



# **IMMUNISATION TRAINING PROGRAMME FOR REGISTERED PHARMACISTS**

## **Training Manual**

**6<sup>th</sup> Edition (January 2026)**

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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](mailto:pcpc@hku.hk).

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## Acknowledgement

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Health In Action

HKUMed Community Pharmacy

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## Revision History

This Manual was first published in 2020 and will be regularly updated and reviewed to incorporate the latest vaccination practice standards and requirement of local immunisation programmes.

<b>Date of Revision</b>	<b>Description</b>
January 2026	<ul style="list-style-type: none"><li>• Updated the validity of the Certificate of Completion to one year.</li><li>• Updated the Competency Assessment Checklist</li><li>• Updated the Application Form for Recertification of Certificate of Competence</li></ul>

## 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 valid Certificate of Competence 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 UK Health Security Agency's National Minimum Standards and Core Curriculum for Vaccination Training 2025 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.

## Overview of Immunisation Training Programme

A registered pharmacist will be deemed competent in immunisation upon fulfilling all of 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 pharmacists must complete a competency assessment for formal review and sign-off of their clinical competency. The competency assessment ensures that the supervised practice is structured and robust.

### **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** 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.

The Certificate of Completion is valid for 1 year.

### **Part B: Supervised Immunisation Practice**

**Holding a valid Certificate of Completion is a prerequisite for the Supervised Immunisation Practice.** Supervised practice allows application of knowledge to practice in a safe environment. The pharmacists must complete a competency assessment for formal review and sign-off of their clinical competency with a supervisor. The supervisor must be a registered healthcare professional with relevant experience, up-to-date knowledge, and proven competence in vaccination.

During the Supervised Immunisation Practice, candidates must administer 5 vaccines in a vaccination session under supervision of immunisation supervisor and complete the Competency Assessment Checklist for Supervised Immunisation Practice.

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

The Certificate of Competence is valid for 2 years.

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

Immunisation Training Programme Record (Appendix I) could be used for tracking the training progress.

## 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

The core domains of the immunisation knowledge listed here are essential foundation for pharmacists who advise on and/or administer vaccination. It is significant that the knowledge of those pharmacists should be set with a broader context even if they are giving only a specific vaccine. It is highly recommended that pharmacists should learn more to a level of detail that is relevant to their specific area of practice (e.g. children, travel vaccination) and the vaccines that they deliver in other capacity.

### 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
- 1.3 Vaccination Subsidy Scheme and other vaccination schemes led by the government
- 1.4 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 other vaccination schemes led by the government, 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 administrating 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

<b>Mode</b>	Face-to-face
<b>Learning Hours</b>	Minimum 4 hours
<b>Instructor</b>	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 administrating 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

<b>Format</b>	Objective Structured Clinical Examination
<b>Duration</b>	1 hour
<b>Assessed area</b>	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

<b>Mode</b>	Self-paced online learning
<b>Learning hours</b>	Approximately 10 hours

### Syllabus

- Immunisation and public health
- Hong Kong Childhood Immunisation Programme
- Vaccination Subsidy Scheme and other vaccination schemes led by the government
- Principles of vaccination
- Vaccine preventable diseases
- Legal and ethical considerations
- General best practice guidelines and vaccine safety
- Clinical care considerations for immunisation
- Interpretation of vaccine-related laboratory results
- 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

### Suggested Readings

Candidate should study the following materials at their own pace:

1. The Pink Book: Course Textbook - 14th Edition (2021) (The Epidemiology and Prevention of Vaccine-Preventable Diseases) (The following chapters only):
  - a. Chapter 1: Principles of Vaccination
  - b. Chapter 2: General Best Practice Guidance for Immunization
  - c. Chapter 3: Immunization Strategies for Healthcare Practices and Providers
  - d. Chapter 4: Vaccine Safety
  - e. Chapter 5: Vaccine Storage and Handling
  - f. Chapter 6: Vaccine Administration
  - g. Text version (Free online access):  
<https://www.cdc.gov/pinkbook/hcp/table-of-contents/index.html>
  - h. Webinar (Free online access):  
<https://www.cdc.gov/immunization-training/hcp/pink-book-education-series/index.html>

2. The Green Book: Immunisation Against Infectious Disease (Last updated 11 June 2025):
  - a. Part 2: The diseases, vaccinations and vaccines
  - b. Available online: <https://www.gov.uk/government/collections/immunisation-against-infectious-disease-the-green-book>
3. The following local and institutional guidelines or reference:
  - a. Papers Discussed or Recommendations from Scientific Committee on Vaccine Preventable Diseases, Centre for Health Protection, Department of Health, HKSAR:  
<https://www.chp.gov.hk/en/static/24008.html>
  - b. Hong Kong Childhood Immunisation Programme. Scientific Committee on Vaccine Preventable Diseases, Centre for Health Protection, Department of Health, HKSAR:  
[https://www.fhs.gov.hk/english/main\\_ser/child\\_health/child\\_health\\_recommend.html](https://www.fhs.gov.hk/english/main_ser/child_health/child_health_recommend.html)
  - c. Human Papillomavirus (HPV) Vaccination Catch-up Programme. Centre for Health Protection, Department of Health:  
<https://www.chp.gov.hk/en/features/108084.html>
  - d. Mpox Vaccination Programme. Centre for Health Protection, Department of Health:  
<https://www.chp.gov.hk/en/features/106090.html>
  - e. Hong Kong Reference Framework for Preventive Care for Children in Primary Care Settings - Module on Immunisation. Primary Healthcare Commission:  
[https://www.healthbureau.gov.hk/phcc/rfs/english/pdf\\_viewer.html?rfs=PreventiveCareForChildren&file=ModuleOnImmunisation\\_FullDocument](https://www.healthbureau.gov.hk/phcc/rfs/english/pdf_viewer.html?rfs=PreventiveCareForChildren&file=ModuleOnImmunisation_FullDocument)
  - f. 2025/26 Vaccination Subsidy Scheme Doctors' Guide. Centre for Health Protection, Department of Health, HKSAR:  
<https://www.chp.gov.hk/en/features/45838.html>
  - g. 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](https://www.chp.gov.hk/files/pdf/guide_to_infection_control_in_clinic_setting.pdf)
  - h. 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](https://www.chp.gov.hk/files/pdf/recommendations_on_hand_hygiene_and_use_of_gloves_in_health_care_settings.pdf)
  - i. 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](https://www.chp.gov.hk/files/pdf/prevention_of_sharps_injury_and_mucocutaneous_exposure_to_blood_and_body_fluids.pdf)
  - j. 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](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)
  - k. 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/](http://www.epd.gov.hk/epd/clinicalwaste/file/doc06_en.pdf/)

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

- 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>

## Instructions

Candidates will complete the self-paced learning based on the suggested readings and complete the online assessment afterwards.

## Assessment

<b>Format</b>	Online assessment consisting of 50 multiple-choice questions
<b>Duration</b>	2 hours
<b>Passing mark</b>	80%
<b>Re-assessment</b>	Maximum a total three attempts for each candidate

## Summary Table for Immunisation Certificate Course

<b>Activity</b>	<b>Description</b>	Vaccine Administration and Immunisation Practice Workshop	Self-directed Learning - Immunisation Best Practice
	<b>Mode</b>	Face-to-face	Self-paced; Online
	<b>Learning Hours</b>	4 hours	10 hours
<b>Assessment</b>	<b>Mode</b>	OSCE	Online MCQ
	<b>Duration</b>	1 Hour	2 hours
<b>Domain 1 – The International and Local Context for Immunisation</b>			
1.1.Immunisation and Public Health			√
1.2.Hong Kong Childhood Immunisation Programme			√
1.3.Vaccination Subsidy Scheme and other vaccination schemes led by the government			√
1.4.Strategies to optimise immunisation uptake			√
<b>Domain 2 – The Immune System and Immunisation</b>			
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	√		√
<b>Domain 3 – Legal and Ethical Issues in Immunisation</b>			
3.1.Supply of vaccines	√		√
3.2.Clinical governance	√		√
<b>Domain 4 – Immunisation Practice</b>			
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

Pharmacists are required to undergo a competency assessment for formal evaluation and acknowledgement of their clinical skills, which is conducted with an **Immunisation Supervisor** (See Appendix II). Candidates should identify one Immunisation Supervisor before conducting supervised immunisation practice.

### Who can be Immunisation Supervisor?

The Immunisation Supervisor must be a registered healthcare professional with relevant experience, up-to-date knowledge, and proven competence in vaccination.

### Role of Immunisation Supervisor

The primary responsibility of the Immunisation Supervisor is to review the competency of the candidates and ensure they possess the necessary knowledge and skills to perform vaccination effectively and efficiently. Formal teaching and assessing qualification are not needed.

### Assessment

Competency Assessment Checklist (See Appendix II) sets the standard of vaccination. It is a tool for both candidate and supervisor to evaluate the competency during the Supervised Immunisation Practice.

During the Supervised Immunisation Practice, candidate must:

- **Administer five vaccines that meet the competency standard under supervision. Immunisation Supervisor reviews for each of the vaccines to be administered**
- At the end of the session, complete the self-assessment column of the checklist and then share with the Immunisation Supervisor for discussion.

During the Supervised Immunisation Practice, Immunisation Supervisor is encouraged to demonstrate the vaccination process so that the candidate could observe and learn from the practice of supervisor. Meanwhile, the Immunisation Supervisor should:

- Observe and advise on the candidate's performance, ensuring the vaccination process meets the competency standard
- Provide feedback for each of the vaccines to be administered
- At the end of the session, review the candidate's self-assessment and discuss any areas that are identified as 'need to improve'
- At the end of the session, indicate whether each competency is 'met' or 'needs to improve' in the supervisor review column
- Acknowledge if the candidate is suitable and competent for advising and administering vaccination

When the Immunisation Supervisor agrees that the candidate is competent in all the relevant areas, they should both sign the section at the bottom of the Competency Assessment Checklist.

## Application for Certificate of Competence

Submit the following documents to [pcpc@hku.hk](mailto:pcpc@hku.hk) to apply Certificate of Competence:

- Competency Assessment Checklist for Supervised Immunisation Practice (Appendix II)
- A valid Certificate of Completion

Recommended Email Title:

"Application for Certificate of Competence – [Your Full Name] [Pharmacist Registration Number]"

When submitting your application, please use this standardised email title to ensure your request is easily identifiable and processed promptly.

# Validity of Certificates and Recertification Arrangements

- Certificate of Completion is valid for 1 year from the date of issue.
- Certificate of Competence are valid for 2 years from the date of issue.

## Recertification of Certificate of Completion

Pharmacists holding Certificate of Completion must complete Supervised Immunisation Practice (Part B) during the valid period to obtain Certificate of Competence. **Failure to do so will require recertification of the Certificate of Completion every year.**

To recertify the Certificate of Completion, candidates must:

- Attend a refresher course and successfully pass all the assessments, including the Objective Structured Clinical Examination (OSCE) and online multiple-choice questions

Pharmacists who fail to complete the recertification process will have their Certificate of Completion invalidated. They will then need to retake the entire Immunisation Certificate Course.

## Recertification of Certificate of Competence

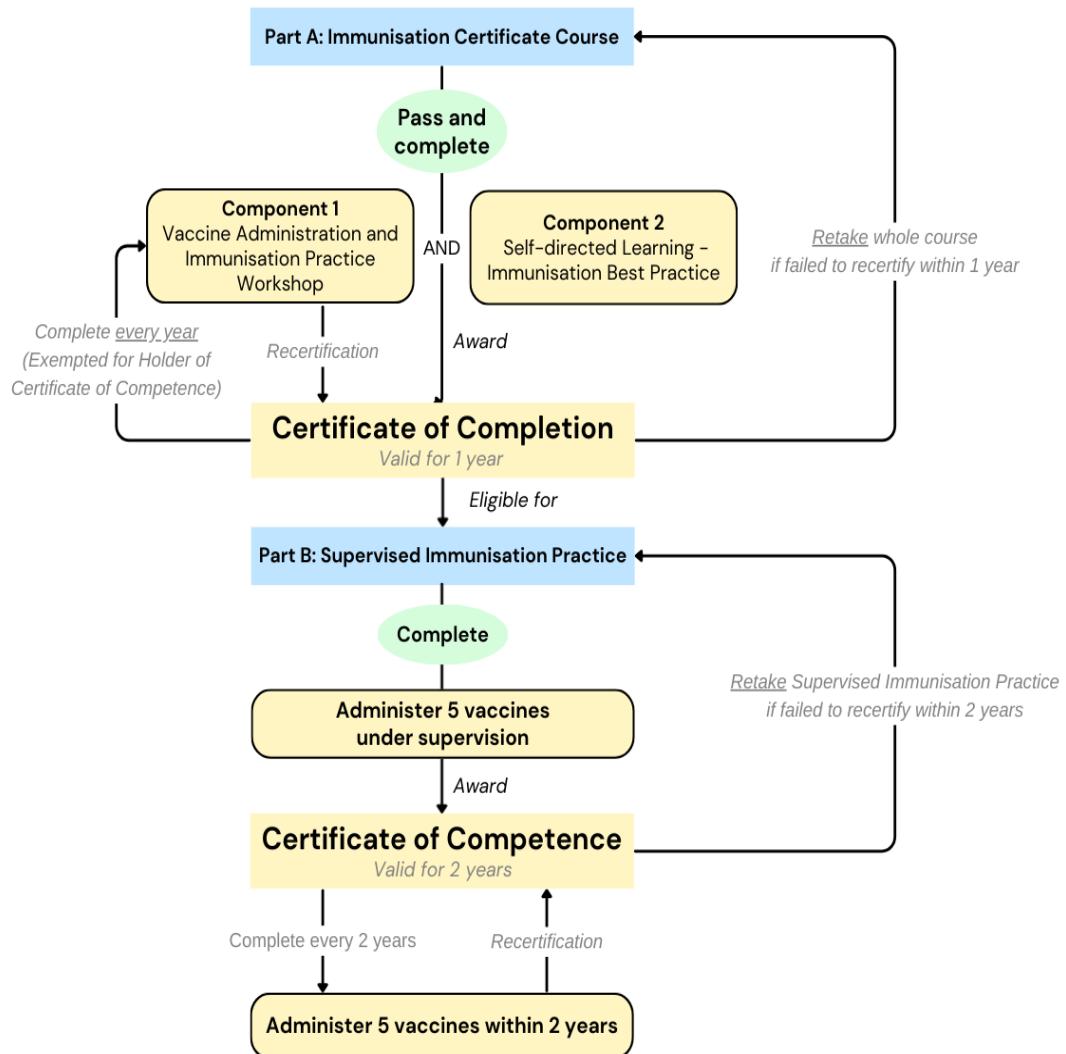
To maintain competence in immunisation practice, **qualified pharmacists must complete recertification of the Certificate of Competence every 2 years.** This requires:

- **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 the Application Form for Recertification of Certificate of Competence (See Appendix III), and
- Submitting the application to [pcpc@hku.hk](mailto:pcpc@hku.hk).

Pharmacists who fail to complete the recertification process will have their Certificate of Competence invalidated. In such cases, they must retake Supervised Immunisation Practice (Part B) within the validity period of Certificate of Competence (i.e. within 2 years from the date of issue).

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



## Reference

1. UK Health Security Agency. National Minimum Standards and Core Curriculum for Vaccination Training. 2025.
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](http://www.immunize.org/catg.d/p7010.pdf).
5. Programme Management and Vaccination Division, Centre for Health Protection, Department of Health. 2025/26 Vaccination Subsidy Scheme Doctors' Guide. HKSAR: Centre for Health Protection 2025.

## Appendix I - Immunisation Training Programme Record

The following tables are intended for your own reference only.

Personal Information	
Name:	
Registration Number:	

Part A: Immunisation Certificate Course	
Activity	Date Of Completion
Vaccine Administration and Immunisation Practice Workshop	
Self-Directed Learning - Immunisation Best Practice	

Certificate of Completion	
Issue Date	

Part B: Supervised Immunisation Practice	
Information of Immunisation Supervisor	
Name	
Position	
Organisation	
Registration No.	

Certificate of Competency	
Issue Date	

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 - Competency Assessment Checklist for Supervised Immunisation Practice

### 1. Information of Candidate

Name of Candidate (Same as Certificate of Registration): \_\_\_\_\_

Registration Number: \_\_\_\_\_

Contact Phone Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

### 2. Information of Immunisation Supervisor

Name of Immunisation Supervisor: \_\_\_\_\_

Qualification: \_\_\_\_\_

Registration Number: \_\_\_\_\_

Position: \_\_\_\_\_

### 3. Details of the Supervised Immunisation Practice

Note: Record only the supervised vaccinations that meet the competency standard.

Site of Immunisation Practice	Name of Vaccine	Date of Vaccination	Signature of Candidate	Signature of Immunisation Supervisor

#### 4. Competency Assessment Checklist

Note: The competency assessment checklist sets the competency standard of vaccination. At the end of the session, candidate should complete the self-assessment column and then share with the Immunisation Supervisor for discussion.

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)
<b>Care and Education</b>					
1. Greet the vaccine recipient and verify the type and route of vaccine to be given					
2. Explain the general principle of vaccination e.g. vaccine schedule, booster, possible side effects, why certain vaccines (e.g. influenza) need to be given annually					
3. Answer questions and accommodate needs of the recipients to make them feel comfortable and informed about the procedure					
4. Screen for contraindications					
5. Describe post-vaccination care and monitoring, provide instructions, and invite questions e.g. possible side effects (e.g. local injection site reactions, fever) and management of these					
<b>Institutional Protocols</b>					
6. Describe how to access to relevant vaccination protocols, programme guidelines, and other vaccination resources (e.g. CHP, Pink Book, Green Book)					
7. Demonstrate understanding of anaphylaxis management. Identify location of the adrenaline preparation, and describe its administration technique, and clinical situations where its use is indicated					
8. Demonstrate knowledge of proper vaccine supply, handling, and storage condition					
9. Demonstrate knowledge and understanding of maintaining the vaccine cold chain e.g. record fridge temperature, always check temperature when removing vaccines from refrigerator or freezer					
<b>Vaccine Preparation</b>					

10. Performs proper infection control measures, e.g. hand hygiene prior to preparing vaccine					
11. Check the client's identity, and expiry date, label, and content of vaccine prior to injection (Refer to 3 checks 7 rights principles)					
12. Maintain aseptic techniques throughout the vaccine preparation					
<b>Vaccine Administration</b>					
13. Demonstrate good practice in hand hygiene. Uses appropriate no-touch technique when preparing vaccines and handling injection equipment (e.g., syringes, needles) to prevent contamination and infection.					
14. Demonstrate knowledge of appropriate route of administration for the vaccine					
15. Position the client					
16. Correctly identify the injection site (e.g. deltoid)					
17. Disinfect injection site with alcohol wipes					
18. Proper injection techniques					
19. Proper post-injection care to improve comfort and safety					
20. Proper disposal of sharps, vaccine syringes, vials and other vaccine equipment (if applicable)					
<b>Record and Documentation</b>					
21. Fully document each vaccination: date, batch number, expiry date, manufacturer, site, etc					
<b>Statement of Competence</b>					
Immunisation Supervisor to sign to say that					
<b>Name of Individual:</b> _____ (Same as Certificate of Registration) has shown appropriate knowledge, skills and competence to safely advise on and administer vaccinations.					
<b>Candidate Information</b> Name: _____ Signature: _____ Date: _____			<b>Immunisation Supervisor</b> Name: _____ Signature: _____ Date: _____		

## Appendix III – Application Form for Recertification of Certificate of Competence

### 1. Information of Applicant

Name of Pharmacist (Same as Certificate of Registration): \_\_\_\_\_

Registration Number: \_\_\_\_\_

Contact Phone Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

### 2. Details of the Immunisation Practice

	Site of Immunisation Practice	Name of Vaccine	Date of Completion	Signature of Pharmacist
1				
2				
3				
4				
5				

### 3. Declaration

I hereby declare that the information provided in this application for the Certificate of Competence is true, complete, and accurate to the best of my knowledge. I understand that any false or misleading information may result in the rejection of my application.

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

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Note: Submit the Application Form for Recertification of Certificate of Competence to [pcpc@hku.hk](mailto:pcpc@hku.hk). The title of the email should follow this format: "Application of Recertification of Certificate of Competence – [Name of Pharmacist] [Registration Number]"