outcome met Yes or No
1	Understand the public and primary health perspective of immunisation globally, nationally and locally	
2	Understand the epidemiology of vaccine preventable disease and the impact immunisation programs have on the control of disease within Australia and throughout the world	
3	Describe the illnesses caused by vaccine preventable diseases and the morbidity and mortality associated with these diseases	
4	Articulate the role and responsibilities of immunisers in Victoria in the context of the Drugs, Poisons and Controlled Substances Regulations 2006 and related approvals	
5	Have a basic knowledge of the immune system and the relationship between the immune system and vaccine action	
6	Explain the terminology “herd immunity” or “population immunity” and understand its implications	
7	Outline some barriers to immunisation	
8	Outline the principles of “cold chain” and the “Strive for 5” cold chain guidelines	
9	Know the guidelines for cold chain maintenance, recognise when these have not been achieved and understand how to manage a cold chain breach	
10	Outline the procedures required to ensure safe vaccine storage	
11	Describe the procedures for maintaining and monitoring refrigerator temperatures	
12	Outline strategies to conduct immunisation, including opportunistic immunisation	

<sup>4</sup> These include the *National Guidelines for Immunisation Education for Registered Nurses and Midwives – A guide for courses, assessors, educators and training organisations* and the Australian Pharmacy Council's *Standards for the accreditation of programs to support pharmacist administration of vaccinations*.

13	Know how to identify and overcome barriers to immunisation	
14	Outline common myths and realities concerning immunisation	
15	Outline issues raised by anti-immunisation lobbies and appropriately respond to each	
16	Be able to promote immunisation and know how to access resources	
17	Outline the elements of valid consent including discussion about vaccine side effects	
18	Describe the practical processes involved in performing an immunisation and demonstrate these processes	
19	Outline and demonstrate the components of a pre-vaccination assessment	
20	Identify the recommended sites for vaccination in an infant, child and adult and outline the reasons for these	
21	Know the recommended positioning of a child and adult to be vaccinated, safe restraint and OHS of vaccination administration (i.e. not recapping, immediate disposal into clinical waste, management of needle stick injury)	
22	Describe and demonstrate the correct techniques for the injection of vaccines which is consistent with national recommendations (e.g. for sites, route, needle gauge/length, angle of insertion and speed of administration) <sup>5</sup>	
23	Demonstrate clinical experience sufficient to allow the health professional to be assessed as competent in the administration of vaccinations. Clinical experience may involve simulation, clinical placement, mentoring arrangements, or a combination of any/all of these options. Course providers should provide information justifying their selection of method for assessing clinical competence.	
24	Understand the procedures outlined in The Australian Immunisation Handbook (current version- available online)	
25	Understand the National Immunisation Program and its application in Victoria	
26	Identify the indications of use for each of the vaccines listed in the National Immunisation Program Schedule, inactivated/live, interval rules	
27	Identify true contraindications and false contraindications for each of the vaccines listed in the National Immunisation Program Schedule	
28	Understand immunisation requirements across the age continuum, including in children, adolescents, adults and older people	
29	Understand immunisation requirements in a range of risk groups, including occupational risk groups and in people with high risk medical conditions	
30	Understand what is an adverse event following immunisation and management of these events (i.e. anaphylaxis toolkit)	
31	Know the difference between a known adverse event and an unexpected adverse event	
32	Recognise the signs of anaphylaxis and other adverse events, and demonstrate management of anaphylaxis and first aid for other scenarios (i.e. fainting)	
33	Know what details should be recorded at each immunisation encounter (e.g. national immunisation register, National Immunisation Program reporting requirements, evaluation reporting requirements)	
34	Understand the reporting requirements associated with adverse events following immunisation notification systems (i.e. reporting to Adverse Events Following Immunisation (AEFI) and Surveillance of Adverse Events Following Vaccination In the Community (SAEFVIC))	
35	Describe the procedure for notification of adverse events	
36	Identify specific groups with special vaccination requirements and determine those requirements	
37	Understand the concept of immunisation catch-up	
38	Develop a catch-up program for individuals	
39	Demonstrate clinical competence in the knowledge and skills relating to the administration of immunisation and an immunisation emergency management response	

<sup>5</sup> Health professionals that do not have experience in the administration of vaccines are required to undertake clinical practice and assessment of competency under a supervisor with experience in immunisation.

40	Understand professional standards for recency of practice to competently and safely provide vaccination services to the public	
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## Recognition by the Chief Health Officer of an Immuniser program of study

On successful completion of the review process, recognition is awarded to the education provider and details of the education provider and program of study will be placed on the Immunisation Section, Department of Health and Human Services Victoria website at: [www.health.vic.gov.au/immunisation](http://www.health.vic.gov.au/immunisation)

## Suspension of recognition

If the Chief Health Officer, at any time, considers that necessary requirements for recognition no longer exist, recognition may be suspended until such time as the Chief Health Officer is satisfied that the program meets all requirements.

## Appeal

If the education provider is dissatisfied with the recognition decision then a written appeal can be made to the Chief Health Officer.

## Further information

For further information regarding the process for recognition by the Chief Health Officer of a program of study for Immunisers in Victoria please contact:

The Immunisation Section  
Department of Health and Human Services  
50 Lonsdale Street Melbourne 3000

**P** 1300 882 008 **F** 1300 768 088 **E** [immunisation@dhhs.vic.gov.au](mailto:immunisation@dhhs.vic.gov.au) **W** [www.health.vic.gov.au/immunisation](http://www.health.vic.gov.au/immunisation)