 Department of Health Government of Nunavut	NURSING POLICY, PROCEDURE AND PROTOCOLS		
	Community Health Nursing		
TITLE:	SECTION:		POLICY NUMBER:
Nunavut Immunization Certification	Nursing Practice		07-005-00
EFFECTIVE DATE:	REVIEW DUE:	REPLACES NUMBER:	NUMBER OF PAGES:
December 23, 2021	July 1, 2023	07-005-00 -Update	15
APPLIES TO:			
Registered Nurses, Licensed Practical Nurses, Advanced Care Paramedics, Primary Care Paramedics, Nurse Practitioners, Registered Midwives			

1. BACKGROUND:

The goal of the Nunavut Immunization Certification process is to provide an ongoing, standardized education for all healthcare workers involved in the administration of immunizations and TB skin tests. The education modules have been developed in accordance with the Nunavut policies and procedures, the Nunavut Immunization Schedules, the Canadian Immunization Guide (CIG), and the Public Health Agency of Canada (PHAC) immunization competencies.

Although many nurses or midwives might not administer the full array of vaccines as part of their regular practice, they will need the requisite knowledge and skill base to answer questions regarding vaccines and immunization schedules. Additionally, these healthcare professionals should be prepared to assist with any mass immunization clinics in the event of a pandemic, health emergency, or as part of annual influenza activities.

2. POLICY:

All immunization providers must be certified to give publicly funded immunizations in Nunavut. This is a transferred health function from the office of the Chief Public Health Officer (CPHO). Therefore, all registered nurses (RN), nurse practitioners (NP), licensed practical nurses (LPN), primary care paramedics (PCP), advanced care paramedics (ACP) and registered midwives (RM) who provide publicly funded immunizations and/or perform tuberculosis skin tests (TSTs) are required to successfully complete the Nunavut immunization certification program. This process must be complete before any unsupervised immunizations or TSTs are given.

Immunization certification consists of the completion of an online exam and an immunization skills checklist. The online exam includes a review of 6 education modules and a 75-question multiple-choice exam. The passing grade for the exam is 80% and exam writers will have 3 chances to successfully achieve a passing grade. A certificate will be emailed to the immunization provider. The immunization skills checklist (Appendix A) was developed as a resource for immunization providers to have an ongoing assessment of their competence in providing immunizations in Nunavut. This checklist should be completed with initial certification, then every 3 years with recertification. This is a shared responsibility of both the immunization provider and their supervisor/manager. The original copies of both the certificate and skills checklist are filed in the immunization provider HR file and copies are provided to the immunization provider.

Recertification should be completed every 3 years. The recertification process includes completing the immunization skills checklist as well as writing the online exam. The recertification process is the responsibility of both the immunization provider and their supervisor/manager.

3. PRINCIPLES:

The Registered Nurses Association of the Northwest Territories and Nunavut (RNANT/NU) highlights that continuing competence is essential to professional nursing practice and that “*competence is continually maintained and acquired through reflective practice, lifelong learning, and integration of learning into nursing practice*” (RNANT/NU, 2010).

4. PROTOCOL:

Registered Nurses, Licensed Practical Nurses, Nurse Practitioners and Midwives are governed by their respective professional associations and by Government of Nunavut regulations. PCPs and ACPs may not initiate any healthcare activity or task which has not been delegated or assigned by a RN, NP, or physician unless it is within their scope of practice outlined in the *National Occupational Competency Profile for Paramedics (Oct.2011)*

The following table outlines the population parameters for each group of certified immunizers.

Profession	Population Parameters
Registered Nurses	May provide immunizations and TSTs (plant and read) to all populations as per: <ul style="list-style-type: none"> ○ Routine and catch-up immunization schedules ○ Specific vaccine protocols ○ Or as directed by the Office of the CMOH (e.g. outbreak situation).
Registered Midwives	May provide immunizations to infants and women of reproductive age as per: <ul style="list-style-type: none"> ○ Routine and catch-up immunization schedules ○ Specific vaccine protocols
Licensed Practical Nurses	May provide immunizations and TSTs (plant and read) to all populations as per: <ul style="list-style-type: none"> ○ Routine and catch-up immunization schedules ○ Specific vaccine protocols ○ Or as directed by the Office of the CMOH (e.g. outbreak situation).
Primary Care Paramedics and Advanced Care Paramedics	May provide COVID-19 and Influenza vaccines, to eligible populations aged 5 years and older as per: <ul style="list-style-type: none"> ○ Specific COVID-19 vaccine protocols
Nurse Practitioners	May order/give vaccines as per professional regulations. May provide immunizations and TSTs (plant and read) to all populations as per: <ul style="list-style-type: none"> ○ Routine and catch-up immunization schedules ○ Specific vaccine protocols ○ Or as directed by the Office of the CMOH (e.g. outbreak situation).

The following table outlines the specific roles and responsibilities of immunization providers and other supporting staff within the Nunavut Immunization program.

Profession/Title	Roles/Responsibilities
Registered Nurse Licensed Practical Nurse Advanced Care Paramedic Primary Care Paramedic Registered Midwife Nurse Practitioner	<ul style="list-style-type: none"> • Complete initial online education modules and exam. • Complete initial skills checklist and review with supervisor/manager/agency. • Complete skills checklist every 3 years. • Complete immunization exam every 3 years.
Supervisor/Manager Agency supervisors	<ul style="list-style-type: none"> • Ensure that all new staff are oriented to the immunization policy. • Review initial skills checklist and support learning opportunities for staff. Refer to educators/proficient peer immunizers as needed. • Review skills checklist with immunization providers and ensure staff are current on certification. The skills checklist can also be reviewed by an educator or experienced colleague.
Nurse Educators	<ul style="list-style-type: none"> • Complete initial online education modules and exam. • Complete initial skills checklist and review with supervisor/manager • Complete skills checklist every 3 years. • Complete immunization exam every 3 years. • Support staff to become proficient in immunization skills.
Regional CDC	<ul style="list-style-type: none"> • Complete immunization certification and remain up to date as per guidelines for registered nurses (as above). • Available as resource for immunization related questions/concerns. • <u>Communicate questions/concerns to Territorial CDC/CMOH.</u>
Territorial CDC/CPHO	<ul style="list-style-type: none"> • Complete immunization certification and remain up to date as per guidelines for registered nurses (as above). • Maintain database of certified individuals in Nunavut and report to CMOH as requested. • Update immunization education modules and exam as evidence-based practice/vaccine guidelines change. • Address any questions/concerns brought forward by Regional CDC. • Review policy as outlined.

5. REFERENCES:

Alberta Health Services Medical Control Protocols – (v.4.0) June 1, 2021

<https://ahsems.com/public/AHS/login.jsp>

National Occupation Competency Profile for Paramedics, Oct 2011

<https://www.paramedic.ca/uploaded/web/documents/2011-10-31-Approved-NOCP-English-Master.pdf>

Nunavut Midwifery Profession Practice Regulations (2010). *SCHEDULE E- DRUGS AND SUBSTANCES*.

Public Health Agency of Canada (2008). *Immunization Competencies for Health Professionals*. Retrieved from: <http://www.phac-aspc.gc.ca/im/pdf/ichp-cips-eng.pdf>

Registered Nurses Association of Northwest Territories and Nunavut (2010). *Scope of Practice for Registered Nurses*. Retrieved from: <https://nwantnu.ca/sites/default/files/Scope-of-Practice-for-Registered-Nurses.pdf>

Approved By: 	Date: December 23, 21
Gogi Greeley, a/Assistant Deputy Minister - Operations	
Approved By: 	Date: Dec 30 2021
Michael Patterson, Chief Public Health Officer	
Approved By: 	Date: Dec 23, 2021
Jenifer Bujold, a/Chief Nursing Officer	

6.1 Nunavut Immunization Certification Process

Step 1:

Go to: <https://governmentofnunavut.thinkific.com/courses/immunization-certification>

Step 2:

Click on “Start Program”



Step 3:

Create an account by filling in the fields with your first name, last name, email address and password and click on “Sign Up”. You will receive an email from noreply@notify.thinkific.com

Create a new account

[I already have an account!](#)

First Name	Last Name
<input type="text" value="First Name"/>	<input type="text" value="Last Name"/>
Email	
<input type="text" value="Email"/>	
Password	
<input type="text" value="New Password"/>	
<input type="button" value="Sign up"/>	

If you already created an account on or after June 1st, 2022, you can click on “I already have an account” to sign in. Then fill in your email address and password that you originally used to create your account and click the “Sign In” button.

Create a new account

[I already have an account!](#)



First Name

Last Name

Email

Password

Sign up

Welcome Back!

[Create a new account](#)

Email

Password

Remember me

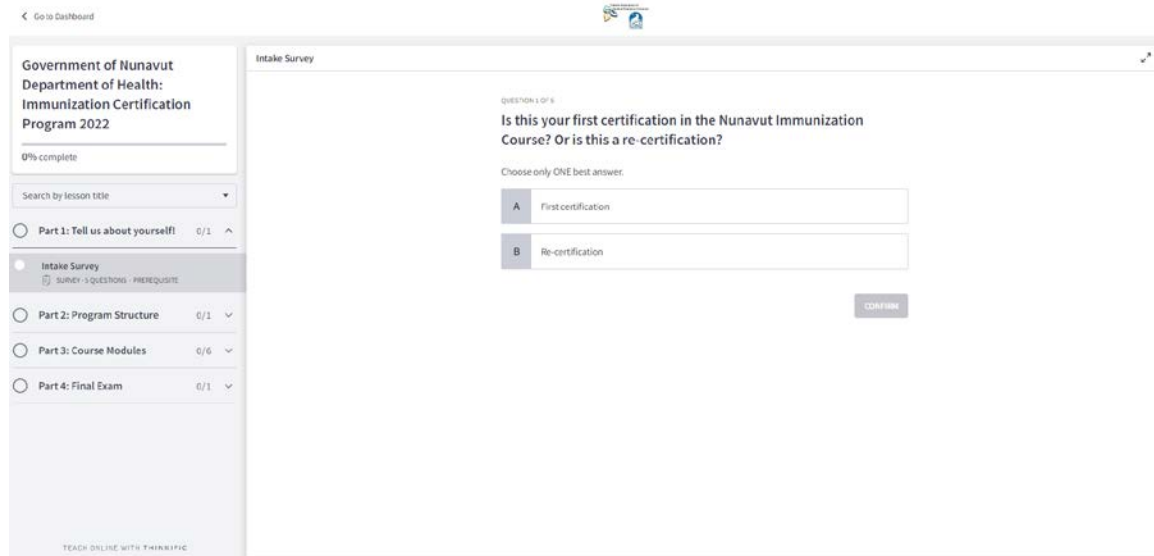
[Forgot Password?](#)

Sign in



Step 4:

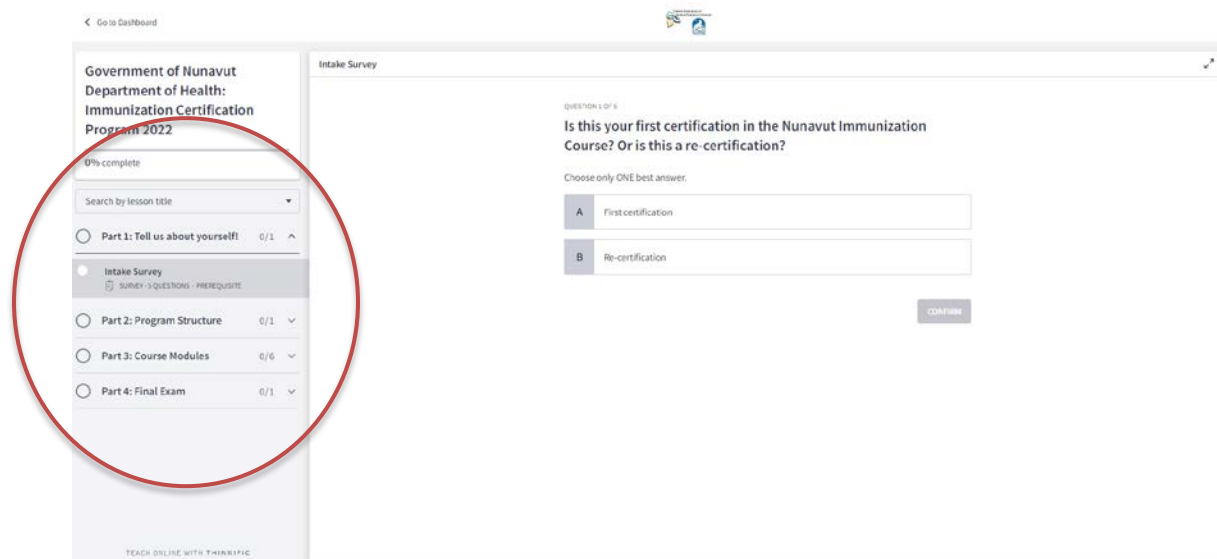
The Course Player will automatically open in your browser with the first survey question (as seen below):



The screenshot shows a web interface for the "Government of Nunavut Department of Health: Immunization Certification Program 2022". The left sidebar contains a navigation menu with the following items: "Part 1: Tell us about yourself!" (0/1), "Intake Survey" (0/1, highlighted), "Part 2: Program Structure" (0/1), "Part 3: Course Modules" (0/6), and "Part 4: Final Exam" (0/1). The "Intake Survey" item is highlighted with a red circle. The main content area displays "QUESTION 1 OF 6" and the question: "Is this your first certification in the Nunavut Immunization Course? Or is this a re-certification?". Below the question, there are two radio button options: "A First certification" and "B Re-certification". A "CONFIRM" button is located at the bottom right of the question area.

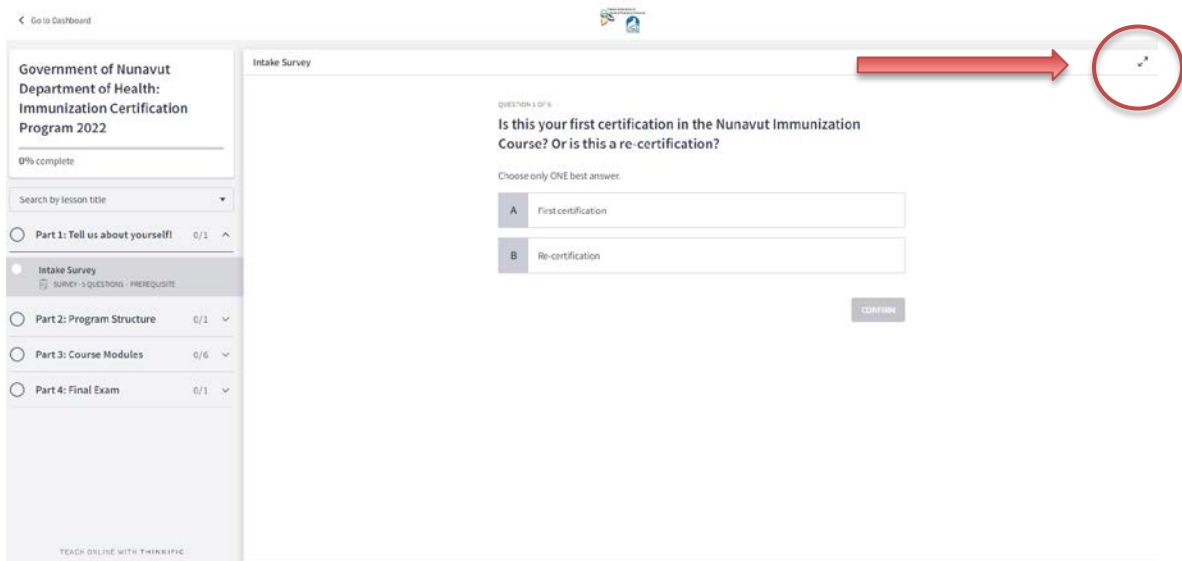
Step 5:

Complete all the survey questions and click the 'Continue ->' button to move to Part 2. You can navigate to other parts of the program using the menu on the left, but you must complete the course content in order.



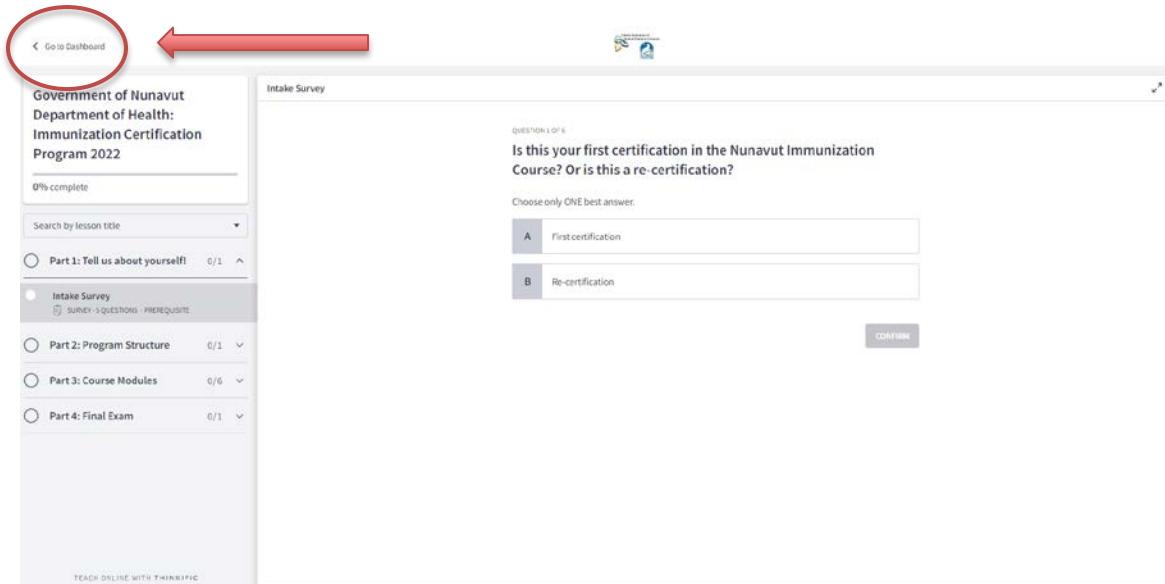
This screenshot is identical to the one in Step 4, showing the "Intake Survey" interface. The left sidebar navigation menu is circled in red, highlighting the "Intake Survey" item and the other parts of the program. The main content area shows the same question and options as in Step 4.

For easy viewing, you can make the course content full screen by clicking on the double ended diagonal arrow in the top right corner of the course player.

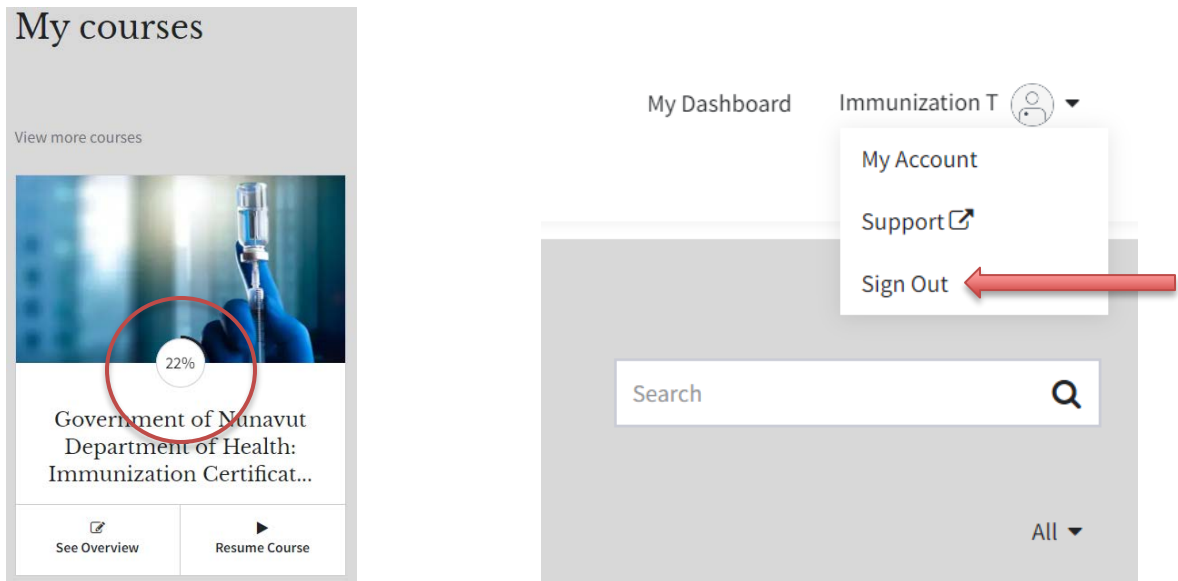


Step 6:

You can navigate away from the course player at any time by clicking “Go to Dashboard” in the top left and it will save your spot in the course.



On your Dashboard, you can see the percentage of the course that you completed. To sign out, click the drop down beside your name on the top right of your dashboard and click “Sign Out”

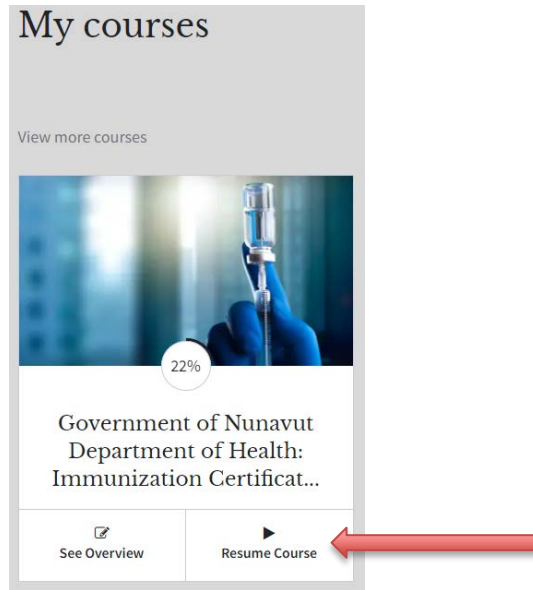


Step 7:

If you have signed out and want to continue the program and access the course again, go to: <https://governmentofnunavut.thinkific.com/courses/immunization-certification> and click “Sign In” in the top right corner and enter your email and password.



Then click the “Resume Course” button within the course tile on your Dashboard.



Step 8:

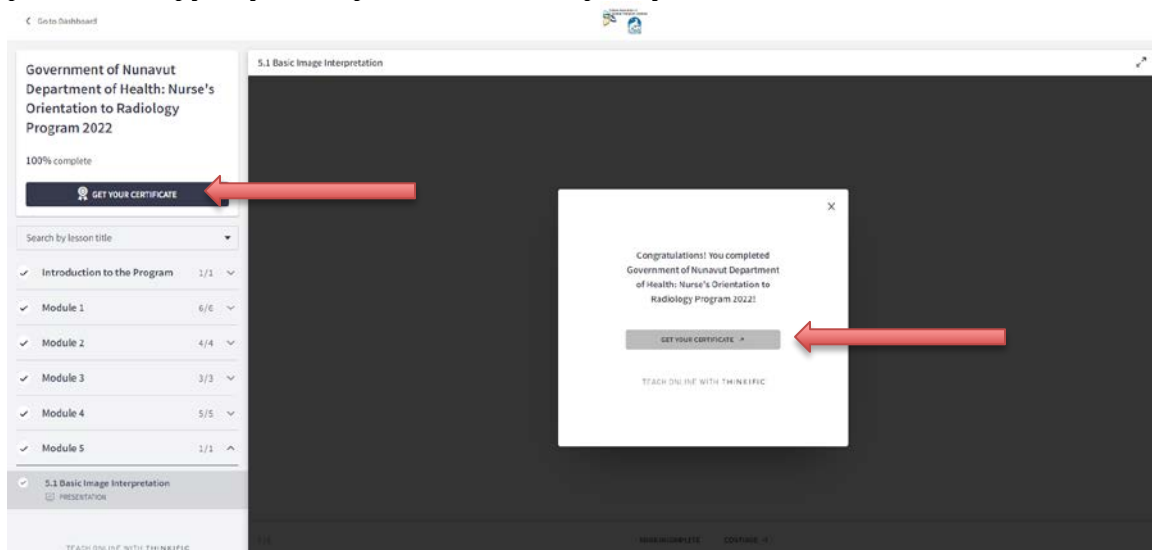
Review each of the 6 learning modules and click “Complete and Continue” at the bottom of the screen once you have viewed all the slides.

Step 9:

Complete the exam. Once complete, the exam will be automatically scored. If you are unsuccessful on the exam, please review the course content and try again.

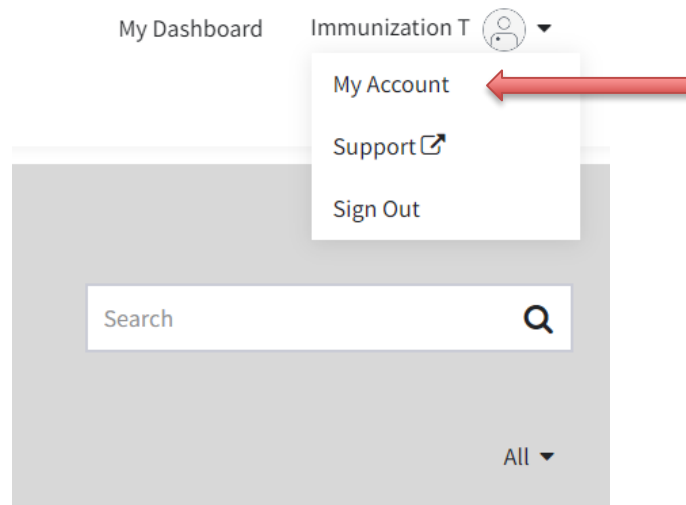
Step 10:

Once you successfully pass the exam, the course is complete! Download your certificate by clicking the “Get your certificate” button on either the pop up notification or in the menu on the left-hand side. Keep a copy for your files and provide a copy to your supervisor to be kept in your HR file.

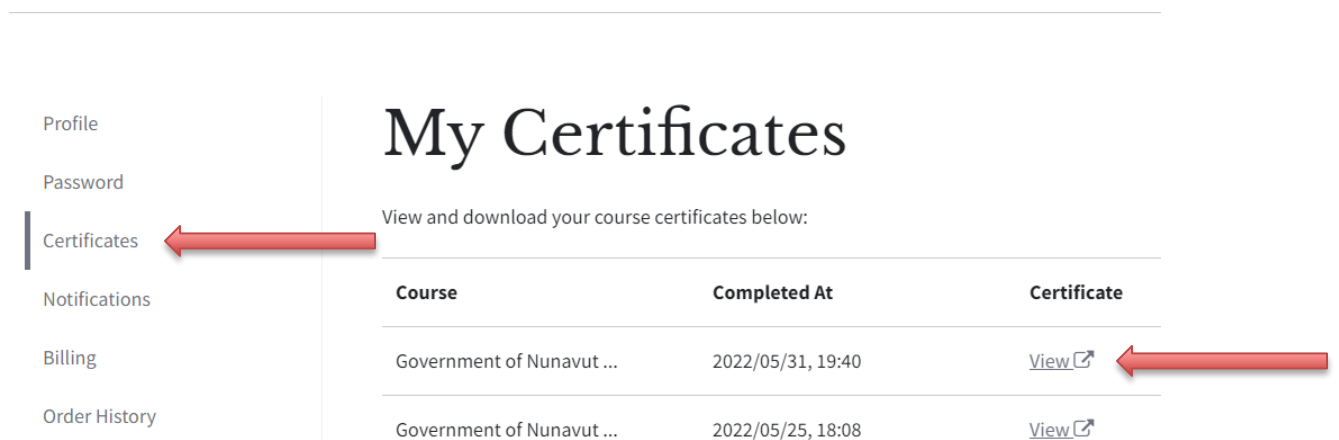


Step 11:

If you need to access your certificate again at a later date, sign in as described in Step 7. Then, click the drop down beside your name on the top right of your dashboard and click “My Account”.



In the left-hand menu, click on “Certificates” and then click “View” beside the certificate you would like to download.



A screenshot of the 'My Certificates' page. On the left is a vertical navigation menu with the following items: Profile, Password, Certificates (highlighted with a red arrow), Notifications, Billing, and Order History. The main content area has the heading 'My Certificates' and the text 'View and download your course certificates below:'. Below this is a table with three columns: Course, Completed At, and Certificate. The table contains two rows of data. A red arrow points to the 'View' link in the 'Certificate' column of the first row.

Course	Completed At	Certificate
Government of Nunavut ...	2022/05/31, 19:40	View
Government of Nunavut ...	2022/05/25, 18:08	View

Administration of Non-publicly Funded Vaccine in Nunavut

Background:

In addition to publicly funded vaccines in Nunavut, nurses may be asked to administer non-publicly funded vaccines ordered by nurse practitioners (NPs) and/or physicians. These vaccines could be recommended for specific health conditions, travel, or upon the request of the recipient themselves. These vaccines can be important in providing protection against specific vaccine preventable diseases; Nunavummiut should be able to access and privately pay for the vaccines.

Policy:

Nurses may administer non-publicly funded vaccines ordered by NPs and physicians, in accordance with the vaccine's prescribed route, dose, and schedule (for vaccine series).

All non-publicly funded vaccines must be purchased privately by the patient from a pharmacy; publicly funded vaccine stock in the health center should not be used.

Definition:

Nurse – For the purpose of this policy, nurse refers to Registered Nurses and Licensed Practical Nurses.

Procedure:

1. Patient to order and pay for the vaccine directly from the pharmacy
2. It is important for the nurse to provide education that the vaccine should be transported and stored within recommended cold-chain temperatures.
3. All vaccines administered should be documented as outlined in section 3.4 of the Nunavut Immunization Manual. As there may not be a specific protocol for every vaccine available for private purchase, the following resources can be utilized to guide the nurse in reviewing precautions, contraindications, recommended scheduling, and post-vaccine health education.
 1. Canadian Immunization Guide (evergreen edition):
<https://www.canada.ca/en/public-health/services/canadian-immunization-guide.html>
 2. Vaccine package inserts
 3. Specific vaccine product monographs can be found for all approved drugs in Canada online at:
<https://health-products.canada.ca/dpd-bdpp/index-eng.jsp>

Examples of non-publicly funded vaccines that nurses may be requested to administer include:

- Hepatitis A vaccine

- Shingles vaccine
- Meningococcal vaccine
- Japanese Encephalitis vaccine
- Typhoid
- Rabies

Any additional questions about the administration of non-publicly funded vaccines can be directed to the regional CDC.

Appendix A: Immunization Skills Checklist

Review the following skills checklist. Immunization providers should complete at time of hire/onboarding and every 3 years (with exam). The original copy is filed in the immunization provider HR file and a copy is provided to the immunization provider.

The checklist should be reviewed with supervisor or delegate (including educators and peers who are at a proficient skill level).

The plan of action identifies what further steps the immunization provider should complete to further develop the skill(s).

A tentative date for the next review will be agreed upon and signed by both the immunization provider and supervisor.

Competency and Associated Skills	Self-assessment			Supervisor or Delegate Reviewed (initial)	Supervisor or Delegate Plan of Action
	Aware	Knowledgeable	Proficient		
Obtaining Informed Consent					
<ul style="list-style-type: none"> Reviews benefits, common expected reactions, and potential adverse reactions. Proper documentation of informed consent. 					
Client assessment					
<ul style="list-style-type: none"> Reviews immunization card. Client screening for contraindications. 					
Understanding and maintaining cold chain					
<ul style="list-style-type: none"> Demonstrates understanding of vaccine fridge monitor and vaccine transport. 					
Preparation of Vaccines					
<ul style="list-style-type: none"> Correct vaccine preparation with aseptic technique. Ensures anaphylaxis kit is up to date and available. Reviews steps for management of anaphylaxis. 					

Aware = Basic level of mastery of the competency, in which individuals are able to identify the concept or skill but have a limited ability to perform the skill.

Knowledgeable = Intermediate level of mastery of the competency, in which individuals are able to apply and describe the skill.

Proficient = Advanced level of mastery of the competency, in which individuals are able to synthesize, critique, or teach the skill.

Competency and Associated Skills	Self-assessment			Supervisor or Delegate	
	Aware	Knowledgeable	Proficient	Reviewed (initial)	Plan of Action
The 7 Rights of medication administration					
• Right patient					
• Right medication (vaccine)					
• Right dose					
• Right route					
• Right time (in accordance with NU schedule and minimum spacing guidelines)					
• Right documentation					
• Right reason					
Practical demonstration of the following skills using correct positioning/restraint techniques, landmarking, and correct needle size (once per skill).					
• Intramuscular Injection - Infant					
• Intramuscular injection – child/adult					
• Subcutaneous injection					
• Intradermal injection					
Post-immunization Client education					
• Reviews vaccine after care guidelines.					
• Plan/schedule the next immunization appointment.					
Tuberculin Skin Testing (TST)					
• Understand the indications, contraindications and when to defer TST.					
• Successfully demonstrate the administration and reading of TSTs.					
• Ability to interpret TST results based on TB program standards.					

Immunization provider name (printed) and signature _____ Date signed _____

Supervisor/delegate signature _____ Date of next planned review _____