

Annual Training Requirements

RPHN Leadership is required to collect and save records of all required trainings for their staff and volunteers. Course certificates may be requested for auditing purposes, by the NHIP, at any time and should be kept for a minimum of 3 years. Please click on this link to view Education and Training information

<https://www.dhhs.nh.gov/programs-services/disease-prevention/immunizations/immunization-guidance-health-care-providers>

Annual Required Trainings:

1. NHIP: Alternative Vaccination Clinics: Mobile, Drive-Thru, and School-Based Immunization Sites
 - i. Available at: <https://www.train.org/main/home> Course# 202105
 - ii. Certificate through TRAIN
 - iii. Test out option (full training required every 2 years)
2. CDC: COVID-19 Vaccine Training Modules
 - i. See page 2 for detailed information
 - ii. Available at: <https://www2.cdc.gov/vaccines/ed/covid19/>
 - iii. Must complete "COVID-19 Vaccine Training: General Overview of Immunization Best Practices for Healthcare Providers"
 - iv. Must complete applicable modules for ALL vaccines being used or potentially being used at clinic (Janssen, Moderna, and/or Pfizer)
 - v. Certificate through TCEO
3. Download and Review CDC's "Vaccine Storage & Handling Toolkit"
 - i. Available at: <https://www.cdc.gov/vaccines/hcp/admin/storage/toolkit/storage-handling-toolkit.pdf>
 - ii. No certificate required.

Other Required Training

4. NHIS Training (**Required for access-one time training**) click link below for details and FAQ
<https://www.dhhs.nh.gov/sites/g/files/ehbemt476/files/documents/2021-11/vaccine-coord-training.pdf>
 - i. Vaccine Coordinators-Primary and Back-up
 1. Reference RPHN Vaccine Coordinator CDC Train Instructions PDF
 2. Course #202102 and Course#202103
 - ii. Data Entry Staff
 1. Reference RPHN Data Entry CDC Train Instructions PDF
 2. Course#202103
 - iii. Available at:
 1. <https://www.train.org/cdctrain>
 2. Certificate through TRAIN

Covid-19 Vaccine Specific Training

The following courses are required for a **minimum of one staff person, *per location**, in your organization who is responsible for ordering, managing or administering COVID-19 vaccines. **It is recommended that all staff handling or administering vaccine take the courses, but not required.** If you do not already have one, you must register for a TCEO account to obtain CE credits and certificates. For each course, all course content must be completed and you must pass the post-course evaluation (test) to obtain credit as well as get your certificate. *The State must have a COVID19 Vaccine Agreement on file for **each location**.

[Agreement Instructions COVID19 Vaccine Agreement](#)

Note: Each site is responsible for maintaining training records for their staff and may be asked at any time to furnish these records to the State of New Hampshire via electronic audit or site-visit.

ALL staff who receive, handle, manage, prepare, or administer vaccine **SHOULD** be training on the COVID-19 Vaccination Program's requirements and the specific storage, handling, preparation, and administration requirements for each COVID-19 vaccine product. Providers are responsible for ensuring this training has been completed. Certificates and proof of training must be available upon request by NHIP. The following link provides an assessment tool that can be used to facilitate this process:

[COVID-19 Vaccine Administration Competencies Assessment Form](#)

For the initial on-boarding process, one staff member (primary vaccine manager) must complete the trainings and send their certificate/transcript to immunization@dhhs.nh.gov before the provider is approved to receive their first COVID-19 vaccine shipment.

REQUIRED TRAININGS

COVID-19 Vaccine Training: Register for a TCEO account to obtain CE credits and certificates or sign in with existing account at: <https://tceols.cdc.gov/> (Instructions on page 3; Troubleshooting on pages 4-5). You still need to complete the courses if you are currently a VFC provider as these are specific to COVID-19 vaccine.

Vaccine Storage & Handling

<https://www2.cdc.gov/vaccines/ed/covid19/>)

Course WB4460 COVID-19 Vaccine Training: General Overview of Immunization Best Practices for Healthcare Providers

Vaccine-specific Courses

<https://www2.cdc.gov/vaccines/ed/covid19/>)

- Course WB4461 Pfizer-BioNTech COVID-19 Vaccine: What Healthcare Professionals Need to Know
- Course WB4470 Janssen COVID-19 Vaccine (Johnson & Johnson): What Healthcare Professionals Need to Know
- Course WB4464 Moderna COVID-19 Vaccine: What Healthcare Professionals Need to Know

CDC's Vaccine Storage & Handling Toolkit

- Download and review <https://www.cdc.gov/vaccines/hcp/admin/storage/toolkit/index.html>