

IMMUNISATION TRAINING PROGRAMME FOR REGISTERED PHARMACISTS

Training Manual

5th Edition (April 2025)

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We seek to improve the quality of this document. If you have comments or suggestions on this publication, please email to pcpc@hku.hk.

Working Group of the Immunisation Training Programme for Registered Pharmacists

Chair: Ms Jody KP CHU
Senior lecturer, Department of Pharmacology and Pharmacy

Members: Dr Franco WT CHENG
Lecturer, Department of Pharmacology and Pharmacy

Mr Tommy KH LEE
Pharmacist, Department of Pharmacology and Pharmacy

Mr Marco T LEE
Senior Pharmacist, Department of Pharmacology and Pharmacy

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Department of Pharmacology and Pharmacy, The University of Hong Kong

L02-56, 2/F, Laboratory Block, LKS Faculty of Medicine
21 Sassoon Road, Pokfulam, Hong Kong SAR

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Members of the Hong Kong Pharmacist Immunisation Training Advisory Group

<u>Advisor</u>	Dr FAN Ning
	Founder, Health In Action
	Mr Philip Chiu
	Chief Pharmacist, Mannings
	Mr William Chui
	Chief Pharmacist, Hospital Authority

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Mr Alex Leung, President, Hong Kong Society for Travel Medicine

Mr Dennis Fong, Vice President, Hong Kong Society for Travel Medicine

Mr Jason Lam, Registered Pharmacist

Ms Janet Wong, Lecturer, Department of Pharmacology and Pharmacy, The University of Hong Kong

Intended Audience

This document sets out the general standards and pathway for the professional training to prepare a Hong Kong registered pharmacist with role in immunisation.

Aims of Immunisation Training

To ensure confidence, competence, safety and effectiveness of the promotion and administration of vaccinations in different healthcare settings.

Objectives of Immunisation Training

By the end of immunisation training, the participating registered pharmacists will be able to:

- Ensure safe and effective immunisation practice with regard to patient care, vaccines storage and handling, administration, and documentation
- Provide accurate and up-to-date information about the relevant diseases and vaccines to individuals and/or their caregivers
- Support individuals to make informed decision about vaccination
- Promote public awareness and confidence in vaccination

Standards for Immunisation Training

Registered pharmacists who advise on and/or administer immunisation must have completed and obtained a pass in the Immunisation Training Programme and have been assessed as competent in a period of Supervised Immunisation Practice by registered healthcare practitioner(s) who is/are experienced, up-to-date and competent in immunisation.

According to Public Health England's National Minimum Standards and Core Curriculum for Immunisation Training for Registered Healthcare 2018 and Australia's National Immunisation Education Framework for Health Professionals 2017, the duration of foundation training is tailored for the previous experience, knowledge, clinical skills and the role in immunisation programme of the healthcare professionals in training. With reference to the immunisation training frameworks in the North America, the United Kingdom and Australia, the foundation immunisation training can be delivered in a mixed mode with face-to-face sessions with or without e-learning components, self-directed or trainer-led activities.

Updates of training would be required in case of substantial changes to the vaccination practice standards, local immunisation programmes, and guidelines.

The Immunisation Training Programme discusses the practice emergency plan and resuscitation procedures. While certification in Basic Life Support (BLS) and equivalent qualification in medical emergencies is not part of this training, the registered pharmacists are highly encouraged to pursue the certification to provide additional support to potential on-site emergency situations.

Immunisation Training Programme

A registered pharmacist will be deemed competent in immunisation upon fulfilling the following requirements:

- Successfully complete and achieve the required passing marks in the skill and knowledge assessments of the **Immunisation Certificate Course (Part A)**; and
- Complete the **Supervised Immunisation Practice (Part B)**. The pharmacist must meet the competency standards through self-assessment and immunisation supervisor review for each advised or administered vaccine.

Part A: Immunisation Certificate Course

The **Immunisation Certificate Course** comprises two components, totalling 14 hours of study plus 3 hours of assessments:

- **Component 1:** Vaccine Administration and Immunisation Practice Workshop
- **Component 2:** Self-directed Learning - Immunisation Best Practice for Healthcare Providers

A **Certificate of Completion** (valid for 2 years) will be awarded to candidates who complete and pass all the assessments in the Immunisation Certificate Course. The **Certificate of Completion** signifies the successful completion of immunisation training equivalent to that provided to other healthcare providers.

Students of Bachelor of Pharmacy who have completed the **Immunisation Certificate Course** as part of their undergraduate curriculum will receive the **Certificate of Completion** upon registration as pharmacists in Hong Kong.

Part B: Supervised Immunisation Practice

Completion of and passing the Immunisation Certificate Course (i.e., holding a Certificate of Completion) is a prerequisite for the **Supervised Immunisation Practice**.

During the Supervised Immunisation Practice, candidates must:

- Identify an immunisation supervisor who is a registered healthcare professional with relevant experience, up-to-date knowledge, and proven competence in immunisation.
- **Administer 5 vaccines in a vaccination session under supervision of immunisation supervisor.**
- Complete the **Competency Assessment Checklist for Supervised Immunisation Practice**.

A **Certificate of Competence** (valid for 2 years) will be awarded to candidates who successfully complete the Supervised Immunisation Practice. The **Certificate of Competence** signifies the qualification for pharmacists in vaccine administration.

Holders of the Certificate of Competence are considered to possess qualifications equivalent to the Certificate of Completion.

Part A: Immunisation Certificate Course

The Immunisation Certificate Course comprises 2 components, covering **4 core domains of immunisation knowledge and competencies**:

- **Component 1: Vaccine Administration and Immunisation Practice Workshop**
- **Component 2: Self-directed Learning - Immunisation Best Practice for Healthcare Providers**

Core Domains

This section outlines the core domain of immunisation knowledge and competencies, and respective learning outcomes, of the Immunisation Certificate Course.

Domain 1 – The International and Local Context for Immunisation

- 1.1 Immunisation and Public Health
- 1.2 Hong Kong Childhood Immunisation Programme and Vaccination Subsidy Scheme
- 1.3 Strategies to optimise immunisation uptake

Learning outcomes

- Demonstrate an understanding of the impact of immunisation programmes as a public health intervention
- Demonstrate knowledge of the Hong Kong Childhood Immunisation, Vaccination Subsidy Scheme, and how to keep abreast of the updates of these local initiatives
- Describe strategies for improving vaccine uptake

Domain 2 – The Immune System and Immunisation

- 2.1 The immunological principles of immunisation
- 2.2 Vaccine preventable diseases
- 2.3 Vaccine types and components
- 2.4 Current issues or controversies in immunisation

Learning outcomes

- Explain the immune response to vaccines
- Describe how vaccines provide individual and community protection
- Describe and recognise key features of vaccine preventable diseases and the nature and frequency of their acute and long-term complications
- Explain the different types of vaccines, their components and the indications and contraindications
- Describe the relevant and current issues or controversies in immunisation

Domain 3 – Legal and Ethical Issues in Immunisation

- 3.1 Supply of vaccines
- 3.2 Clinical governance

Learning outcomes

- Describe the local legal requirements with respect to the supply of vaccine products
- Describe the clinical governance in an immunisation programme

Domain 4 – Immunisation Practice

- 4.1 Information resources and communication
- 4.2 Storage, handling, and transport of vaccines
- 4.3 Administration of vaccines
- 4.4 Clinical care considerations for immunisation
- 4.5 Infection control
- 4.6 Management of anaphylaxis and adverse reactions
- 4.7 Documentation and reporting
- 4.8 Needle stick injury prevention and management
- 4.9 Clinical waste handling and disposal

Learning outcomes

- Describe relevant information resources on immunisation policy and good practice
- Demonstrate knowledge of the cold chain and implement the current local guidelines when storing, handling and transporting vaccines
- Demonstrate competences in vaccine administration and reconstitution:
 - Appropriate selection, preparation and disposal of vaccine and vaccine equipment
 - Safe practice in checking and verifying the vaccine to be administered
 - Assessment of suitability of vaccine recipient prior to administration based on medical and medication history
 - Correct positioning of clients for safe and effective vaccine administration
 - Determination of appropriate immunisation site and needle size
 - Correct techniques of administering oral, intranasal, subcutaneous, and intramuscular vaccines
 - Knowledge and practice of infection prevention and control measures
 - Practice of appropriate care after vaccine administration
- Communicate with clients about potential adverse reactions following the receipt of a vaccine, and the respective prevention and management
- Describe and recognise the signs and symptoms of adverse reactions to vaccines
- Manage various adverse reactions appropriately, e.g., fainting and anaphylaxis
- Maintain appropriate documentation, record keeping and reporting of vaccine administration
- Describe when and how to report an adverse event associated with vaccination
- Understand the appropriate procedures to prevent and manage needle stick injury
- Describe and implement safe clinical waste handling and proper disposal procedures

Component 1: Vaccine Administration and Immunisation Practice Workshop

Training Specifications

Mode	Face-to-face
Learning Hours	Minimum 4 hours
Instructor	Local or overseas healthcare professional(s) who is/are experienced in immunisation practice and training

Learning Objectives

By the end of the workshop, participants will be able to:

- Describe relevant information resources on immunisation policy and good practice
- Demonstrate knowledge of the cold chain and implement the current local guidelines when storing, handling and transporting vaccines
- Demonstrate competences in vaccine administration and reconstitution
 - Appropriate selection, preparation and disposal of vaccine and vaccine equipment
 - Safe practice in checking and verifying the vaccine to be administered
 - Assessment of suitability of vaccine recipient prior to administration based on medical and medication history
 - Correct positioning of clients for safe and effective vaccine administration
 - Determination of appropriate immunisation site and needle size
 - Correct techniques of administering oral, intranasal, subcutaneous, and intramuscular vaccines
 - Knowledge and practice of infection prevention and control measures
 - Practice of appropriate care after vaccine administration
- Communicate with clients about potential adverse reactions following the receipt of a vaccine, and the respective prevention and management
- Describe and recognise the signs and symptoms of adverse reactions to vaccines
- Manage various adverse reactions appropriately, e.g., fainting and anaphylaxis
- Maintain appropriate documentation, record keeping and reporting of vaccine administration
- Describe when and how to report an adverse event associated with vaccination
- Understand the appropriate procedures to prevent and manage needle stick injury
- Describe and implement safe clinical waste handling and proper disposal procedures

Workshop Outline

- Vaccine supply and clinical governance
- Information resources and communication
- Practical management of vaccination programme
- Storage, handling, and transport of vaccines
- Clinical care considerations for immunisation
- Vaccine administration
 - Positioning of vaccinations and injection sites
 - Intramuscular injection technique
 - Subcutaneous injection technique
 - Intranasal administration technique

- Reconstitution technique
- Infection control
- Management of anaphylaxis and adverse reactions
- Documentation and reporting
- Needle stick injury prevention and management
- Clinical waste handling and disposal
- Case Illustration
- Competencies-based assessments and feedback sessions

Assessment

Format	Objective Structured Clinical Examination
Duration	1 hour
Assessed area	Clinical assessment, vaccine preparation and administration, and documentation

Component 2: Self-directed Learning - Immunisation Best Practice

The Immunisation Best Practice will be delivered via self-directed learning on international and local practice of the use of vaccines in disease prevention and control of vaccinations, and the application of knowledge to handle vaccine-related problems in clinical practice. The completion of training is defined by obtaining a pass in an online multiple-choice question assessment.

Training Specifications

Mode	Self-paced online learning
Learning hours	Approximately 10 hours

Syllabus

- Immunisation and public health
- Principles of vaccination
- Legal and ethical considerations
- General best practice guidelines and vaccine safety
- Clinical care considerations for immunisation
- Management of anaphylaxis and adverse reactions
- Vaccine storage and handling
- Vaccine administration
- Infection control
- Needle stick injury prevention and management
- Clinical waste handling and disposal

Instructions

Candidates will complete the self-paced learning before completing the online assessment. Key materials and resources are listed below:

- Specified chapters of the Pink Book: Course Textbook (Epidemiology and Prevention of Vaccine-Preventable Diseases, Centers for Disease Control and Prevention)
 1. Principles of Vaccination
 2. General Recommendations on Immunisation
 3. Immunisation Strategies for Healthcare Practices and Providers
 4. Vaccine Safety
 5. Storage and Handling
 6. Vaccine Administration
 - Text version: <https://www.cdc.gov/vaccines/pubs/pinkbook/index.html>
 - Webinar (Slides and recording): https://www.cdc.gov/vaccines/ed/webinar-epv/index.html#modalIdString_CDCTable_0
- Supplementary: E-learning course on Vaccine Safety Basics, World Health Organization
https://www.who.int/vaccine_safety/initiative/tech_support/ebasic/en/
- Refer to the following local and institutional guidelines or reference:
 - Hong Kong Reference Framework for Preventive Care for Children in Primary Care Settings - Module on Immunisation, Primary Care Office, Food and Health

Bureau, HKSAR:

https://www.fhb.gov.hk/pho/rfs/tc_chi/pdf_viewer.html?file=download107&title=string127&titletext=string84&htmltext=string84&resources=25 Module on Immunisation Children

- Scientific Committee on Vaccine Preventable Diseases, Centre for Health Protection, Department of Health, HKSAR:
<https://www.chp.gov.hk/en/static/24008.html>
- 2024/25 Vaccination Subsidy Scheme Doctors' Guide. Centre for Health Protection, Department of Health, HKSAR:
<https://www.chp.gov.hk/en/features/45838.html>
- Guide to Infection Control in Clinic Setting (Last update: June 2020). Centre for Health Protection, Department of Health, HKSAR:
https://www.chp.gov.hk/files/pdf/guide_to_infection_control_in_clinic_setting.pdf
- Recommendations on Hand Hygiene and Use of Gloves in Health Care Settings. Centre for Health Protection, Department of Health, HKSAR:
https://www.chp.gov.hk/files/pdf/recommendations_on_hand_hygiene_and_use_of_gloves_in_health_care_settings.pdf
- Prevention of Sharps Injury and Mucocutaneous Exposure to Blood and Body Fluids in Healthcare Settings. Centre for Health Protection, Department of Health, HKSAR:
https://www.chp.gov.hk/files/pdf/prevention_of_sharps_injury_and_mucocutaneous_exposure_to_blood_and_body_fluids.pdf
- Recommendations on the Management and Postexposure Prophylaxis of Needlestick Injury or Mucosal Contact to HBV, HCV and HIV. Centre for Health Protection, Department of Health, HKSAR:
https://www.chp.gov.hk/files/pdf/recommendations_on_postexposure_management_and_prophylaxis_of_needlestick_injury_or_mucosal_contact_to_hbv_hcv_and_hiv_en_r.pdf
- Code of Practice for the Management of Clinical Waste (Small Clinical Waste Producers), Environmental Protection Department, HKSAR:
http://www.epd.gov.hk/epd/clinicalwaste/file/doc06_en.pdf/

Apart from the key materials and resources, candidates are highly recommended to further explore various online resources, such as:

- Green Book (Immunisation against infectious disease):
<https://www.gov.uk/government/collections/immunisation-against-infectious-disease-the-green-book#the-green-book/>
- Communicable Diseases. Centre for Health Protection, Department of Health, HKSAR:
<https://www.chp.gov.hk/en/healthtopics/24/index.html>
- Vaccines & Immunizations. Centers for Disease Control and Prevention
<https://www.cdc.gov/vaccines/index.html>

Assessment

Format	Online assessment consisting of 50 multiple-choice questions
Duration	2 hours
Passing mark	80%
Results notification	Within 7 days after the date of assessment
Re-assessment	Maximum a total three attempts for each candidate

Summary Table for Immunisation Certificate Course

Activity	Description	Vaccine Administration and Immunisation Practice Workshop	Self-directed Learning - Immunisation Best Practice
	Mode	Face-to-face	Self-paced; Online
	Learning Hours	4 Hours	10 Hours
Assessment	Mode	OSCE	Online MCQ
	Duration	1 Hour	2 hours
Domain 1 – The International and Local Context for Immunisation			
1.1.Immunisation and Public Health			√
1.2.Hong Kong Childhood Immunisation Programme and Vaccination Subsidy Scheme			√
1.3.Strategies to optimise immunisation uptake			√
Domain 2 – The Immune System and Immunisation			
2.1.The immunological principles of immunisation			√
2.2.Vaccine preventable diseases			√
2.3.Vaccine types and components			√
2.4.Current issues or controversies in immunisation	√		√
Domain 3 – Legal and Ethical Issues in Immunisation			
3.1.Supply of vaccines	√		√
3.2.Clinical governance	√		√
Domain 4 – Immunisation Practice			
4.1.Information resources and communication	√		√
4.2.Storage, handling, and transport of vaccines	√		√
4.3.Administration of vaccines	√		√
4.4.Clinical care considerations for immunisation	√		√
4.5.Infection control	√		√
4.6.Management of anaphylaxis and adverse reactions	√		√
4.7.Documentation and reporting	√		√
4.8.Needle stick injury prevention and management	√		√
4.9.Clinical waste handling and disposal	√		√

Part B: Supervised Immunisation Practice

After completing and passing the assessment of the Immunisation Certificate Course (i.e., holding a Certificate of Completion), candidates will undergo **Supervised Immunisation Practice**. During the Supervised Immunisation Practice, candidates must:

- Identify an immunisation supervisor who is a registered healthcare professional with relevant experience, up-to-date knowledge, and proven competence in immunisation.
- **Administer five vaccines in a vaccination session** until meeting the competency standards as per self-assessment and immunisation supervisor review for each of the vaccines to be advised on or administered.
- Complete the Supervised Immunisation Log.
- Complete the Competency Assessment Checklist for Supervised Immunisation Practice.

The candidate can observe and learn from the practice of immunisation supervisor(s) and receive feedback from the immunisation supervisor(s) on vaccine administration techniques. The Competency Assessment Checklist for Supervised Immunisation Practice shall be completed by both the candidate and the immunisation supervisor by the end of vaccination session.

Application for Certificate of Competence

Candidates must submit the following information for applying for Certificate of Competence:

- Supervised Immunisation Practice Log (see below)
- Competency Assessment Checklist for Supervised Immunisation Practice (see below)
- A valid Certificate of Completion

The above documents should be submitted to pcpc@hku.hk

Supervised Immunisation Practice Log

1. Information of Candidate

Name of Candidate (Same as
Certificate of Registration): _____

Registration Number: _____

2. Information of Immunisation Supervisor

Name of Immunisation Supervisor: _____

Qualification: _____

Registration Number: _____

Position: _____

3. Details of the Immunisation Session

Name of Programme / Site of Immunisation Practice: _____

Supervised Immunisation Practice	Name of Vaccine	Date of Completion	Signature of Candidate	Signature of Immunisation Supervisor
1st vaccine administration				
2nd vaccine administration				
3rd vaccine administration				
4th vaccine administration				
5th vaccine administration				

Competency Assessment Checklist for Supervised Immunisation Practice

Name of Candidate (Same as
Certificate of Registration): _____

Registration Number: _____

Clinical Skills, Techniques, and Procedures	Self-Assessment		Supervisor Review		
	Meets or Exceeds	Needs to improve	Meets or Exceeds	Needs to improve	Action Plan (if any)
Care and Education					
1. Greet the vaccine recipient and verify the type and route of vaccine to be given					
2. Answer questions and accommodate needs of the recipients to make them feel comfortable and informed about the procedure					
3. Screen for contraindications					
4. Review post-vaccination care, monitoring, provide instructions, and invite questions					
Institutional Protocols					
5. Describe how to access to the protocol, relevant guidelines and medical information when needed					
6. Identify location of the adrenaline preparation, its administration technique, and clinical situations where its use is indicated					
7. Demonstrate knowledge of proper vaccine supply, handling, and storage condition					
Vaccine Preparation					
8. Performs proper infection control measures, e.g. hand hygiene prior to preparing vaccine					
9. Check temperature when removing vaccines from refrigerator or freezer					
10. Check the client's identity, and expiry date, label, and content of vaccine prior to injection (Refer to 3 checks 7 rights principles)					
11. Maintain aseptic techniques throughout the vaccine preparation					
Vaccine Administration					

12. Proper hand hygiene					
13. Demonstrate knowledge of appropriate route for each vaccine					
14. Position the client					
15. Correctly identify the injection site (e.g. deltoid)					
16. Disinfect injection site with alcohol wipes					
17. Proper injection techniques					
18. Proper post-injection care to improve comfort and safety					
19. Proper disposal of sharps and vials (if applicable)					
Record and Documentation					
20. Fully document each vaccination: date, batch number, expiry date, manufacturer, site, etc					
Statement of Competence					
Name of individual: _____ (Same as Certificate of Registration) has shown appropriate knowledge, skills and competence to safely administer vaccinations.					
<u>Candidate Information</u> Name: Signature: Date:			<u>Immunisation Supervisor</u> Name: Position: Signature: Date:		

Validity of Certificates and Recertification Arrangements

Certificate of Completion and Certificate of Competence are valid for 2 years from the date of issue. Holders of the Certificate of Competence are considered to possess qualifications equivalent to the Certificate of Completion.

Recertification of Certificate of Completion

Candidates holding Certificate of Completion must **complete Part B: Supervised Immunisation Practice within 2 years from the date of issue** to obtain Certificate of Competence. Failure to do so will require recertification of the Certificate of Completion **every 2 years**.

To recertify the Certificate of Completion, candidates must:

- Attend a refresher course and successfully complete practical assessments, including the Objective Structured Clinical Examination (OSCE).

Candidates who fail to complete the recertification process (e.g., by not completing the specified practical assessment within 2 years) will have their Certificate of Completion invalidated. They will then need to **retake the entire Immunisation Certificate Course**, including Vaccine Administration and Immunisation Practice Workshop, Self-directed Learning - Immunisation Best Practice for Healthcare Providers and corresponding assessments.

Recertification of Certificate of Competence

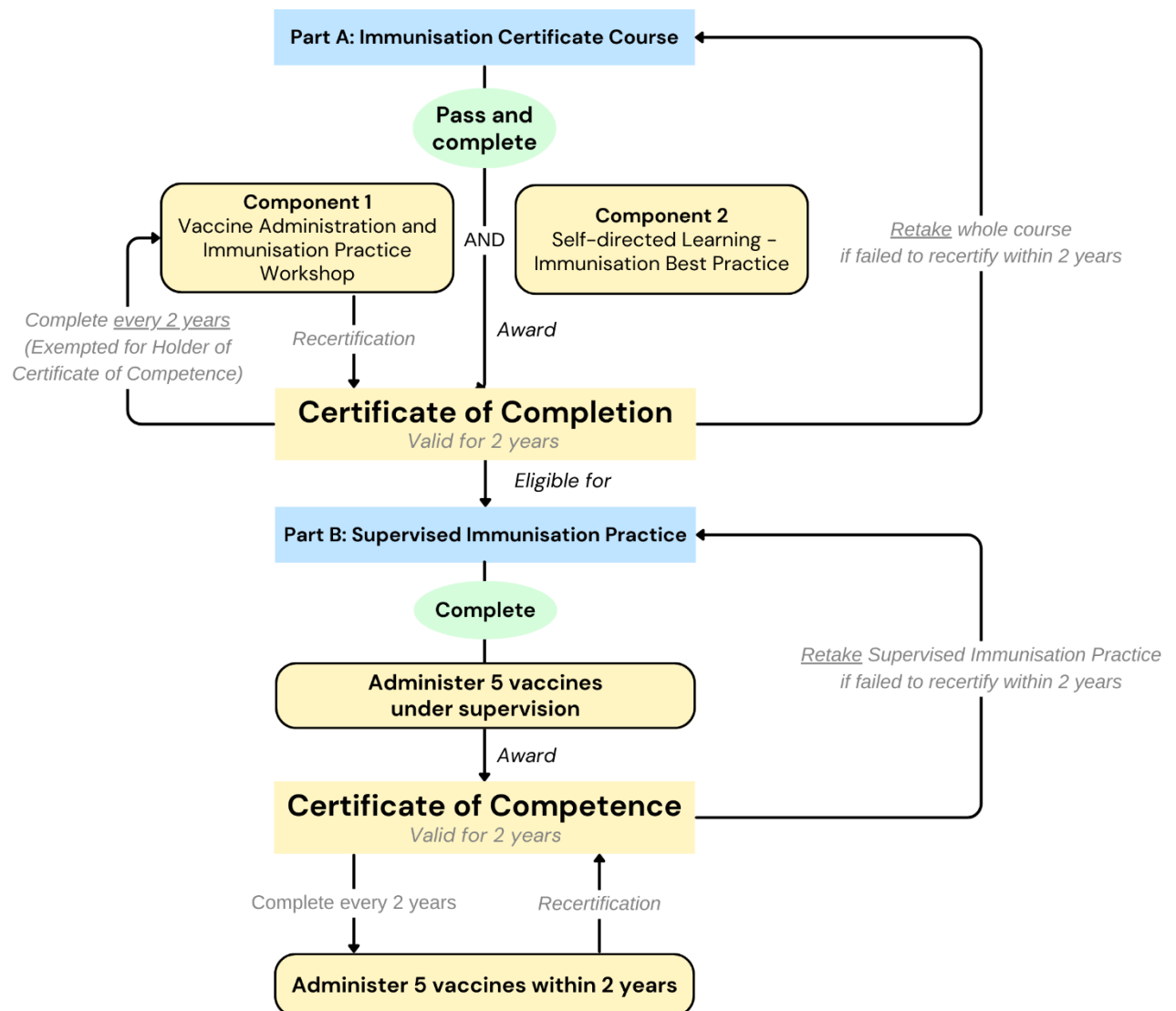
To maintain competence in immunisation practice, **candidates must complete recertification of the Certificate of Competence every 2 years**. This requires:

- **Administering a total of 5 vaccines within the validity period** of the Certificate of Competence (i.e., within 2 years), and
- Recording the immunisation details on Immunisation Log for Recertification of Certificate of Competence (See Appendix II), and
- Submitting the to pcpc@hku.hk.

Candidates who fail to complete the recertification process (e.g., by not administering 5 vaccines within 2 years) will have their Certificate of Competence invalidated. In such cases, they must retake Part B: Supervised Immunisation Practice.

Holders of the Certificate of Competence are considered to have qualifications equivalent to the Certificate of Completion. Therefore, recertification of the Certificate of Completion is not required for holders of the Certificate of Competence.

Flowchart of Immunisation Training Programme Certification Pathway



References

1. Public Health England. National Minimum Standards and Core Curriculum for Immunisation Training. London: Public Health England 2018.
2. Public Health Agency of Canada. Immunization Competencies for Health Professionals. 2008.
3. National Immunisation Committee. National Immunisation Education Framework for Health Professionals. Australia: Department of Health 2017.
4. Immunization Action Coalition. Skills Checklist for Vaccine Administration (Item #P7010 (8/20)). Immunization Action Coalition. Available from www.immunize.org/catg.d/p7010.pdf.
5. Programme Management and Vaccination Division, Centre for Health Protection, Department of Health. 2024/25 Vaccination Subsidy Scheme Doctors' Guide. HKSAR: Centre for Health Protection 2024.

Appendix I - Immunisation Training Programme Log

PERSONAL INFORMATION		
Name:		
Registration Number:		
PART A: IMMUNISATION CERTIFICATE COURSE		
Activity	Date of Completion	Issue Date of Certificate of Completion
Vaccine Administration and Immunisation Practice Workshop		
Self-directed Learning - Immunisation Best Practice		
PART B: SUPERVISED IMMUNISATION PRACTICE		
Immunisation Supervisor		
Name		
Position		
Organisation		
Registration No.		
Date of Issue for Certificate of Competence		
BASIC LIFE SUPPORT OR EQUIVALENT QUALIFICATIONS (Subject to the requirements of individual practice sites)		
Title of Qualification	Validity Period	Issuing Organisation
	Valid from to	

Appendix II - Immunisation Log for Recertification of Certificate of Competence

IMMUNISATION LOG FOR RECERTIFICATION OF CERTIFICATE OF COMPETENCE			
Name of Pharmacist <i>(Same as Certificate of Registration)</i> :			
Registration Number:			
Immunisation Practice	Date of Completion	Practicing Site	Signature of Pharmacist
1 st vaccine administration			
2 nd vaccine administration			
3 rd vaccine administration			
4 th vaccine administration			
5 th vaccine administration			

SUPERVISED IMMUNISATION PRACTICE LOG FOR RECERTIFICATION OF CERTIFICATE OF COMPETENCE			
Name of Pharmacist <i>(Same as Certificate of Registration)</i> :			
Registration Number:			
Immunisation Site:			
Immunisation Practice	Date of Completion	Name of Immunisation Site In-charge	Signature of Immunisation Site In-charge
1 st vaccine administration			
2 nd vaccine administration			
3 rd vaccine administration			
4 th vaccine administration			
5 th vaccine administration			

Please submit Immunisation Log for Recertification of Certificate of Competence (Appendix II) to pcpc@hku.hk for application of recertification of Certificate of Competence.