

Required Competency or Skill	Self- Assessment *	Validation of Competency	
		Evaluation Method †	Comments
a. Common adverse reactions may include pain, swelling, or redness at the injection site; fever; fatigue; or head and body/muscle aches. In general, symptom onset is within the first 24 hours, and resolves within 48 to 72 hours.			
b. Rare adverse reactions may include anaphylaxis (i.e., dyspnea or wheezing; swelling of face/throat/tongue; nausea or vomiting; abdominal pain; diarrhea; dizziness or fainting; hypotension; tachycardia; feeling of impending doom; or cardiac arrest), angioedema, lymphadenopathy, or dermatologic conditions such as urticaria (hives) or erythema multiforme. **Review events specific to vaccines given in clinical area**			
D. Documents allergy/hypersensitivity to medications, food, latex, vaccine, or vaccine component in patient's EHR.			
E. Enters medical or administrative exemption(s) into Service-specific ITS and EHR per healthcare provider direction when applicable.			
Validation Completed			Evaluator Initials and Date:
Patient Education		CRITICAL THINKING: <i>Recognizes specific patient education requirements prior to vaccination. Documents education provided. Recognizes unique age and language communication needs of patient and provides educational material appropriately.</i>	
A. Provides required education materials to patient / parent / legal guardian:			
(1) Current Vaccine Information Statement (VIS) for planned influenza vaccine prior to administration, and additional educational materials as appropriate (vaccine-specific pamphlets, language appropriate, or audio for visually impaired).			
(2) Offers patient / parent / legal guardian an opportunity to ask questions and provides additional educational information as needed to address concerns associated with planned influenza vaccine.			
(3) Refers patient / parent / legal guardian to a healthcare provider for consultation and/or evaluation prior to influenza vaccine administration, if indicated.			
Validation Completed			Evaluator Initials and Date:
Vaccine Preparation		CRITICAL THINKING: <i>Follows ACIP, OSHA, and manufacturer guidelines. Prepares vaccine in a designated clean medication area not adjacent to areas where potentially contaminated items are placed. Recognizes that different vaccines should never be mixed in the same syringe. Understands that the routine practice of prefilling syringes is discouraged and might result in administration errors or vaccine wastage. Knows there is no requirement to change needle between preparing and administering as long as needle has not been damaged or contaminated.</i>	
A. Selects appropriate product and dose based on patient's age, screening, time of year, and geographic location:			
(1) Northern Hemisphere: any age-appropriate influenza formulation between Sept- June.			
(2) Southern Hemisphere (SH): Fluzone SH between Apr – Sept.			
B. Verbalizes understanding of the applicable standing order (SO) and package insert (PI). ‡			
C. Gathers required supplies for vaccine administration (i.e., alcohol pads, needles, gauze, bandages, sharps container, etc.).			
D. Follows ACIP, OSHA, and local Infection Control practices, to include:			
(1) Washes hands with soap and clean water or uses an alcohol-based hand sanitizer before and after patient contact.			
(2) Wears gloves if skin is broken, risk of contact with potentially infectious body fluids, or if clinic policy. **Per OSHA guidelines, gloves are not required**			
(3) Ensures gloves are changed between patients (if worn).			
E. Prepares vaccine for administration:			

‡DHA-IHD SOs and PIs: <https://www.health.mil/flu>

*Self-Assessment: 1 = Experienced 2 = Needs Practice/Assistance 3 = Never Done N/A = Not Applicable † Evaluation / Validation Method: D = Demonstration/Observation I = Interactive Class T = Written Test V = Verbal review

