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| --- | --- | --- | --- | --- | --- | --- |
|  | **Staff Role** | **User Role** | **Technology** | **Compulsory Training** | **Optional Training** | **Training Resources** |
| **RECORDING VACCINATION** | Nurse, Pharmacist, GP, Primary Care practitioner or administrator | Vaccinator Admin(This user is responsible for recording the details of the vaccination in the CIR system) | * CIR Live
* CIR Classroom
* Smart phone with Salesforce Authenticator
 | * IMAC CIR and Bookmyvaccine for Reception and Admin staff
 | * Daily QA CIR Drop-in session
 | * CIR Video Walkthrough
* CIR Quick Step Guides
* Daily Drop-in Sessions
* IMAC CIR E-Learning module
 |
| **ADMINSITERING VACCINATION** | Nurse, Pharmacist, GP, Primary Care practitioner or other vaccinator | Vaccinator(This user will be performing the vaccination at the site) | * CIR Live
* CIR Classroom
* Smart phone with Salesforce Authenticator
 | * IMAC COVID-19 Vaccinator education Course (Pfizer/BioNTech vaccine)
* IMAC COVID-19 vaccination for prescriber health professionals
 | * Daily QA CIR Drop-in session
 | * CIR Video Walkthrough
* CIR Quick Step Guides
* Daily Drop-in Sessions
* IMAC CIR E-Learning module
 |
| **BOOKINGS** | Receptionist, administrator, or front-of-house (e.g. pharmacy staff) (Concierge)Practice Manager (Site admin) | Bookings Site Admin or Concierge(This user manages the bookings for CIR) | * CIR Live
* CIR Classroom
* AVMS
* Smart phone with Salesforce Authenticator
 | * Appropriate IMAC training (as indicated above)
* NIBS Site Admin Training run Thursday afternoons via Teams
 | * Daily QA CIR Drop-in session
 | * NIBS Video Walkthrough
* Quick Step Guides
 |
| **INVENTORY & LOGISTICS** | Practice Manager, Nurse, GP, Pharmacist | Inventory(This user is responsible for ordering and managing the stock for the site) | * CIR Live – Inventory Permissions
* CIR Classroom – Inventory Permissions
* Smart phone with Salesforce Authenticator
 |  | * Additional Inventory Drop-in sessions
* Inventory Elearning (IMAC)
 | * Inventory Video Walkthrough
* Quick Step Guides
* IMAC Inventory E-Learning module
 |
| **PAYMENTS** | Finance administrator, Site Lead or any other role that manages payments and invoice | Provider Organisation Admin (Payments) – (This role responsible for managing the payments in CIR. Role is Mandatory for Providers on Price per Dose contract) | * CIR Live
* CIR Classroom
* Smart phone with Salesforce Authenticator
 |  | * Daily QA CIR Drop-in session
* IMAC CIR Administrator Course
 | * CIR Video Walkthrough
* CIR Quick Step Guides – Payments Management
* Daily Drop-in Sessions
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