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| Government funded vaccine account  |
| New account application form for pharmacies  |
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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://www2.health.vic.gov.au/public-health/immunisation/adults/nip-and-state-funded-vaccines) 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.

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://www2.health.vic.gov.au/about/publications/policiesandguidelines/pharmacist-administered-vaccination-program-flowchart)).

[ ]  I have reviewed the [Victorian Pharmacist-Administered Vaccination Program Guidelines](https://www2.health.vic.gov.au/public-health/immunisation/immunisers-in-victoria/pharmacist-immunisers/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://www2.health.vic.gov.au/public-health/immunisation/immunisers-in-victoria/pharmacist-immunisers/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://www2.health.vic.gov.au/public-health/immunisation/immunisation-schedule-vaccine-eligibility-criteria/immunisation-schedule-victoria).

[ ]  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 within 1 hour of 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://www2.health.vic.gov.au/public-health/immunisation/cold-chain-management) 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://www2.health.vic.gov.au/public-health/immunisation).

[ ]  All immunisation staff can access the [Victorian government immunisation web site](https://www2.health.vic.gov.au/public-health/immunisation).

[ ]  I have ordered the free resources, including:

[ ]  [Pre-immunisation checklist pad](https://www2.health.vic.gov.au/public-health/immunisation/immunisation-resources-order-form)

[ ]  [Vaccine side effects pad](https://www2.health.vic.gov.au/public-health/immunisation/immunisation-resources-order-form)

[ ]  [Cold chain magnet](https://www2.health.vic.gov.au/public-health/immunisation/immunisation-resources-order-form)

[ ]  [SAEFVIC magnet and SAEFVIC stickers](https://www2.health.vic.gov.au/public-health/immunisation/immunisation-resources-order-form)

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

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

## Section 1 – Account details

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| 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

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

OR

1. Health Service Permit (HSP) – for further information please see [Drugs and Poisons - licences and permits](https://www2.health.vic.gov.au/public-health/drugs-and-poisons/drugs-poisons-licences-and-permits).

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| 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://www2.health.vic.gov.au/public-health/immunisation/immunisers-in-victoria/pharmacist-immunisers/pharmacist-immuniser-study-programs).

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| Name of immunisation program of study completed: |

## Section 2 – Vaccine cold chain storage protocol

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| Person responsible for this protocol and cold chain management |
| Print name: |
| Occupation: |
| Back-up person responsible for cold chain management |
| Print name: |
| Occupation: |

Equipment details

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| Brand of vaccine refrigerator\*: |
| Data logger brand: |
| How often is the logger routinely downloaded? |

\*Government funded vaccines are to be stored in a purpose-built vaccine refrigerator (with a data logger) only.

**Cold chain storage protocol**

Please acknowledge (tick boxes) and complete the following information to demonstrate knowledge of the [vaccine cold chain storage](https://www2.health.vic.gov.au/public-health/immunisation/cold-chain-management).

[ ]  Only a temperature-monitored refrigerator manufactured exclusively for the purpose of storage of vaccines may be used but the same 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.

[ ]  I have downloaded the additional protocols available at [Cold chain management](https://www2.health.vic.gov.au/public-health/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).

[ ]  The service has a written cold chain protocol that covers the following 10 principles of safe vaccine storage management in the [National Vaccine Storage Guidelines – Strive for 5](https://www.health.gov.au/resources/publications/national-vaccine-storage-guidelines-strive-for-5). Please list the 10 principles of safe vaccine storage management as stated in the guidelines below:

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[ ]  The front of the fridge is raised so that it tilts back slightly (aiding the shutting of the door).

[ ]  The fridge power point has a sign above it stating, ‘Vaccine refrigerator – do not turn off or disconnect’.

[ ]  I have the ordered the fridge magnet, ‘[Cold chain breach – What action should you take?](https://www2.health.vic.gov.au/public-health/immunisation/immunisation-resources-order-form)’

[ ]  The fridge is placed against an interior wall(s) of the building.

[ ]  There is alternative monitored storage available onsite (ice/gel packs and coolers or another purpose-built fridge and logger) and off site (for instance a hospital) in the event of a prolonged power outage or mechanical breakdown. See [Vaccines – power outage strategies or refrigerator failure](https://www2.health.vic.gov.au/public-health/immunisation/cold-chain-management/vaccine-power-outage-strategies).

[ ]  An annual self-audit of the vaccine fridge will be conducted using the tool provided in the [National Vaccine Storage Guidelines: Strive for 5](https://www.health.gov.au/resources/publications/national-vaccine-storage-guidelines-strive-for-5) (page 43).

[ ]  Staff receiving vaccine, managing the fridge or administering vaccine have knowledge of cold chain management including recording of manual temperatures and resetting, the service’s written protocols, how to download the data logger, what is and how to report a cold chain breach, management of a power outage and have watched the cold chain educational webinar.

[ ]  Staff have watched the [cold chain educational webinar](https://www2.health.vic.gov.au/public-health/immunisation/cold-chain-management) available on the immunisation website.

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| A cold chain breach is when the temperature goes outside the temperature range of:\_\_\_°C to \_\_\_°C for longer than \_\_\_ minutes. |
| In the event of a first-time cold chain breach of any of the vaccines, lasting less than 6 hours and less than 25°C the following steps will be taken: |
| 1. |
| 2.  |
| 3. |
| In the event of a cold chain breach of 6 hours or more, a freeze breach (≤0°C), a breach of 25°C or over and a second breach of any vaccine the following steps will be taken: |
| 1. |
| 2. |
| 3. |
| 4. |

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| Signature of person responsible for cold chain management: |
|  | Date: |

## 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

[Web site: https://www2.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

Phone: 03 8588 1042

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

**Australian Immunisation Register**

Email: 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/](Australian%20Immunisation%20Handbook%3A%20https%3A/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://www2.health.vic.gov.au/public-health/immunisation/immunisation-schedule-vaccine-eligibility-criteria/immunisation-schedule-victoria)

[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://www2.health.vic.gov.au/public-health/immunisation/cold-chain-management](https://www2.health.vic.gov.au/public-health/immunisation/cold-chain-management)

[Order immunisation resources online: https://www2.health.vic.gov.au/public-health/immunisation/immunisation-resources-order-form](https://www2.health.vic.gov.au/public-health/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://www2.health.vic.gov.au/public-health/immunisation/immunisation-provider-information/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 <immunisation@health.vic.gov.au>.Authorised and published by the Victorian Government, 1 Treasury Place, Melbourne.© State of Victoria, Australia, Department of Health, September, 2021.Available at [Vaccines - new account application](https://www2.health.vic.gov.au/public-health/immunisation/vaccine-order-and-stock/new-account-application) <https://www2.health.vic.gov.au/public-health/immunisation/vaccine-order-and-stock/new-account-application> |