

# Initial Competency Assessment: Smallpox Vaccine Administration

Clinic: \_\_\_\_\_

Employee Name: \_\_\_\_\_

Assessment Start Date: \_\_\_\_\_

Completion Date: \_\_\_\_

Required Competency or Skill	* Self Assessment	Orientation (Preceptor initials & date)	+ Eval Method	Competency Validated by Supervisor (Signature & date)	Comments/Additional Resources
<b>Smallpox Vaccine Administration</b>					
	<b>CRITICAL THINKING:</b> <i>Understands clinical guidelines and demonstrates clinical proficiency in appropriate administration, documentation and patient teaching for the smallpox vaccine. Explains procedures in an age-appropriate manner according to the level of understanding of the patient and the family. Approaches patient in professional and non-threatening manner.</i>				
1. Reviews temperature maintenance chart to ensure refrigeration maintained at 2-8° C or 36-46° F.	<b>CRITICAL THINKING:</b> <i>Un-reconstituted vaccine should not be exposed to temperatures between 23°-37° C (73°-81° F) for more than 48 hours. Diluent should be stored at room temperature.</i>				Deployment Guidance ACAM2000™ Smallpox (Vaccinia) Vaccine, Live, 17 Jan 08 DoD version
2. Gathers vaccine and supplies for administration (i.e., bifurcated needle, cleansing pads, 2X2 sterile gauze, 4X4 sterile gauze, 2X3 Telfa gauze, Micropore, Transpore, Scanpore tape).					
3. Inspects vaccine and diluent for discoloration or particulate matter. Checks expiration date on vaccine and diluent.	<b>CRITICAL THINKING:</b> <i>Call manufacturer if discolored or particulate matter noted.</i>				
4. Washes or sanitizes hands with soap and water or alcohol based, anti-bacterial hand sanitizer. Dons gloves.					
5. Reconstitutes IAW clinic policy and package insert (see separate competency). Writes the date of reconstitution on vial. Vaccine may be stored for 30 days after reconstitution. Consults current guidelines. If vaccine was stored from prior session, removes vial from refrigerator (cont.)	<b>CRITICAL THINKING:</b> <i>After reconstitution, ACAM2000™ may be administered within 6 to 8 hours if kept at room temperature (20-25° C, 68°-77° F). After 8 hours at room temperature, ACAM2000 should be discarded as biohazardous material. Vaccine exposed to room temperatures for less than 8 hours can be re-used after being placed back in the refrigerator.  Exposure of reconstituted vaccine to room temperature during vaccination sessions should be minimized by placing it in the refrigerator or cooler in between patients.</i>				Deployment Guidance ACAM2000™ Smallpox (Vaccinia) Vaccine, Live, 17 Jan 08 DoD version  ACAM2000™ Package Insert

\*Self Assessment

- 1 = Experience
- 2 = Needs Practice/Assistance
- 3 = Never Done
- NA = Not Applicable

+ Evaluation/Validation Methodologies

- T = Tests
- D = Demonstration/Observation
- V = Verbal
- I = Interactive Class

## Competency Checklist

Required Competency or Skill <b>Smallpox Vaccine Administration</b>	* Self Assessment	Orientation (Preceptor initials & date)	+ Eval. Method	Competency Validated by Supervisor (Signature & date)	Comments/Additional Resources
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5. (cont.) and gently swirls vial to ensure re-suspension.					
6. Ensures Initial Smallpox Vaccination Note and screenings completed and physician's order given, before administering vaccine.					<a href="http://www.health.mil/smallpox">www.health.mil/smallpox</a>
7. Distributes current DoD Smallpox Trifold Brochure and FDA approved ACAM2000 Medication Guide to recipient. Documents in medical record that these education materials were given.					<a href="http://www.health.mil/smallpox">www.health.mil/smallpox</a>
8. Verifies patient's identity, reviews and/or clarifies screening questions. Clarifies other questions and concerns.					
9. Selects vaccination site and assesses if skin cleansing is necessary. If the site is obviously dirty, an alcohol swab may be used to clean the area.	<b><u>CRITICAL THINKING:</u></b> <i>Tattoos and scars are not a contraindication for vaccination; however, medical personnel should avoid giving smallpox vaccinations over tattoos or scars. If unsure of site selection, or if the site is not completely healed from the injury or tattoo placement, consult a physician. If alcohol used to clean site, skin must be allowed to dry thoroughly to prevent inactivation of vaccine by alcohol.</i>				
10. Removes the vaccine vial stopper from vial and places on sterile 2X2 package for later reuse.					
11. Tears off packet containing single bifurcated needle. Peels back wrapper about halfway, exposing butt-end of needle. Holds butt-end and gently pulls bifurcated point-end free from wrapper.					
12. Dips bifurcated end of needle into vaccine and visually confirms drop of vaccine in space (cont.)					

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12. (cont.) between two prongs (tips).					
13. Holds bifurcated needle between thumb and first finger perpendicular to skin. Deposits vaccine droplet onto clean dry skin of arm prepared for vaccination. Punctures skin through droplet of vaccine (within 5mm), delivering 15 percutaneous jabs, vigorously enough to allow trace of blood to appear after 15-20 seconds.	<p><b><u>CRITICAL THINKING:</u></b> <i>Skin over insertion of deltoid muscle is preferred site for smallpox vaccination. Give all vaccinees (primary and revaccinees) 15 punctures (jabs). If unsure of vaccination success (no trace of blood), consult a health care provider.</i></p> <p><i>If needle touched skin, DO NOT re-dip needle into vaccine.</i></p>				
14. Uses dry sterile 4X4 gauze to blot off any excess vaccine and properly disposes of gauze, needles, syringes, and empty vials in biohazard sharps containers.					
15. Applies a semi-permeable bandage IAW local policy.					
16. Documents date, lot number, manufacturer and site of vaccination on DD2766, DD2766C, CDC form 731, SF 601 or SF 600.					
17. Teaches vaccine recipient about vaccination site care.					
18. Distributes and explains 30-day diary and vaccination card (if applicable)					
19. Instructs recipient when and where to appear for vaccination response evaluation.					
20. Encourages recipients to ask questions, provides answers and documents verbal/written understanding of education (cont.)					

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DHA-IHD (02 July 14)

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(877) GET-VACC (DSN 761-4245), option 1

[www.health.mil/vaccines](http://www.health.mil/vaccines)

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20. (cont.) provided. This may be confirmed by recipient's signature.					
21. Advises recipient to wait approximately 15 minutes before leaving area and to contact a healthcare professional in the clinic if they begin to feel "different" than before vaccination.					
22. Washes or sanitizes hands between patient contacts, wears gloves and uses proper aseptic technique.					
23. Repeats steps 9-15 for each person to be vaccinated, using a new bifurcated needle for each recipient.					
24. Enters all vaccination information into electronic immunization tracking system.					

Preceptor's Initials: \_\_\_\_\_ Printed Name: \_\_\_\_\_ Signature: \_\_\_\_\_

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**I understand the topics listed, I will be allowed to perform only those tasks listed for my skill level/scope of practice and only after I have successfully demonstrated competency in those tasks.**

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_ Signature of Supervisor: \_\_\_\_\_ Date: \_\_\_\_\_

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