

AccuVax Clinician Competency Checklist

Facility Name:		Date:
Administrator:		
Trainer:		
		Initials
General	Knows where to locate unit information and phone number to reach support.	
	Knows where to check for internet and portal connection.	
	Knows to be constantly up to date on Expired, Expiring, and Unknowns.	
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.	
	Understands how to select item manually when needed.	
	Understands how to spoil dose and entire vial.	
	Understands timer tracking for multi-dose vials (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).	
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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