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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 |