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| Government funded vaccine account |
| New account application form for pharmacies |
| OFFICIAL |



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# Application form

This application form is to register for the supply of [National Immunisation Program](https://www.health.gov.au/initiatives-and-programs/national-immunisation-program) and [state-funded](https://www.health.vic.gov.au/immunisation/national-immunisation-program-nip-and-state-funded-vaccines-for-eligible-victorian) vaccines to Victorian pharmacies.

Access to these vaccines requires approval from the Victorian Department of Health, Immunisation Unit. Victorian pharmacies must complete the registration process to be approved to receive vaccines.

## How to complete this form

Complete acknowledgement, sections 1-3 and return with supporting documentation via email to the Immunisation Unit [immunisation@health.vic.gov.au](mailto:immunisation@health.vic.gov.au).

This application is to include the following supporting documentation:

* Manual vaccine fridge temperature log (twice-daily maximum, minimum and current temperatures with initials for 2 consecutive days)
* Datalogger report (showing 2 consecutive days of datalogging with readings set at 5-minute intervals).
* Nominated Pharmacist Immuniser’s Statement of Completion Certificate
* [Australian Immunisation Register (AIR) IM004 form](https://www.servicesaustralia.gov.au/organisations/health-professionals/forms/im004)

Please allow approximately 5 business days for applications to be processed (allow up to 4 weeks during peak periods). Once the information is assessed and approval is granted an email is sent to the new immunisation provider advising of their government-funded vaccine ordering account number and how to order vaccines. The [Australian Immunisation Register (AIR) IM004 form](https://www.servicesaustralia.gov.au/organisations/health-professionals/forms/im004) will also be endorsed and forwarded to the Australian Immunisation Register on the applicant’s behalf.

## Acknowledgement

#### I, the nominated applicant, acknowledge (tick the boxes):

I have reviewed and meet the key requirements pharmacists and pharmacies must meet before vaccines can be administered in Victoria (as listed in the [Pharmacist-administered vaccination program flowchart](https://www.health.vic.gov.au/publications/pharmacist-administered-vaccination-program-flowchart)).

I have reviewed the [Victorian Pharmacist-Administered Vaccination Program Guidelines](https://www.health.vic.gov.au/immunisation/victorian-pharmacist-administered-vaccination-program-guidelines) and understand the requirements of the program to provide a safe, high quality, immunisation service.

I will comply with the [Victorian Pharmacist-Administered Vaccination Program Guidelines](https://www.health.vic.gov.au/immunisation/victorian-pharmacist-administered-vaccination-program-guidelines) (current edition) and the [Secretary’s Approval for Pharmacist Immunisers](https://www2.health.vic.gov.au/public-health/immunisation/immunisers-in-victoria/pharmacist-immunisers/guidelines).

I comply with the [Victorian Pharmacy Authority Guidelines](https://www.pharmacy.vic.gov.au/index.php?view=guidelines&item=0) – Facilities for Immunisation (current edition).

Government supplied vaccine will be administered according to the [National Immunisation Program schedule](https://www.health.gov.au/health-topics/immunisation/immunisation-throughout-life/national-immunisation-program-schedule) or the [state-funded program](https://www.health.vic.gov.au/immunisation/immunisation-schedule-victoria-and-vaccine-eligibility-criteria.).

I am aware of my responsibility in accordance with the [Drugs and Poisons Regulations 2017](https://www.legislation.vic.gov.au/) for Schedule 4 drugs. If I leave this practice, Onelink will be notified within 5 working days, of the name of another pharmacist immuniser who agrees to take responsibility.

I will notify the Immunisation Unit by email within 5 working days of any changes to the Account Holder details.

Emails from the Immunisation Unit will be promptly distributed to staff responsible for handling and administering vaccines.

A staff member trained in cold chain management will check the TagAlert® cold chain indicator immediately upon receipt of the vaccine delivery. If this indicates the delivery is not ‘OK’, vaccine will be isolated in the vaccine fridge. This will be reported to Onelink as soon as possible (no later than 1 working day).

Vaccine will be stored between +2ºC and +8ºC as recommended in the current edition of the [National Vaccine Storage Guideline - Strive for 5](https://www.health.gov.au/resources/publications/national-vaccine-storage-guidelines-strive-for-5)

Staff will follow the [cold chain breach management advice](https://www.health.vic.gov.au/immunisation/cold-chain-breach-reporting) on the Immunisation Unit website. I will NOT discard vaccine without advice from the Immunisation Unit.

I will ensure that vaccine refrigerator temperature charts and cold chain management records are managed according to the appropriate retention and disposal authorities.

I agree to undertake a vaccine cold chain audit if requested by the Immunisation Unit.

The service is registered with the [Australian Immunisation Register (AIR)](#_Section_3_–) and all vaccines administered will be promptly reported to the AIR.

All clinical staff have subscribed to the [immunisation newsletter](https://www.health.vic.gov.au/public-health/immunisation).

All immunisation staff can access the [Victorian government immunisation web site](https://www.health.vic.gov.au/public-health/immunisation).

I have ordered the free resources, including:

[Pre-immunisation checklist pad](https://www.health.vic.gov.au/immunisation/immunisation-resources-order-form)

[Vaccine side effects pad](https://www.health.vic.gov.au/immunisation/immunisation-resources-order-form)

[SAEFVIC magnet and SAEFVIC stickers](https://www.health.vic.gov.au/immunisation/immunisation-resources-order-form)

All clinical staff can access the current edition of [the Australian Immunisation Handbook](https://immunisationhandbook.health.gov.au/) online.

|  |  |
| --- | --- |
| Print name of nominated responsible applicant: | |
|  | |
| Signature of nominated responsible applicant: | |
|  | Date: |

# Section 1 – Account details

|  |  |
| --- | --- |
| Pharmacy name: | |
| Vaccine delivery address: | |
| Suburb: | Postcode: |
| Phone: | |
| Generic work email\*: | |

\*Personal emails not accepted. This email address will be used for correspondence and your username for the Onelink vaccine online ordering system

**Please complete EITHER A or B**

1. Nominate responsible pharmacist immuniser

If the nominated pharmacist immuniser changes, advise the Immunisation Unit at [immunisation@health.vic.gov.au](mailto:immunisation@health.vic.gov.au)

|  |  |
| --- | --- |
| Nominee name: | |
| AHPRA No.: | Expiry: |

OR

1. Health Service Permit (HSP) – for further information please see [Medicines and Poisons Regulation](https://www.health.vic.gov.au/public-health/medicines-and-poisons-regulation).

|  |  |
| --- | --- |
| HSP No.: | Expiry: |

Please provide a copy of applicant’s Certificate of Completion from a [Victorian Chief Health Officer approved immunisation program of study](https://www.health.vic.gov.au/immunisation/programs-of-study).

|  |
| --- |
| Name of immunisation program of study completed: |

# Section 2 – Vaccine cold chain storage protocol

### Equipment details

Please complete equipment details below.

|  |  |
| --- | --- |
| Make and model of **purpose-built** vaccine refrigerator: |  |
| Make and model of vaccine refrigerator data logger: |  |

### Vaccine Coordinator and Back-up Person

The service is required to nominate a Vaccine Coordinator and a Back-up Person. Please refer to the Vaccine Coordinator’s and Back-up Person’s responsibilities on the [department’s website.](https://www.health.vic.gov.au/immunisation/cold-chain-management)

### Vaccine Coordinator

Please complete details below.

|  |  |  |  |
| --- | --- | --- | --- |
| Vaccine Coordinator’s name: |  | | |
| Vaccine Coordinator’s individual email address: |  | | |
| Cold Chain Management – Clinical staff/Vaccine coordinators eLearning module completed? | | q Yes | q No |

### Back-up Person

Please complete details below.

|  |  |  |  |
| --- | --- | --- | --- |
| Back-up Person’sname: |  | | |
| Back-up Person’s individual email address: |  | | |
| Cold Chain Management - Clinical staff/Vaccine coordinator’s eLearning module completed? | | q Yes | q No |

**Cold chain storage protocol**

Please acknowledge (tick boxes) and complete the following information to demonstrate knowledge of the [vaccine cold chain storage](https://www.health.vic.gov.au/immunisation/cold-chain-management).

I have reviewed the [National Vaccine Storage Guidelines – Strive for 5](https://www.health.gov.au/resources/publications/national-vaccine-storage-guidelines-strive-for-5).

I have downloaded the [Victorian Cold Chain protocols](https://www.health.vic.gov.au/immunisation/cold-chain-management).

A purpose-built vaccine refrigerator must be used for vaccine storage. The refrigerator may also be used for the storage of other medicines. If the refrigerator is not in the dispensary, it must be fitted with a lock.

Temperature monitoring of the vaccine refrigerator is compliant with the [National Vaccine Storage Guidelines – ‘Strive for 5’](https://www.health.gov.au/resources/publications/national-vaccine-storage-guidelines-strive-for-5?language=en), and Victorian Department of Health requirements for [Automated temperature monitoring and back-to-base alarm systems](https://www.health.vic.gov.au/immunisation/national-vaccine-storage-guidelines).

The front of the vaccine refrigerator is raised so that it tilts back slightly (aiding the shutting of the door).

The vaccine refrigerator power point has a sign above it stating: ‘Vaccine refrigerator – do not turn off or disconnect’.

The vaccine refrigerator is placed against an interior wall of the building, allowing for air circulation around the back and sides of the unit. The refrigerator is placed out of direct sunlight/UV light.

There is alternative monitored storage available onsite (ice/gel packs, coolers with minimum maximum thermometers or another purpose-built vaccine refrigerator and data logger) and off site (for instance a hospital/pharmacy) in the event of a prolonged power outage or mechanical breakdown. See [Vaccines – Power outage strategies or refrigerator failure](https://www.health.vic.gov.au/immunisation/vaccines-power-outage-strategies-or-refrigerator-failure).

An annual vaccine storage self-audit will be conducted using the tool provided in [Appendix 2 -National Vaccine Storage Guidelines: Strive for 5](https://www.health.gov.au/resources/publications/national-vaccine-storage-guidelines-strive-for-5).

The facility has a documented Vaccine Management Protocol. Refer to  [Appendix 1 -National Vaccine Storage Guidelines: Strive for 5](https://www.health.gov.au/resources/publications/national-vaccine-storage-guidelines-strive-for-5).

All Staff receiving vaccine deliveries, monitoring of the vaccine refrigerator and administering vaccines have been trained Cold Chain Management. Training includes manual temperature monitoring of the vaccine refrigerator, receiving deliveries, storage of vaccines, use of a data logger, identifying and reporting vaccine Cold Chain breaches.

Vaccine coordinators and a backup person responsible for Cold Chain management have completed the [Cold Chain Clinical staff/Vaccine Coordinator eLearning module](https://vic-immunisation-learning.com/immunisation/) and attached their certificate of completion.

# Section 3 – Australian Immunisation Register (AIR)

Pharmacies are required to register with the AIR as part of this application. Pharmacist Immunisers are required to promptly notify the AIR of all vaccines administered, regardless of whether the vaccine is government-funded or private.

Complete the [Australian Immunisation Register (AIR) IM004 form](https://www.servicesaustralia.gov.au/organisations/health-professionals/forms/im004) and submit with this application.

The completed AIR form will be endorsed and forwarded to the AIR on the applicant’s behalf. Enquiries can be directed to [AIR](https://www.servicesaustralia.gov.au/organisations/health-professionals/health-professionals-contact-information), please allow 10 business days for processing.

# Further information

### Key contacts

**Immunisation Unit, Department of Health, Victoria**

[Email: immunisation@health.vic.gov.au](mailto:immunisation@health.vic.gov.au)

[Web site: https://www.health.vic.gov.au/public-health/immunisation](https://www2.health.vic.gov.au/public-health/immunisation)

**Onelink - Contract distributor for Victorian funded and National Immunisation Program Schedule vaccines.**

[Email: customerservice@onelink.com.au](mailto:customerservice@onelink.com.au)

Phone: 03 8588 1042

[Vaccine orders: https://www.onelinkonline.net/](https://www.onelinkonline.net/)

**Australian Immunisation Register**

[Email: AIR@servicesaustralia.gov.au](mailto:AIR@servicesaustralia.gov.au)

Phone: 1800 653 809 Fax: (08) 9254 4810

Internet Helpdesk: 1300 650 039

### Resources

[Australian Immunisation Handbook: https://immunisationhandbook.health.gov.au/](file:///C:\Users\vidd97g\Downloads\Australian%20Immunisation%20Handbook:%20https:\immunisationhandbook.health.gov.au)

[Handbook resources: https://immunisationhandbook.health.gov.au/resources](https://immunisationhandbook.health.gov.au/resources)

[National Vaccine Storage Guidelines ‘Strive for 5’: https://www.health.gov.au/resources/collections/national-vaccine-storage-guidelines-resource-collection](https://www.health.gov.au/resources/collections/national-vaccine-storage-guidelines-resource-collection)

[Immunisation schedule and vaccine eligibility criteria:](https://www2.health.vic.gov.au/public-health/immunisation/immunisation-schedule-vaccine-eligibility-criteria/immunisation-schedule-victoria)  https://www.health.vic.gov.au/immunisation/immunisation-schedule-victoria-and-vaccine-eligibility-criteria

[Better Health Channel – Immunisation: https://www.betterhealth.vic.gov.au/healthyliving/immunisation](https://www.betterhealth.vic.gov.au/healthyliving/immunisation)

Cold chain breach reporting and education: <https://www.health.vic.gov.au/immunisation/cold-chain-management>

[Order immunisation resources online:](file:///C:\Users\vidd97g\Downloads\Order%20immunisation%20resources%20online:)  https://www.health.vic.gov.au/immunisation/immunisation-resources-order-form

[Australian Government – resources: https://www.health.gov.au/health-topics/immunisation](https://www.health.gov.au/health-topics/immunisation)

[Resources for providers - fact sheets, vaccine hesitancy:](https://www2.health.vic.gov.au/public-health/immunisation/immunisation-provider-information/immunisation-resources-for-providers)  https://www.health.vic.gov.au/immunisation/immunisation-resources-for-providers

[QCPP compliant vaccine fridges: https://www.qcpp.com/cold-chain-management](https://www.qcpp.com/cold-chain-management)

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| To receive this document in another format, email [Immunisation Unit](mailto:%20Immunisation%20Unit) <immunisation@health.vic.gov.au>.  Authorised and published by the Victorian Government, 1 Treasury Place, Melbourne.  © State of Victoria, Australia, Department of Health, September 2023.  Available at [Ordering vaccines](https://www.health.vic.gov.au/immunisation/ordering-vaccines) <https://www.health.vic.gov.au/immunisation/ordering-vaccines> |