

# QUICK GUIDE | COVID-19 Vaccinator Working Under Supervision (CVWUS)

This Quick Guide provides insight on the CVWUS role, training pathway and supplements the MoH resources about the CVWUS role, Vaccination Clinical Supervisors and employer accountability.

---

## CVWUS OVERVIEW

The CVWUS is a new role established to support Aotearoa's COVID-19 vaccine rollout programme. This new class of COVID-19 Vaccinators will be working in a vaccinating team, operate with a limited scope and be always supervised by a Clinical Vaccination Supervisor (CSV).

### Examples of suitable CVWUS trainee (Trainee) for this role



- Non-registered Health Professionals (HPs) who have healthcare experience in support roles
- HPs with an expired Annual Practising Certificate (APC) for over three years e.g., retired practitioners
- Clinical HPs who are not registered in New Zealand e.g., overseas-trained practitioners

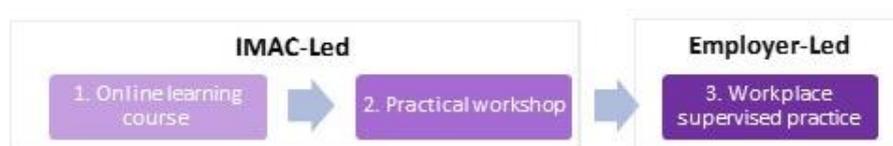
Refer to the [MoH](#) website for guidance on recommended occupations for this role, scope and other guidance documents

---

## TRAINING PATHWAY

Training for CVWUS has been developed in partnership with Careerforce and the Ministry of Health (MoH). The training pathway consists of three phases.

Refer to the [IMAC](#) website for further CVWUS education course details and MoH [training pathway 1-pager](#).



### Programme enrolment



Course access requires employer nomination. Trainees must be employed by the DHB or a commissioned vaccination site. Employers are responsible for providing CVS to lead and oversee CVUWS onsite training, competency assessment and ongoing supervision and direction after authorisation.

For a copy of the registration form or to find out more on the training programme, [contact](#) the IMAC COVID Liaison Manager or your regional IMAC COVID Immunisation Advisor.

## TRAINING PHASES

1

### IMAC online course

This is 2 to 3 hours of self-directed learning. The course provides the critical theory component for the role to build the trainee knowledge, and how to use the COVID-19 Immunisation Register (CIR). This is followed by a multi-choice assessment and trainees must attain at least **85%** to progress onto Phase 2.

The trainee will have a total of three attempts to pass the assessment. IMAC will discuss with employer regarding support for trainee if they are unable to pass after three attempts, and/or suitability of the trainee.

2

### IMAC practical workshop

The workshop is 3 to 4 hours long with 6 to 12 trainees recommended per practical\*. It is strongly recommended the CVS also attends for them to provide appropriate ongoing support. The IMAC Education Team will liaise with the employer to confirm the practical date. This is dependent on when all trainees complete Phase 1.

Trainees will have the opportunity to translate theory into practice through a series of interactive activities. IMAC will issue the 'CVWUS Training and Competency Workbook' (the Workbook) to trainees who have completed the workshop to a satisfactory standard to complete in Phase 3.

*\*At times, the number of trainees per session will also be dependent on number of facilitators available.*

3

### Workplace training and supervised practice

The trainee will train under the supervision of the CVS to get familiar with the operations of the vaccination site, complete the workbook knowledge checkpoints and competency assessment. A Standing Order must also be in place for supervised practice and assessments. It is recommended that:

- ▶ Training ratio is one CVS to one to two trainees and CVS(s) should be consistent.
- ▶ Trainees remain at the same site during their training for consistency of site layout, equipment and processes etc.



### CVWUS Training and Competency Workbook

This workbook is the 'training passport' for the trainee as it guides their learning and skill development at the workplace, under the supervision of the Clinical Vaccination Supervisor. It includes:

- ▶ Information on COVID-19 virus and disease, different roles and areas at a vaccination site, vaccine administration and emergency management.
- ▶ Knowledge checkpoints for CVWUS to document their answers.
- ▶ Practical assessment and observation points for the CVWUS to document and demonstrate their knowledge and practical skills.



### Clinical Vaccination Supervisors (CVS)

This is a critical role to ensure the successful training of CVWUS and to ensure CVWUS practices safely at the workplace. All CVS must be a registered health professional, have completed the IMAC online COVID-19 Vaccinator and COVID-19 Immunisation Register (CIR) training and would typically be either:

- ▶ A fully authorised vaccinator, ideally with two years of recent experience in healthcare; or
- ▶ A health professional authorised to vaccinate and has recent experience in this vaccination programme.

Refer to the MoH [Become a COVID-19 Vaccination Clinical Supervisor](#) factsheet for more details.



### Competency Assessment

This is the final assessment prior to becoming an authorised CVWUS. It involves the trainees demonstrating safe and effective administration of the COVID-19 vaccine to at least five consenting health consumers under the supervision of an **authorised Vaccinator**, with a minimum of two years of immunisation experience.

---

## APPLICATION FOR AUTHORISATION



Upon successful completion of all three training phases the trainee can then apply to become an authorised CVWUS. Trainees are to complete the [MoH CVWUS Authorisation Application form](#) and attach the required evidence, which includes:

- ▶ CVWUS eLearning course completion certificate.
- ▶ Completed competency assessment from the IMAC CVWUS Training and Competency Workbook.
- ▶ Current CPR Certificate (Basic Life Support level accepted) as anaphylaxis is covered in the IMAC practical training.

Applications to be emailed to [vaccinatorauthorisations@health.govt.nz](mailto:vaccinatorauthorisations@health.govt.nz)

---

## HOW TO GET ONTO THE TRAINING



### For Employers

Once you have identified the CVWUS trainee candidates and CVSs at your workplace, please contact IMAC for more information and we can guide you on the enrolment process.

Māori and Pacific providers will be prioritised. Please identify yourself as a Māori or Pacific health provider in the subject line of the email. For example: 'Māori/Pacific health provider request for CVWUS Course'.

For a copy of the nomination form or to find out more on the training programme, [contact](#) the IMAC COVID Liaison Manager or your regional IMAC COVID Immunisation Advisor.



### For Employees

If you are interested in becoming a CVWUS please talk to your employer to discuss whether you are suited for this programme. Programme entry is via employer nomination only.



### For unemployed individuals

If you are currently unemployed but wish to undertake training to become a CVWUS, we suggest you to:

- ▶ Visit the [www.health.govt.nz/HandsUp](http://www.health.govt.nz/HandsUp) and fill in a form to register your interest
- ▶ Contact your local DHB career website for vacant positions