

Tasmanian Immunisation Program Guidelines

November 2021

About This Guide

These Guidelines have been developed by the Department of Health (DoH) to provide guidance to organisations that provide or intend to provide immunisation programs that employ a Registered Health Practitioner as an Authorised Immuniser.

The Guidelines may be revised from time to time. For the most recent version of the Guidelines visit [Immunisation – Public Health](#)¹

These Guidelines only apply to providers who are employing an Authorised Immuniser **who is not** under the direct supervision of a medical practitioner. If a health practitioner is working under the supervision of a medical practitioner who is making the decision to prescribe a vaccine for each client, the health practitioner is not required to be an Authorised Immuniser.

These Guidelines are to be used in conjunction with the professional standards and guidelines that apply to each health discipline.

Contact Details

For further information about immunisation programs and their content contact:

Clinical Nurse Consultant (Immunisation)

Public Health Services
Department of Health
GPO Box 125
HOBART TAS 7000

Telephone: 1800 671 738 or 6166 0632

¹ www.health.tas.gov.au/publichealth/communicable_diseases_prevention_unit/immunisation

Abbreviations used in this document

Abbreviation	Description
AIR	Australian Immunisation Register
AEFI	Adverse Event Following Immunisation
AHPRA	Australian Health Practitioners Regulation Agency
AI	Authorised Immuniser
ANI	Authorised Nurse Immuniser
API	Authorised Pharmacist Immuniser
ARC	Australian Resuscitation Council
COVID-19	Coronavirus disease, caused by SARS-CoV-2
CPD	Continuing Professional Development
CPR	Cardio Pulmonary Resuscitation
DoH	Department of Health
DPH	Director of Public Health
HPV	Human Papillomavirus
Intern Pharmacist	Pharmaceutical chemist who holds provisional registration with AHPRA
MMR	Measles-Mumps-Rubella
NIP	National Immunisation Program
Pharmacy Guild	Pharmacy Guild of Australia
PI	Pharmacist Immuniser
PIIT	Pharmacist immuniser-in-training (PIIT)
PSA	Pharmaceutical Society of Australia
TGA	Therapeutic Goods Administration
TPA	Tasmanian Pharmacy Authority

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Introduction

Immunisation is the safest and most effective way to control many of the world's most important infectious diseases. It has been the single most important advancement in public health over the last century saving more lives than any other health intervention.

Australia has a strong and internationally recognised National Immunisation Program, with a national average of over 90 per cent coverage for most childhood vaccines². Australia's achievements in immunisation meet international goals set by the World Health Organization under the *Global Immunization Vision and Strategy*.

Opportunities remain to improve immunisation rates for adolescents and adults.

Achieving high vaccination rates requires a competent workforce as well as effective clinical governance arrangements for all immunisation programs which are clear, accountable and effective, with business processes in place to monitor and evaluate performance and provide feedback.

To enable a broader workforce to provide immunisation services across a range of settings, the Secretary of the Department of Health (DoH) (or his or her delegate) can approve other classes of health professionals to possess and administer medicines without the direct supervision of a medical practitioner. The delegate for the DoH Secretary is the Director of Public Health (DPH).

These Immunisation Program Guidelines support organisations and registered health practitioners to conduct safe, high quality immunisation services, and describe the processes required for applying for approval.

In this document a registered health practitioner who has been approved to immunise independently is referred to as an Authorised Immuniser (AI).

Legislation

In accordance with Tasmanian legislation a registered health professional other than a medical practitioner must be authorised by DoH to vaccinate independently in Tasmania.

Authorisation of a Registered Health Practitioner to provide immunisations independently

In Tasmania [Regulation 82 \(c\)&\(d\)³ of the Poisons Regulations 2018](#) allows registered nurses, midwives and pharmacists, who have met certain educational requirements and/or who have been approved by the DPH to administer certain vaccines as listed in *Schedule 4* to the Poisons List; provided they are the *approved* vaccines (according to the particular immuniser's health speciality) against the diseases listed in Appendix 1 and 2 of these Guidelines and the vaccines are administered in accordance with an immunisation program approved by the DPH.

An AI **may not** independently provide:

- vaccines for travel purposes as travel medicine is a specialist area that must include a medical consultation
- any immunoglobulin preparation
- pharmaceuticals for the purposes of clinical trials.

² DTPa, hepatitis B, MMR, Hib and polio,

³ www.legislation.tas.gov.au/view/html/inforce/2019-04-17/sr-2018-079#GS82@EN

Administration of Adrenaline

In addition [Regulation 82\(b\)](#)⁴ of the *Poisons Regulations 2018* states that that a person who is a registered nurse or midwife may, in the course of nursing practice administer to another person a substance listed in Schedule 3 of the Poisons List.

This includes the administration of adrenaline (1:1000) in the event of anaphylaxis.

A pharmacist or intern pharmacist (pharmacy trainee) may supply a Schedule 3 substance (adrenaline) under [Regulation 58\(2\)](#)⁵ of the *Poisons Regulations 2018*. In this instance 'supply' means either, or both, provide and/or administer.

Supervision of Registered Health Practitioners by Authorised Immunisers

In accordance with [Regulation 82\(e\)](#) of the *Poisons Regulations 2018* an **experienced** Authorised Nurse Immuniser (see definition below) may supervise the administration of a vaccine by another health practitioner **only** when the other health practitioner is undertaking an immunisation education program approved by the DPH or has been approved by the Director of Public Health to administer vaccines specified by the Director.

- An experienced **Authorised Nurse Immuniser (ANI)**, operating in an approved immunisation program, may supervise the administration of a vaccine by another health practitioner if the ANI has had a minimum of two years recent clinical experience administering National Immunisation Program (NIP) vaccines, to all age groups (infants, children and adults).

In accordance with [Regulation 82\(f\)](#) of the *Poisons Regulations 2018* an **experienced** Pharmacist Immuniser (see definition below) may supervise the administration of a vaccine by another pharmacist **only** when the pharmacist is undertaking an immunisation education program approved by the DPH or where the individual is an intern pharmacist, who holds provisional registration with AHPRA **and** who has undertaken the prescribed Tasmanian Pharmacist Immuniser course.

- An experienced **Pharmacist Immuniser (PI)**, operating in an approved immunisation program, is able to supervise the administration of a vaccine by a pharmacist immuniser-in-training (PIIT) or an intern pharmacist if they have had a minimum of two years recent clinical experience administering vaccines in the community setting.

The regulations do not allow Authorised Immunisers (AIs) to prescribe vaccines for any other health practitioners, who are not AIs, to administer, **except in specific circumstances, approved by the DPH** under [Regulation 82\(e\)\(ii\)&\(f\)\(ii\)](#), for example, pandemic or major communicable disease outbreaks.

If a health practitioner is not an AI (or a supervised trainee/intern pharmacist) and is administering vaccines, it must be under the direction of a medical practitioner.

Intern Pharmacists

Regulation 82 allows for immunisations to be conducted by intern pharmacists (who hold provisional registration with AHPRA) while under the supervision of an Authorised Pharmacist Immuniser. This regulation is designed to support intern pharmacists gain experience in delivering immunisations, during their intern year.

An intern pharmacist cannot apply to become an Authorised Immuniser in Tasmania until they have full registration as a general pharmacist.

⁴ www.legislation.tas.gov.au/view/html/inforce/2019-04-17/sr-2018-079#GS82@EN

⁵ www.legislation.tas.gov.au/view/html/inforce/2019-04-17/sr-2018-079#GS58@EN

Practice requirements

The intern pharmacist must:

- Hold provisional registration with AHPRA.
- Have completed an approved Pharmacist Immuniser course. If the immunisation course has been completed in another State the intern pharmacist must complete the [PSA Immunisation and Refresher Course⁶](#) (which includes the Tasmanian regulatory modules).
- If administering COVID-19 vaccines under supervision, they must have successfully completed the mandatory COVID-19 vaccine training and updates provided by the Australian Government Department of Health.
- Complete the Pharmacist Immunisers practicum requirements when they first start to administer vaccines. This record should be retained and included with their application to become an Authorised Immuniser once they become a Registered Pharmacist.
- Follow the guidelines and essential immunisation practices set out in the *Tasmanian Pharmacist Immuniser Practicum Guide* and the *Tasmanian Immunisation Program Guidelines*.
- Only provide immunisations under the direct supervision of an Authorised Pharmacist Immuniser.

The supervising pharmacist immuniser must:

- Be an Authorised Immuniser in Tasmania and have a minimum of 2 years recent clinical experience administering the vaccines for which they are supervising.
- Have completed the influenza, dTpa and MMR modules if they are supervising an intern pharmacist in the delivery of these vaccines.
- Have successfully completed the mandatory COVID-19 vaccine training and updates provided by the Australian Government Department of Health if supervising an intern pharmacist in the delivery of these vaccines.
- Be working under a current DoH Approved Immunisation Program.
- Provide direct supervision for the intern pharmacist delivering immunisations.

⁶ www.psa.org.au/practice-support-industry/programs/immunisation/

Immunisation Program Requirements

Organisations are responsible for employing competent, suitably qualified and experienced health practitioners to deliver their immunisation services and to provide sufficient resources to enable the health practitioners to provide safe and competent care.

This responsibility includes policies and practices that support the delivery of safe immunisation services to the general public.

Organisations wishing to conduct immunisation programs in Tasmania must ensure the following minimum requirements are in place:

Authorised Immunisers and Immunisation Practice

Organisations wishing to use AIs to administer vaccines without a medical order, in accordance with the authorisation under [regulation 82\(c\)&\(d\)](#), must ensure that the AI:

- is registered with the [Australian Health Practitioner Regulation Agency \(AHPRA\)](#)⁷
- has current approval from the Secretary, DoH (or his or her delegate) to administer vaccines independently, as per the approved scope in Appendix 1 and 2 of these Guidelines
- administers vaccines only as part of an approved immunisation program
- completes a cardio-pulmonary resuscitation (CPR) update as per Australian Resuscitation Council (ARC) guidelines annually
- is competent to manage and report an Adverse Event Following Immunisation (AEFI)
- refers people with contraindications to vaccination to a medical practitioner
- administers vaccines in accordance with any directions that may be issued by the DPH from time to time.

The Secretary, DoH or his or her delegate requires AIs to renew their authorisation to practice each year in line with the guidelines for [‘Applying for Immuniser Authorisation in Tasmania’](#)⁸.

Health practitioners registered by the Australian Health Practitioner Regulation Agency (AHPRA), have a legal obligation to perform within their scope of practice according to the education and training they have received, and within any regulatory, legislative, national policy or standards, codes and guidelines for their profession.

AIs must also comply with the following relevant state and national guidelines:

- a) *Immunisation Program Guidelines – Tasmania.*
- b) *Guide to Applying for Immuniser Authorisation in Tasmania.*
- c) *The Australian Immunisation Handbook – Department of Health (current edition).*
- d) *National Vaccine Storage Guidelines Strive for Five - Department of Health (current edition).*
- e) National and State immunisation program schedules.
- f) *‘Practice guidelines for the provision of immunisation services within pharmacy’ (current edition) – Pharmaceutical Society of Australia.*

⁷ www.ahpra.gov.au/

⁸ www.health.tas.gov.au/publichealth/communicable_diseases_prevention_unit/immunisation/nurse_immuniser

- g) 'Guidelines for Conducting Pharmacist Initiated and Administered Vaccination Service within a New South Wales Community Pharmacy Environment' (April 2016) – Pharmacy Guild of Australia.

Professional Indemnity Insurance

Organisations and all health practitioners administering vaccines must have in place professional and public indemnity insurance appropriate for the immunisation program.

Adverse Events Following Immunisation (AEFI)

Organisations are responsible for ensuring that the AI has another staff member, or a delegated contact person present to provide assistance in the event of AEFI if required.

As of 1 March 2021, Adverse Events Following Immunisation (AEFIs) including vaccine errors should be reported directly to the Communicable Disease Prevention Unit, Department of Health.

Please complete an adverse event report form and submit to tas.aefi@health.tas.gov.au. Report forms are available here: [Reporting Adverse Events Following Immunisation \(AEFI\) | Public Health⁹](#)

To report an adverse event over the phone, discuss AEFI reporting, or seek advice regarding referral of patients requiring specialist follow-up please call the Public Health Hotline to speak to a Immunisation Clinical Nurse Consultant (1800 671 738).

Policies and Procedures to Support Immunisation Service Delivery

Organisations conducting immunisation under an approved program must have the following documented policies and/or procedures in place to support safe, high quality immunisation services:

- Checking of anaphylaxis response kit.
- Monitoring of vaccine storage systems.
- Managing the transport of vaccines when providing clinics off site.
- Respond to a cold chain breach.
- Back-up plan for vaccine storage during power failures.
- Pre-screening assessment process.
- Consent process.
- When and how to seek further advice following outcome of screening process.
- Routine immediate post-vaccination observation and management
- Responding to a needle stick injury.
- Responding to adverse event reports.
- Managing anaphylaxis and vaso-vagal (syncope) episodes.
- Documentation and record keeping including GP notification.
- Disposal of infectious and non-clinical waste.

Premises and Equipment

The immunisation room must have the following:

- Visible and auditory privacy for clients.
- Adequate lighting.
- Be at a comfortable ambient temperature.

⁹

www.health.tas.gov.au/publichealth/communicable_diseases_prevention_unit/immunisation/reporting_adverse_events_following_immunisation

- No superfluous equipment and furniture.
- A hand sanitisation facility.
- Floor area to accommodate the person receiving the vaccination as well as an accompanying person and appropriate space for the patient to be treated laying down if an adverse event occurs.
- In the case of a pharmacy, be approved as a suitable vaccination area by the Tasmanian Pharmacy Authority.

The immunisation area must contain adequate seating for clients allowing them to remain in the immediate vicinity for at least 15 minutes following vaccination.

The organisation must supply the following equipment consistent with the on-line requirements of '[The Australian Immunisation Handbook](#)'¹⁰ and the '[National Vaccine Storage Guidelines – Strive for 5](#)'¹¹:

- Suitable equipment to safely store and transport vaccines.
- All necessary consumables for vaccine administration including appropriate waste disposal.
- A readily accessible anaphylaxis response kit.
- An emergency response protocol (preferably laminated).
- Access to the on-line version of *The Australian Immunisation Handbook* and the '[National Vaccine Storage Guidelines – Strive for 5](#)' and a process to regularly monitor on-line updates.

Post Vaccination Care of the Client

The AI must ask the immunised person to remain within the immediate vicinity for 15 minutes after vaccination.

The AI must either observe, or direct an appropriate person to observe, the person for 15 minutes after vaccination for acute adverse events or anaphylaxis.

Immunisation Records

A personal record card of vaccines administered should be given to each person immunised for their records.

In Tasmania, Local Governments are required to operate under the *State Government Archives Act 1983*. The relevant reference is DA2200 Records Retention and Disposal Schedule for Local Government in Tasmania.

This Act states that records (including immunisation records, general or single treatment and consent forms) should be retained and only destroyed 12 years after immunisation or 50 years after the birth of the person being immunised whichever is the later (Reference 24.11.02).

Other organisations must retain consent forms and immunisation records in a form that can be recovered and printed for a minimum of seven years, or longer in line with organisational health records policies.

Immunisation Registers

Notification that a vaccine has been administered must be sent to The Australian Immunisation Register (AIR). The AIR is a national whole-of- life database for recording immunisation details for all Australians.

¹⁰ immunisationhandbook.health.gov.au/

¹¹ www.health.gov.au/resources/publications/national-vaccine-storage-guidelines-strive-for-5

From 1 March 2021, it is a mandatory requirement that all influenza and COVID-19 vaccines are reported to the AIR. From 1 July, it will be a mandatory requirement that all NIP vaccines are also uploaded to the AIR.

All immunisation providers must submit data for all NIP and private vaccines administered to the AIR electronically via Medicare Online or the AIR secure internet site.

For further information about the AIR and reporting vaccinations visit [Australian Immunisation Register for health professionals¹²](#)

¹² www.servicesaustralia.gov.au/organisations/health-professionals/services/medicare/australian-immunisation-register-health-professionals

Application Process for Approval of an Immunisation Program

Organisations who wish to offer immunisation programs employing AIs in Tasmania must apply to the DPH for approval pursuant to *Regulation 82 of the Poisons Regulations 2018*.

Initial Application Process

Complete the 'Application Form for Approval of an Immunisation Program Employing an Authorised Immuniser' in Appendix 3 of this document.

In the case of a pharmacy, organisations must also apply for approval for the **vaccination area** (if not already approved) from the Tasmanian Pharmacy Authority.

Following the application for program approval the Organisation must wait to receive written approval of the immunisation program from the DPH before vaccines are administered by AIs.

This process may take up to six weeks.

Failure to comply with this requirement may result in a breach of the *Poisons Act 1971* by the program provider and the AIs.

Renewal Process

Programs will be approved for a maximum of two years. At or before the expiration of the two-year period the provider must review the program and submit a new application for approval from the DPH.

Organisations with Multiple Business Sites

Where an organisation operates immunisation programs from multiple sites (for example a pharmacy proprietor with several pharmacy outlets), one application will cover all sites but Appendix 3a must also be completed.

If an organisation has greater than five sites they should contact the Immunisation Section of the Communicable Diseases Prevention Unit to discuss how the application should proceed.

Process to Update an Immunisation Program within the Two Year Approval Period

If within the two year approval period the organisation wants to add additional business sites Appendix 4 must be forwarded as an addendum to the initial program.

This updating process does not extend the term of the original approval.

Ongoing Administration

Approval may be withdrawn immediately by the DPH if he/she deems the conduct of the program does not meet the requirements under the Guidelines.

Organisations that have been granted approval for an Immunisation Program will be subject to random audits of their immunisation services and required to submit copies of their policies and procedures.

This may be undertaken by DoH or in conjunction with organisations responsible for compliance and audits (eg: The Tasmanian Pharmacy Authority).

Information Support

In Tasmania clinical information and advice is available from the Immunisation Section of the Communicable Diseases Prevention Unit.

The Immunisation Section can be contacted Monday to Friday 8.30am - 5.00pm on 1800 671 738 or 6166 0632.

Send the 'Application Form for Approval of an Immunisation Program Employing an Authorised Immuniser' (Appendix 3) to:

- Email: immunisation@health.tas.gov.au
- Mail: GPO Box 125 Hobart 7000.

Appendix I

Diseases for which *Authorised Nurse Immunisers* may administer vaccines

Authorised Nurse Immunisers are approved to administer the following vaccines:

Diphtheria	Measles	Rotavirus
Haemophilus influenzae type b	Meningococcus	Rubella
Hepatitis A	Mumps	Tetanus
Hepatitis B	Pertussis	Varicella
Human Papillomavirus	Pneumococcus	Zoster
Influenza	Poliomyelitis	COVID-19* (NB: additional mandatory training required)

Approval for **nurse** immunisers to immunise with these vaccine(s) **includes:**

- Immunisation of children and adults as per the recommendations in on-line version of *The Australian Immunisation Handbook*.

But **excludes:**

- Immunisation for tetanus prophylaxis related to wound management. Tetanus prone wounds should be reviewed in a medical consultation.
- Immunisation for travel purposes.
- Immunisation of contacts in the event of an outbreak unless directed by the DPH.
- Immunisation with immunoglobulin preparations unless directed by the DPH.

Where a case of vaccine preventable disease (eg Hepatitis A, Measles and Meningococcal Infection) is notifiable to the DPH under the *Public Health Act 1997*, DoH will provide advice on the further management of the case and contacts.

***COVID-19 Vaccines**

All staff who are involved in the COVID-19 rollout must have completed the Australian Department of Health mandatory online training modules for this vaccine prior to handling or administering the product.

The Australian Government Department of Health in collaboration with the Australian College of Nursing (ACN) has finalised a suite of COVID-19 Vaccination Training modules to support Authorised Immunisers to administer the COVID-19 vaccines. There are six core modules to be completed, as well as additional modules relevant to each vaccine following approval by the TGA.

To access COVID-19 vaccination training, please visit: [COVID 19 Vaccination Training¹³](https://www.covid19vaccinationtraining.org.au)

¹³ [covid19vaccinationtraining.org.au](https://www.covid19vaccinationtraining.org.au)

Appendix 2

Diseases for which *Authorised Pharmacist Immunisers* may administer vaccines

Authorised Pharmacist Immunisers are approved to administer the following vaccines:

Persons eligible for free vaccine under the National Immunisation Program (NIP) should be advised that they may obtain vaccine from a GP, or other participating NIP services, with no cost for the vaccine.

Influenza

Approval for **pharmacist** immunisers who have completed the approved training to immunise with vaccine(s) against influenza **includes:**

- Immunisation of individuals 10 years of age and over as per the recommendations in on-line version of *The Australian Immunisation Handbook*.
- **But excludes:**
 - People with contraindications or precautions as outlined under influenza in the current online version of the AIH. Please refer to a medical practitioner.

Diphtheria, Tetanus and Pertussis (dTpa)

Approval for **pharmacist** immunisers who have completed the approved training to immunise with dTpa vaccine **includes:**

- Immunisation of individuals 16 years of age and over as per the recommendations in the on-line version of *The Australian Immunisation Handbook*.
- **But excludes:**
 - People with contraindications and precautions as outlined under the three diseases (diphtheria, tetanus, pertussis) in the current online version of the [AIH¹⁴](#). Please refer to a medical practitioner.
 - Immunisation for tetanus prophylaxis related to wound management. Tetanus prone wounds must be referred to a medical practitioner for review.
 - Immunisation of contacts in the event of a disease outbreak, unless directed by the DPH.

Measles, Mumps and Rubella (MMR)

Approval for **pharmacist** immunisers who have completed the approved training to immunise with MMR vaccine **includes:**

- Immunisation of individuals 16 years of age and over as per the recommendations in the on-line version of *The Australian Immunisation Handbook*.
- **But excludes:**
 - People for whom live attenuated vaccine is contraindicated, including pregnant women.

¹⁴ immunisationhandbook.health.gov.au/

- People with contraindications and precautions as outlined under the three diseases (measles, mumps, rubella) in the current online version of the [AIH](#). Please refer to a medical practitioner.
- Immunisation of contacts in the event of a disease outbreak, unless directed by the DPH.

COVID-19

- Approval for Authorised Pharmacist Immunisers to immunise with the COVID-19 vaccine:
 - If they have successfully completed the Australian Government COVID-19 vaccine training, including modules 1 – 6 and the vaccine-specific modules, and all current updates. Information is available here: [COVID19 Vaccination Training¹⁵](#)
- In State Government COVID-19 Vaccination Clinics:
 - Any TGA approved COVID-19 vaccines may be delivered by an Authorised Pharmacist Immuniser
- In approved Community Pharmacies:
 - There is a separate application process for expansion of scope to include AstraZeneca COVID-19 (Vaxzevria), Pfizer (Comirnaty) and Spikevax (Moderna) vaccines in selected community pharmacies outlined in ‘*Community Pharmacy Provision of COVID-19 Vaccine in Tasmania 2021 Guidelines and Application Process*’.
 - AstraZeneca COVID-19 (Vaxzevria), Pfizer (Comirnaty) and Spikevax (Moderna) may be administered in an individually approved community pharmacy.
 - Administration must align with ATAGI clinical guidance and TGA provisional approval.
 - For Spikevax (Moderna):
 - Be administered to those aged 12 years and older.
 - **Not** currently approved for use as a booster
 - For Pfizer (Comirnaty):
 - For primary course: Be administered to those aged 12 years and older
 - For boosters: Be administered to those aged 18 years and older
 - For AstraZeneca COVID-19 (Vaxzevria) vaccine:
 - First dose administration is limited to those aged 60 years and over.
 - Second doses may be given to those aged 18 years and above who received their first dose without a serious adverse event, adhering to the recommended dose interval.
 - Off-site vaccination is authorised if the requirements of an off-site COVID-19 vaccination service are met, as outlined in the ‘*Community Pharmacy Provision of COVID – 19 Vaccine in Tasmania Guidelines and Application Process, October 2021 (Version 4)*’

But excludes:

- People with contraindications or precautions to the COVID-19 vaccines without a recommendation of a medical practitioner.

¹⁵ covid19vaccinationtraining.org.au/login/index.php

Appendix 3

Application Form for Approval of an Immunisation Program Employing an Authorised Immuniser

Organisation Details	
Organisation Name:	
Postal Address:	
Suburb:	Postcode:
Phone:	
Email:	
Does your organisation operate from multiple sites? No <input type="checkbox"/> If, Yes <input type="checkbox"/> (Please also complete Appendix 3a)	

In your program who do you intend to employ?
<input type="checkbox"/> A Registered Nurse/s who is an AI
<input type="checkbox"/> A Registered Pharmacist/s who is an AI
<input type="checkbox"/> Other AI, describe:

Names and AHPRA numbers for the AIs you employ	Nurse or Pharmacist	AHPRA Number	Holds a Tasmanian DoH AI Certificate
Name:			Yes <input type="checkbox"/> No <input type="checkbox"/>
Name:			Yes <input type="checkbox"/> No <input type="checkbox"/>
Name:			Yes <input type="checkbox"/> No <input type="checkbox"/>
Name:			Yes <input type="checkbox"/> No <input type="checkbox"/>
Name:			Yes <input type="checkbox"/> No <input type="checkbox"/>
Name:			Yes <input type="checkbox"/> No <input type="checkbox"/>
Name:			Yes <input type="checkbox"/> No <input type="checkbox"/>
Name:			Yes <input type="checkbox"/> No <input type="checkbox"/>
Name:			Yes <input type="checkbox"/> No <input type="checkbox"/>
Name:			Yes <input type="checkbox"/> No <input type="checkbox"/>

In which locations will your immunisation programs be conducted? (tick all that apply)	
Council Immunisation Clinic:	<input type="checkbox"/> Childhood / Adult clinics <input type="checkbox"/> School Program <input type="checkbox"/> Staff
General Practice:	<input type="checkbox"/> Clients <input type="checkbox"/> Staff
Hospital:	<input type="checkbox"/> Patients <input type="checkbox"/> Staff
Aged Care facility:	<input type="checkbox"/> Residents <input type="checkbox"/> Staff
Pharmacy:	<input type="checkbox"/> Clients <input type="checkbox"/> Staff
Client Home Visits:	<input type="checkbox"/> Children <input type="checkbox"/> Staff
Child Care Centre:	<input type="checkbox"/> Staff
Corporate Work Place:	<input type="checkbox"/> Clients
Public event:	<input type="checkbox"/> Children <input type="checkbox"/> Adults
Please detail the specific event:	
<input type="checkbox"/> Other, please describe:	

Indicate the vaccines your organisation plans to offer (tick all that apply)	
Childhood Programs(<10yrs) – Authorised Nurse Immunisers	
<input type="checkbox"/> Diphtheria	<input type="checkbox"/> Haemophilus Influenzae type b
<input type="checkbox"/> Tetanus	<input type="checkbox"/> Measles
<input type="checkbox"/> Pertussis	<input type="checkbox"/> Mumps
<input type="checkbox"/> Poliomyelitis	<input type="checkbox"/> Rubella
<input type="checkbox"/> Rotavirus	<input type="checkbox"/> Varicella
<input type="checkbox"/> Pneumococcus	<input type="checkbox"/> Meningococcus
<input type="checkbox"/> Hepatitis B	<input type="checkbox"/> Influenza
<input type="checkbox"/> Other, specify:	
Adolescent Programs – Authorised Nurse Immunisers	
<input type="checkbox"/> Diphtheria	<input type="checkbox"/> Human Papillomavirus (HPV)
<input type="checkbox"/> Tetanus	<input type="checkbox"/> Meningococcus
<input type="checkbox"/> Pertussis	<input type="checkbox"/> Other, specify:

Adult Programs – Authorised Nurse Immunisers	
<input type="checkbox"/> Diphtheria	<input type="checkbox"/> Measles
<input type="checkbox"/> Tetanus	<input type="checkbox"/> Mumps
<input type="checkbox"/> Pertussis	<input type="checkbox"/> Rubella
<input type="checkbox"/> Poliomyelitis	<input type="checkbox"/> Human Papillomavirus (HPV)
<input type="checkbox"/> Pneumococcus	<input type="checkbox"/> Varicella
<input type="checkbox"/> Hepatitis B	<input type="checkbox"/> Meningococcus
<input type="checkbox"/> Hepatitis A	<input type="checkbox"/> Influenza
<input type="checkbox"/> Haemophilus Influenzae type b	<input type="checkbox"/> Zoster
<input type="checkbox"/> COVID-19 (NB: additional training required)	<input type="checkbox"/> Other, specify:
Occupation Health Immunisation Program – Authorised Nurse Immunisers	
<input type="checkbox"/> Diphtheria	<input type="checkbox"/> Measles
<input type="checkbox"/> Tetanus	<input type="checkbox"/> Mumps
<input type="checkbox"/> Pertussis	<input type="checkbox"/> Rubella
<input type="checkbox"/> Hepatitis B	<input type="checkbox"/> Varicella
<input type="checkbox"/> Hepatitis A	<input type="checkbox"/> Other, specify:
<input type="checkbox"/> Influenza - <10 yrs.	<input type="checkbox"/> Influenza - > 10 yrs.
<input type="checkbox"/> COVID-19 (NB: additional training required)	<input type="checkbox"/> Other, specify:
Pharmacist Immunisation Program – Authorised Pharmacist Immunisers	
<input type="checkbox"/> Influenza – individuals ≥ 10 years	<input type="checkbox"/> MMR - individuals ≥ 16 years
<input type="checkbox"/> dTpa - individuals ≥ 16 years	<input type="checkbox"/> Other, specify:
<input type="checkbox"/> COVID-19 (NB: additional training required)	
For each occasion of service delivery do you have available? (tick all that apply)	
Consent Forms	Yes <input type="checkbox"/> No <input type="checkbox"/>
Accessible telephone	Yes <input type="checkbox"/> No <input type="checkbox"/>
Hand washing facilities (and/or equivalent)	Yes <input type="checkbox"/> No <input type="checkbox"/>
Anaphylaxis response kit including Adrenaline 1:1000	Yes <input type="checkbox"/> No <input type="checkbox"/>
Sphygmomanometer & Stethoscope or Blood Pressure Monitor	Yes <input type="checkbox"/> No <input type="checkbox"/>
Systems for recording and reporting adverse events	Yes <input type="checkbox"/> No <input type="checkbox"/>
Systems for reporting to the Australian Immunisation Register (AIR)	Yes <input type="checkbox"/> No <input type="checkbox"/>
On-site support staff to provide assistance in an emergency	Yes <input type="checkbox"/> No <input type="checkbox"/>

How is the cold chain maintained during immunisation sessions? (tick all that apply)

<input type="checkbox"/> Ice box/Esky	<input type="checkbox"/> Purpose built vaccine fridges
<input type="checkbox"/> Bar Fridge	<input type="checkbox"/> Dedicated refrigerator
<input type="checkbox"/> Monitored refrigerator	
<input type="checkbox"/> Other, please specify:	

How is the cold chain maintained outside of immunisation sessions? (tick all that apply)

<input type="checkbox"/> Ice box/Esky	<input type="checkbox"/> Purpose built vaccine fridges
<input type="checkbox"/> Bar Fridge	<input type="checkbox"/> Dedicated refrigerator
<input type="checkbox"/> Monitored refrigerator	
<input type="checkbox"/> Other, please specify:	

Policy / Insurance

Does the organisation have policies and procedures available in each setting that support the delivery of immunisation services in line with the on-line version of <i>The Australian Immunisation Handbook</i> and <i>The National Vaccine Storage Guidelines – Strive for Five</i> ?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Does the organisation have in place a policy to support the uploading of data to the Australian Immunisation Register (AIR)?	Yes <input type="checkbox"/> No <input type="checkbox"/>
The Crown carries no liability in respect of the delivery of this Program and it is the organisations obligation to ensure that the business operates within the relevant regulatory frameworks. Does this organisation have sufficient professional indemnity insurance cover appropriate to the immunisation services provided?	Yes <input type="checkbox"/> No <input type="checkbox"/>

Immunisation Area

Does the organisation ensure there is a private area to conduct immunisations which has adequate space to allow clients to sit (or lie if needed) when receiving treatment and is of sufficient size and appropriate layout to accommodate efficient workflow?	Yes <input type="checkbox"/> No <input type="checkbox"/>
In the case of a pharmacy, has the pharmacy owner received approval for the vaccination area from the Tasmanian Pharmacy Authority?	Yes <input type="checkbox"/> No <input type="checkbox"/>

At times it is necessary to retrieve data from immunisation records.

Which of the following can you retrieve from your records system?

Date of service	Yes <input type="checkbox"/> No <input type="checkbox"/>
Name of person immunised	Yes <input type="checkbox"/> No <input type="checkbox"/>
Contact details for the person immunised	Yes <input type="checkbox"/> No <input type="checkbox"/>
Date of birth of person immunised	Yes <input type="checkbox"/> No <input type="checkbox"/>
Vaccines administered	Yes <input type="checkbox"/> No <input type="checkbox"/>
Batch number of the vaccine administered	Yes <input type="checkbox"/> No <input type="checkbox"/>
Adverse events	Yes <input type="checkbox"/> No <input type="checkbox"/>
Name of parent or guardian (if applicable)	Yes <input type="checkbox"/> No <input type="checkbox"/>
Name of usual family medical practitioner	Yes <input type="checkbox"/> No <input type="checkbox"/>

For how long are your records kept?

<input type="checkbox"/> 7 years or longer	<input type="checkbox"/> Other, please specify:
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Provide the details of the person responsible for the ordering of vaccines, record keeping, storage of vaccines, temperature monitoring, reporting, etc.

Name:	
Position Title:	
Postal Address:	
Suburb:	Postcode:
Work Phone:	
Email:	

Executive Declaration

I,

(print full name)

The Principal Officer of the organisation / company:

.....

(company name)

Declare that:

- I have read and understood the information in the attached guidelines
- The information I have provided in this application is true and correct
- The immunisation program will be administered in accordance with the latest editions of the NHMRC *Australian Immunisation Handbook*, the *National Vaccine Storage Guidelines Strive for 5* and the *Tasmanian Immunisation Program Guidelines*
- I am aware that I will be subject to random audits of the immunisation service and may be required to submit copies of my organisation's policies and procedures
- I have provided a copy of this completed application form and the guidelines to each individual involved in the delivery of the immunisation program
- In the case of a pharmacy, I have received approval from the TPA for the vaccination area within the pharmacy

Signature:

Date:

Return this completed application form to the Director of Public Health, via:

- Email: authorisedimmuniser@health.tas.gov.au
- Mail: GPO Box 125 Hobart 7000
- Enquiries: 1800 671 738 or (03) 6166 0632

Appendix 3a

Multiple Business Sites

If your organisation operates immunisation programs from multiple sites please complete the details below for each site.

Business Site 1	
Organisation Name:	
Primary Contact Person:	
Postal Address:	
Suburb:	Postcode:
Phone:	
Email:	
Details of the person responsible for the ordering of vaccines, record keeping, storage of vaccines, temperature monitoring, reporting, etc.	
Name:	
Position Title:	
Work Phone:	
Email:	

Business Site 2	
Organisation Name:	
Primary Contact Person:	
Postal Address:	
Suburb:	Suburb:
Phone:	
Email:	
Details of the person responsible for the ordering of vaccines, record keeping, storage of vaccines, temperature monitoring, reporting, etc.	
Name:	
Position Title:	
Work Phone:	
Email:	

Business Site 3	
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Organisation Name:	
Primary Contact Person:	
Postal Address:	
Suburb:	Suburb:
Phone:	
Email:	
Details of the person responsible for the ordering of vaccines, record keeping, storage of vaccines, temperature monitoring, reporting, etc.	
Name:	
Position Title:	
Work Phone:	
Email:	

Business Site 4	
Organisation Name:	
Primary Contact Person:	
Postal Address:	
Suburb:	Suburb:
Phone:	
Email:	
Details of the person responsible for the ordering of vaccines, record keeping, storage of vaccines, temperature monitoring, reporting, etc.	
Name:	
Position Title:	
Work Phone:	
Email:	

Business Site 5	
Organisation Name:	
Primary Contact Person:	
Postal Address:	
Suburb:	Suburb:
Phone:	
Email:	
Details of the person responsible for the ordering of vaccines, record keeping, storage of vaccines, temperature monitoring, reporting, etc.	
Name:	
Position Title:	
Work Phone:	
Email:	

Return this completed application form to the Director of Public Health, via:

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- Mail: GPO Box 125 Hobart 7000
- Enquiries: 1800 671 738 or (03) 6166 0632

Appendix 4

Additional Business Sites

If your business adds additional sites before the expiry of your current program approval please complete the details below for each additional site.

Name of Practice/Clinic/Organisation:		
Address:		
Suburb:	State:	Postcode:
When is your current Program Approval due to expire?		
Additional Business Site 1		
Organisation Name:		
Primary Contact Person:		
Postal Address:		
Suburb:		Postcode:
Phone:	Email:	
Details of the person responsible for the ordering of vaccines, record keeping, storage of vaccines, temperature monitoring, reporting, etc.		
Name:		
Position Title:		
Work Phone:		
Email:		
Additional Business Site 2		
Organisation Name:		
Primary Contact Person:		
Postal Address:		
Suburb:		Postcode:
Phone:	Email:	
Details of the person responsible for the ordering of vaccines, record keeping, storage of vaccines, temperature monitoring, reporting, etc.		
Name:		
Position Title:		
Work Phone:		
Email:		

Return this completed application form to the Director of Public Health, via:

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- Mail: GPO Box 125 Hobart 7000
- Enquiries: 1800 671 738 or (03) 6166 0632