Community Pharmacy Vaccination Service Checklist

This checklist outlines the main tasks to complete before providing the Community Pharmacy Vaccination Service. This checklist is not exhaustive

Information and resources to support the service are also available at the **CPVS website**

	Preparing to provide the service	Completed
1.	Visit the **BSO** and/or **PCI** websites and read through information / documentation and familiarise yourself with the resources available including detail in the relevant service specification	☐
2.	Ensure you are working in line with the **National Minimum Standards and Core Curriculum for Immunisation Training** and service specification. Are declared competent to undertake immunisation and to discuss issues related to immunisation. Vaccinators providing the service should have undertaken face-to-face training for injection technique.	☐
3.	Ensure appropriate indemnity arrangements are in place.	☐
4.	Ensure vaccinators complete the relevant competency assessment tool. Any training needs that are identified by the vaccinator competency assessment tool should be addressed. Copies of the assessments should be held in the pharmacy. Registered healthcare professionals administering the vaccine should have completed the COVID-19 vaccinator competency assessment tool. For further training and information see the PHA website and the relevant chapter(s) of the Green Book.	☐
5.	Ensure vaccinators complete the e-Learning for Health modules on: • **Core Knowledge for vaccinators** Vaccine specific modules, for example: • **COVID-19 Vaccine** Other vaccine specific modules (as new products as are added to the service) vaccinators should be aware of the infection control measures and aseptic techniques that should be used at all times (particularly when using multi-dose vials).	☐
6.	Ensure all vaccinators have completed face to face training for injection technique and basic life support (including administration of adrenaline for anaphylaxis). Annual updates should be undertaken to ensure knowledge and practice remain current. Periodic face to face refresher training for vaccinators should be considered to ensure consistency of practice, peer support and to discuss any clinical issues that are arising in practice.	☐
7.	Ensure vaccinators are familiar with Resuscitation Council UK (RCUK) guidance on Management of Anaphylaxis in the Vaccination Setting and information in Chapter 8 of the Green Book.	☐
8	Ensure a protocol for the management of anaphylaxis and an anaphylaxis pack are in place	☐
9.	Access NI checks completed for vaccination teams visiting care homes.	☐

** Please note this list is not exhaustive** Updated March 2026

10.	Confirm what booking/appointment system and call and recall systems may be used for the service and that the NI direct map booking platform information is up to date Consider having reserve lists (of patients who are able to attend on short notice) to fill any cancelled/unattended appointments during a vaccination session.	☐
11.	Ensure the pharmacy has access to PCI and BSO websites .	☐
12.	Ensure the pharmacy has access to HSC secure email and has processes in place for it to be checked on a daily basis (in case of urgent emails relating to vaccines, safety issues etc.).	☐
13.	Ensure the pharmacy has access to the Vaccine Management System (VMS) and has processes in place to record vaccinations on the day they are administered.	☐
14.	Ensure the vaccine ordering system with Movianto N.I. is in place. Ensure ALL staff are aware of the cold chain guidance and vaccines are promptly stored in the fridge when an order arrives at the pharmacy.	☐
15.	Ensure you are adhering to the directions of the current version of the Patient Group Direction (PGD) and/or Vaccination Protocol (VP) and that you fully understand the content including the eligible patient groups, and the inclusion and exclusion criteria.	☐
16.	Complete the practitioner declaration on the PGD and/or VP to confirm you have read and understood the content of the legal documents and that you are willing and competent to work to it within your professional code of conduct. Complete the authorising section of the PGD and/or VP for each pharmacy.	☐
17.	Consider getting vaccinated against hepatitis B if appropriate. The Green Book advises that hepatitis B vaccination is recommended for healthcare workers who may have direct contact with patients' blood, blood-stained body fluids or tissues. This includes any staff who are at risk of injury from blood contaminated sharp instruments. The Health and Safety Executive guidance on blood borne viruses provides further advice. It is best practice for individuals providing the service to also be vaccinated against COVID-19 and seasonal influenza.	☐
18.	Read and sign the Standard Operating Procedures (SOPs) for the service in each pharmacy you intend to work at.	☐
19.	Familiarise yourself with relevant documents, for example: • Anaphylaxis procedures • Chaperone policy • Needle stick injury procedure • Infection Control Procedures, including hand hygiene guidance • Cold chain procedures	☐
20.	Ensure you have any necessary equipment/supplies needed for provision of the service, for example: • PHA leaflets / Patient Information Leaflets • PPE • Anaphylaxis pack (check the expiry of adrenaline) • Clinical waste bin • Spill kit	☐
21.	Decide how to advertise the service / display poster, social media, leaflets etc.	☐

For further information & resource documents please visit:

BSO and **PCI**

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