

Version 1, 31 December 2020

Accountability and delegation under the National Protocol for the Pfizer BioNTech COVID-19 vaccine: visual diagram

This document has been developed to support the publication of the [National Protocol](#) by Public Health England (PHE). Healthcare professionals should also refer to PHE's [COVID-19 vaccination guidance for healthcare practitioners](#).

This document provides a visual diagram of the process under the National Protocol where the vaccination task is split into separate components (clinical assessment, preparation, administration and record keeping) and where administration of the vaccine may be performed by non-registered healthcare support workers. It will help those who are operating under the National Protocol to understand what their role-specific accountabilities and responsibilities are, particularly those who have not previously read or worked under a Patient Group Direction (PGD) and therefore will not be familiar with the language used in the National Protocol.

Links to further relevant training resources and professional guidance are in the appendix.

Please note this document is only in reference to practice under the National Protocol.

The National Protocol

A national protocol authorises the safe supply and administration of a vaccine.

Each element of activity under the protocol may be carried out by a different person or the same person, depending on the delivery model, so long as the professional registration and minimum training requirements are met for fulfilling each stage of activity. The name of the immuniser and, where different from the immuniser, the professional assessing the individual, person preparing the vaccine, and person completing the vaccine record must be identified in the vaccination record.

Legislation requires the protocol to be authorised by ministers.

Legal authority to supply and administer a Prescription Only Medicine is provided to those working in accordance with the national protocol.

The clinical particulars in the protocol will be required to instruct and inform the safe and appropriate administration of vaccine in accordance with national recommendations. Standard Operating Procedures (SOPs) for the handling of vaccines and preparation of doses are available [here](#) (Primary Care specific SOPs are [here](#)).

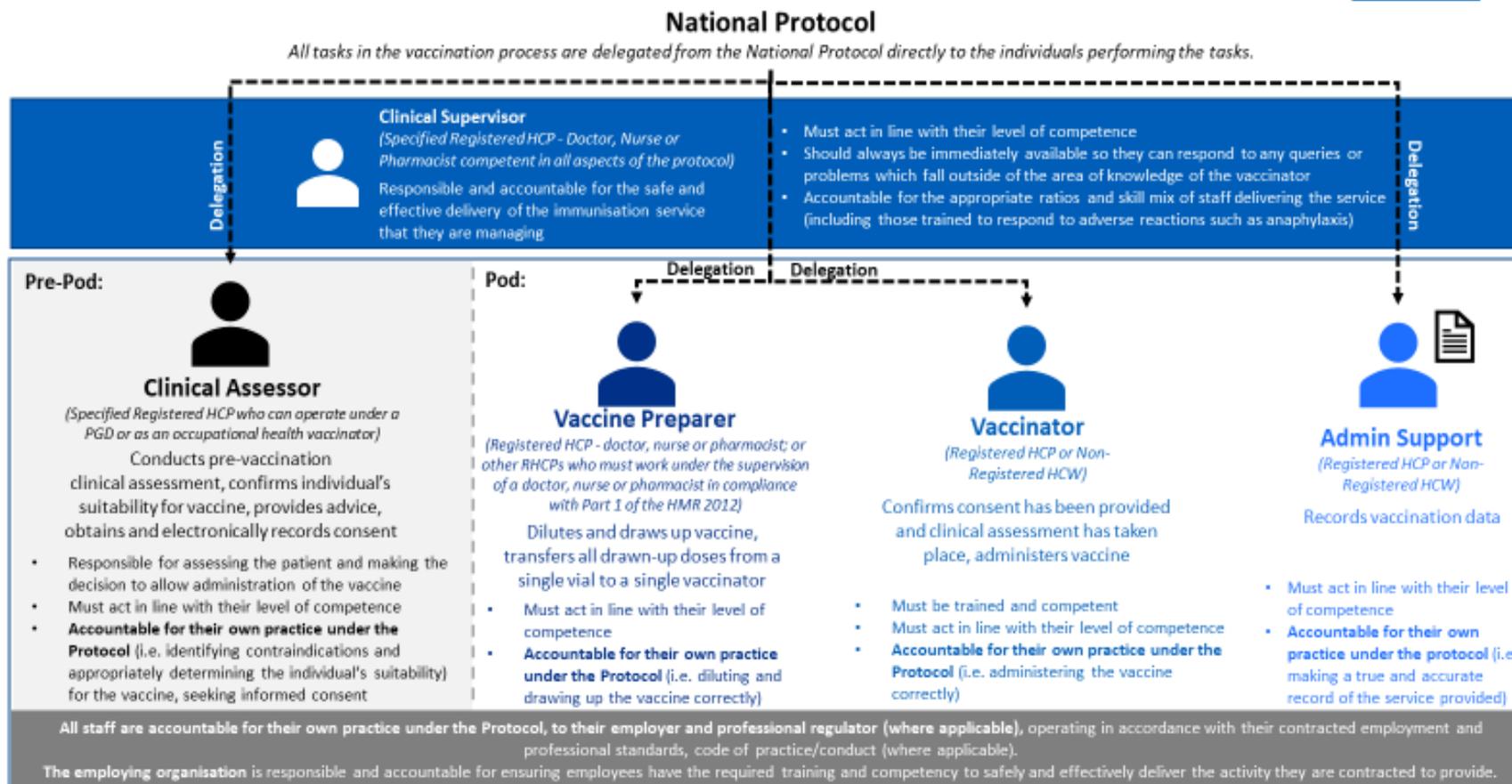
All staff must play their part in ensuring that the efficacy of all vaccines is protected, by following the correct procedures for the ordering, receipt, storage, supply and administration of vaccines. Responsibilities are described [here](#) (specific responsibilities for PCN designated sites are [here](#)).

Vaccination roles under the National Protocol

The table below outlines the indicative staffing structure for each vaccination delivery pod. This is a recommended workforce structure only and may be subject to local adaptation.

| Task | Band | No./pod | Registration Status |
|---|------|---------|---|
| Clinical Supervisor | 6 | 1 | Specified Registered Healthcare Professional <i>(Doctor, Nurse or Pharmacist competent in all aspects of the protocol)</i> |
| Clinical Assessment | 5 | 5 | Specified Registered Healthcare Professional <i>(who can operate under a PGD or as an occupational health vaccinator)</i> |
| Vaccine Preparation | 5 | 1 | Registered Healthcare Professional <i>(Doctor, Nurse or Pharmacist; or other Registered Healthcare Professionals who must work under the supervision of a Doctor, Nurse or Pharmacist in compliance with Part 1 of the HMR 2012)</i> |
| Vaccine Administration | 3 | 2 | Registered Healthcare Professional or Non-Registered Healthcare Support Worker |
| Vaccine Admin Support (record keeping) | 3 | 2 | Registered Healthcare Professional or Non-Registered Healthcare Support Worker |

Accountability and delegation under the National Protocol



This is available as a PowerPoint slide and can be printed.

Classification: Official

Professional standards

Care Quality Commission (2020). Nigell's surgery 19: Patient Group Directions (PGDs)/Patient Specific Directions (PSDs). <https://www.cqc.org.uk/guidance-providers/gps/nigells-surgery-19-patient-group-directions-pgdspatient-specific-directions>

General Medical Council (2013). Good practice in prescribing and managing medicines and devices. https://www.gmc-uk.org/-/media/documents/Prescribing_guidance.pdf_59055247.pdf

General Medical Council (2013). Delegation and referral. https://www.gmc-uk.org/-/media/documents/gmc-guidance-for-doctors---delegation-and-referral_pdf-58834134.pdf?la=en&hash=AEDA21D38C949C5DCA2DF76E5D2D464B56C7C49C

General Pharmaceutical Council (2017). Standards for pharmacy professionals. https://www.pharmacyregulation.org/sites/default/files/standards_for_pharmacy_professionals_may_2017_0.pdf

Health and Care Professions Council (2016). Standards of conduct, performance and ethics. <https://www.hcpc-uk.org/standards/standards-of-conduct-performance-and-ethics/>

Nursing and Midwifery Council (n.d.). Delegation and accountability: supplementary information to the NMC code. <https://www.nmc.org.uk/globalassets/sitedocuments/nmc-publications/delegation-and-accountability-supplementary-information-to-the-nmc-code.pdf>

Royal College of Nursing (2019). Health Care Support Workers Administering Inactivated Influenza, Shingles and Pneumococcal Vaccines for Adults and Live Attenuated Influenza Vaccine (LAIV) for Children. <https://www.rcn.org.uk/professional-development/publications/pub-007441>

Royal College of Nursing (2019). The Role of Nursing Associates in Vaccination and Immunisation. <https://www.rcn.org.uk/professional-development/publications/pub-007565>

Classification: Official

Training resources and other useful materials

Public Health England (2020). COVID-19: the green book, chapter 14a.
<https://www.gov.uk/government/publications/covid-19-the-green-book-chapter-14a>

Public Health England (2020). COVID-19 vaccination programme.
<https://www.gov.uk/government/collections/covid-19-vaccination-programme>

Public Health England (2020). COVID-19 vaccination: information for healthcare practitioners. <https://www.gov.uk/government/publications/covid-19-vaccination-programme-guidance-for-healthcare-practitioners>

NHS England and NHS Improvement (2020). COVID-19 vaccination programme.
<https://www.england.nhs.uk/coronavirus/covid-19-vaccination-programme/>

Royal College of Nursing (2020). COVID-19 vaccination. <https://www.rcn.org.uk/clinical-topics/public-health/immunisation/covid-19-vaccination>

Royal College of Nursing (2020). Leadership and Supervision for Delivery of Large Scale Vaccination. <https://www.rcn.org.uk/clinical-topics/public-health/immunisation/covid-19-vaccination/education-and-training-to-support-delivery-of-large-scale-vaccination>

Specialist Pharmacy Service (2020). Critical control points in the pathway for handling Pfizer-BioNTech Vaccine. <https://www.sps.nhs.uk/articles/critical-control-points-in-the-pathway-for-handling-pfizer-biontech-vaccine/>

Specialist Pharmacy Service (2020). Covid-19 vaccination: Governance, handling, and preparation of vaccines by GP led Local Vaccination Centres (PCN designated sites). <https://www.england.nhs.uk/coronavirus/publication/governance-handling-and-preparation-of-vaccines-by-gp-led-local-vaccination-centres-pcn-designated-sites/>

Specialist Pharmacy Service (2020). COVID-19 Vaccine Standard Operating Procedures. <https://www.sps.nhs.uk/?s=&orderby=&order=DESC&cat%5B%5D=3659&cat%5B%5D=3657>

Specialist Pharmacy Service (2020). <https://www.sps.nhs.uk/articles/model-nhs-covid-19-vaccine-handling-and-management-policy-2020-21/>