

Division of Public Health Services, Immunization Program Immunization Orientation and Competencies Toolkit

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NOTE: Many Toolkit resources are publications, used with permission, from national immunization partners, including the Immunization Action Coalition (IAC) and the Centers for Disease Control and Prevention (CDC). In order to assure that the Toolkit contains the most current versions of the publications, we have provided these resources as links to the documents or web pages on their home website, rather than as PDFs. These links will take you to the partner's website, and away from the DHHS website, so you will need to use your browser's Back Arrow button to return to the Toolkit on the DHHS website.

Module A. Introduction

1. Overview of Toolkit 
2. Overview of Immunization Program at (*Name of Facility*) [This document will need to be added by practice or hospital.]
3. Pre-Test 
4. Calendar for Orientation 
5. Common Misconceptions Surrounding Vaccines 
6. [Parents' Guide to Childhood Immunizations](#)
7. Brief History of Vaccine Preventable Diseases and Vaccines 
8. Vaccine Preventable Disease Pictures 

Module B. Vaccine Storage and Handling

1. Pre-Test 
2. Storage and Handling Tool Kit Resources:
 - a. Temperature Monitoring 
 - b. Storage Practices 
 - c. Storage and Handling Plans 
 - d. Storage and Handling Plan Checklist 
 - e. Vaccine Personnel 
3. [Vaccine Storage and Handling](#)
4. [Vaccine Storage and Handling Checklist](#)
5. [Vaccine Handling Tips](#)
6. [Don't be Guilty of These Errors](#)
7. [Vaccine Manufacturers Contact Information](#)
8. Do You Know How Much Money Is in Your Vaccine Refrigerator? 
9. [Vaccine Refrigerator Setup](#)
10. [Monthly Care of Vaccine Storage Units](#)
11. Post-Test 

Module C. Diseases and Vaccines

1. [Principles of Immunization \(You Call the Shots\)](#)
Complete:
 - a. Understanding the Basics
 - b. Antigens and Antibodies
 - c. Active and Passive Immunity
 - d. Types of Vaccines.
2. Vaccines, Vials and Viruses 
3. Immunizations & Talking with Parents 
4. [Parents' Guide to Childhood Immunizations](#)

Module D. Vaccine Schedules and Minimum Intervals

1. [Adult Immunization Schedule](#)
2. [Pediatric Immunization Schedule 0-6 years](#)
3. [Adolescent Immunization Schedule 7-18 years](#)
4. [Catch Up Schedule](#)
5. NHIP Simplified Schedule 
6. [Principles of Immunization \(You Call the Shots\)](#)
Complete General Rule 5, Increasing-Decreasing Intervals
7. [Pink Book – Chapter 2, General Recommendations, Vaccines Dosing](#), pp 9-14
8. [Minimum Interval Chart, General Recommendations on Immunization](#), pp 35-37
9. [Immunization Schedules, Summary of Immunization Recommendations, Health Care Providers Recommendations; Interval Table](#)
10. Immunization Scenarios Test 
11. Tetanus, Diphtheria, Pertussis Combination Test 
12. Catch-Up Schedule Test 
13. [Raising Adult Immunization Rates: What Works](#)

Module E. How to Administer Vaccines

1. [Immunization Techniques-DVD](#) If you do not have the DVD, it can be ordered at this link.
2. Preparation for Vaccine Administration
 - a. Vaccine Preparation and Disposal 
 - b. [Pink Book -Appendix D](#)
3. Contraindications and Precautions
 - a. [Principles of Immunization \(You Call the Shots\)](#)
 - i. General rule 6
 - ii. General rule 7
 - iii. Contraindications & Precautions (discusses temporary contraindications)
 - b. [Chart of Contraindications and Precautions to Commonly Used Vaccines](#)
4. Screening Questionnaires
 - a. [Adult](#)
 - b. [Child/Adolescents](#)
5. [Vaccine Information Statements](#)
 - a. [Pink Book Appendix E- "It's Federal Law"](#)

6. Vaccine Site Maps
 - a. Infants & Children 
 - b. Adolescents 
 - c. Adults 
7. Documentation
 - a. [Adult Immunization Record](#)
 - b. [Pediatric Immunization Record](#)
8. [VAERS](#)
 - a. VAERS Brochure 
9. Post-Test 

Module F. Talking with Parents.

1. [Talking with Parents, Resources from Immunization Action Coalition](#)
2. [Need Help Responding to Vaccine-Hesitant Parents?](#)
3. [Talking with Parents about Vaccines for Infants, CDC](#)
4. [CDC Web Site for Parents](#)
5. Immunizations & Talking with Parents 
6. [Parents' Guide to Childhood Immunizations](#)
7. Parents' Hard Questions 

Module G. Clinical Experience

1. [Skills Check List for Clinical](#)

Module H. Resources

1. [Epidemiology and Prevention of Vaccine-Preventable Diseases Course](#)
2. [Principles of Immunization, You Call the Shots](#)
3. [Increasing Adult Vaccination Rates: What Works](#)
4. [Immunization Techniques-DVD](#)
5. [Teaching Immunization Delivery and Evaluation \(TIDE \)](#)
6. Samples of Pre and Post Tests 
7. [Skills Check List for Clinical](#)
8. [Centers for Disease Control and Prevention, Vaccines and Immunizations](#)
9. [Immunization Action Coalition](#)
10. [Pink Book: Epidemiology and Prevention of Vaccine Preventable Diseases](#)
11. [ACIP General Recommendations on Immunization Practices](#)
12. [Parents' Guide to Childhood Immunizations](#)
13. Parents' Hard Questions 