# AccuVax®

## AccuVax Administrator Competency Checklist

| Facility Name: | | Date: |
|---|---|---|
| **Administrator:** | | |
| **Trainer:** | | |

| | | **Initials** |
|---|---|---|
| **General** | Knows where to locate unit information and phone number to reach support. | |
| | Understands how to add a new and existing user. | |
| | Understands the difference between Administrator, Loading Clinician, and Clinician level of access. | |
| | Knows where to check for internet and portal connection. | |
| | Knows to be constantly up to date on Expired, Expiring, and Unknowns. | |
| | Capable of accessing Wi-Fi settings. | |
| **Loading** | Knows difference between 1D and 2D Barcode. | |
| | Able to correctly scan in 1D Barcode and enter correct Lot/Exp. | |
| | Understands how to properly scan vaccines and edit multi-dose vial (MDV). | |
| | Understands MDV requires pierced date and doses remaining need to be entered when loading opened vial. | |
| | Able to select items manually when needed. | |
| | Able to properly receive a transfer. | |
| | Knows how to store a box in the drawer. | |
| | Understands how to load a box from the drawer. | |
| | Knows to allow sensors to recognize vaccine when loading. | |
| **Dispensing** | Understands removing all vaccines once the tray opens. | |
| | Understands vaccines can be scanned or card can be selected to confirm items have been removed. | |
| | Knows how to select the patient manually or by search by using three methods (If applicable). | |
| | Knows how to add a new patient (If applicable). | |
| | Can properly return a vaccine if dispensed incorrectly. | |
| | Understand how to address "Patient Safety Caution" alerts (if applicable). | |
| | Logs out when transaction is finished. | |
| **Reloading** | Understands how to scan item in order to return. | |
| | Able to select item manually when needed. | |
| | Understands how to spoil dose and entire vial. | |
| | Understands timer tracking for MDV. | |
| | Understands how to return a drawn syringe into the drawer. | |
| **Inventory** | Understands the different categories. | |
| | Knows the difference between Program inventory. | |
| | Understands how to find recent activity. | |
| | Knows how to transfer (if applicable). | |
| | Knows how to remove Expired and Unknown vaccines. | |
| **Temperature** | Knows how to select "Confirm Temperature" to capture the temperature recordings. | |
| | Understands times setup to confirm min and max temps. | |
| | Knows red temperature is out of range. | |

| **Comments:** | |
|---|---|
| **Signatures:** | |

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