

# Skills Checklist for Vaccine Administration

The following checklist contains a selection of important skills and practices related to vaccine administration that can be used as an assessment tool for health care staff who administer vaccines.

Self-Assessment		Supervisor Review		Patient Education
Needs to Improve	Meets or Exceeds	Needs to Improve	Meets or Exceeds	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Welcomes patient and establishes rapport.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Explains what vaccines will be given.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Answers questions and accommodates language/literacy barriers and special needs of patients.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Provides Vaccine Information Statements for all vaccines and allows time for discussion.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Screens for contraindications and precautions.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Reviews comfort measures and after care instructions as needed.

Self-Assessment		Supervisor Review		Medical Protocols
Needs to Improve	Meets or Exceeds	Needs to Improve	Meets or Exceeds	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Can quickly locate medical protocols (ie, vaccine protocol, emergency protocol, reference material).
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Can quickly administer emergency protocol (eg, epinephrine administration) if necessary.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Is up to date on CPR certification.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Reports any needlestick injury.

Self-Assessment		Supervisor Review		Vaccine Handling
Needs to Improve	Meets or Exceeds	Needs to Improve	Meets or Exceeds	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Checks vial expiration date. Double-checks vial label and contents prior to drawing up.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Follows Prescribing Information for needle selection, reconstitution, and other specifics.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Demonstrates knowledge of proper vaccine handling. (See Checklist for Proper Vaccine Storage and Handling.)

Self-Assessment		Supervisor Review		Administering Vaccines
Needs to Improve	Meets or Exceeds	Needs to Improve	Meets or Exceeds	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Rechecks the physician's order or instructions against prepared syringes.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Washes hands. Wears gloves if required.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Demonstrates knowledge of the appropriate route of administration for each vaccine.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Positions patient appropriately for vaccination.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Properly preps the site with an alcohol wipe.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Appropriately injects vaccine.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Upon needle withdrawal, uses gauze or bandage to apply gentle pressure to injection site for several seconds.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Properly disposes of needle and syringe in sharps container. Properly disposes of vaccine vial.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Provides appropriate comfort measures before, during, and after the procedure.

Self-Assessment		Supervisor Review		Records Procedures
Needs to Improve	Meets or Exceeds	Needs to Improve	Meets or Exceeds	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Fully documents each vaccination in patient's chart: date, lot number, manufacturer, site, VIS date, name/initials.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Asks for and updates patient's vaccine record card. Reminds the patient to bring it to each visit.

Plan of Action: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Employee Signature \_\_\_\_\_ Date \_\_\_\_\_ Supervisor Signature \_\_\_\_\_ Date \_\_\_\_\_ Plan of Action Deadline \_\_\_\_\_ Next Review Date \_\_\_\_\_

Adapted from: Centers for Disease Control and Prevention. Epidemiology and prevention of vaccine-preventable diseases. Vaccine Administration. The Pink Book. Chapter 6; 14th edition. <https://www.cdc.gov/vaccines/pubs/pinkbook/vac-admin.html>. Accessed March 9, 2022.

