

**Policy for the Authorisation of Yellow Fever Vaccinators and  
Vaccination Centres in New Zealand**

Aug 2017

**Background**

1. Vaccination against yellow fever, exemption from compulsory yellow fever vaccination and provision of approved international certificates of vaccination or prophylaxis, or provision of certificates of medical exemption, are responsibilities devolved by the World Health Organization (WHO) to national health authorities under the International Health Regulations (2005).
2. Yellow fever vaccination is required for travellers to certain countries and is recommended for all travellers to countries or areas with risk of yellow fever transmission. While vaccination should be encouraged as a key prevention strategy, it is important to screen travel itineraries and carefully evaluate the potential risk of systemic illness after yellow fever vaccination. Individuals who are not at risk of exposure to infection should not be administered the yellow fever vaccine.
3. Yellow fever vaccinator (YFV) authorisation will be granted by the Director-General of Health upon the recommendation of the Medical Officer of Health for each health district in which the applicant is practising.
4. YFV authorisation may be granted to medical practitioners or nurse practitioners or registered nurses who fulfil the application requirements outlined in this policy.
5. Authorisation to administer yellow fever vaccine without a prescription will be granted by the Director-General of Health, in accordance with the Medicines Regulations 1984, reg 44A.
6. Medicines Regulations 1984, reg 44A:
  - (1) *Any Medical Practitioner or other person who is authorised by the Director-General or a Medical Officer of Health in accordance with this regulation to administer, for the purposes of an approved immunisation programme, a vaccine that is a prescription medicine, may, in carrying out that immunisation programme, administer that prescription medicine otherwise than pursuant to a prescription.*
  - (2) *The Director-General or a Medical Officer of Health may authorise any person to administer a vaccine for the purposes of an approved immunisation programme if that person, following written application, provides documentary evidence satisfying the Director-General or the Medical Officer of Health, as the case may be, that that person—*
    - a. *can carry out basic emergency techniques including resuscitation and the treatment of anaphylaxis; and*
    - b. *has knowledge of the safe and effective handling of immunisation products and equipment; and*
    - c. *can demonstrate clinical interpersonal skills; and*
    - d. *has knowledge of the relevant diseases and vaccines in order to be able to explain the vaccination to the patient, or to the parent or guardian of the patient who is to consent to the vaccination on behalf of the patient, to ensure that the patient or the parent or guardian of the patient can give informed consent to the vaccination.*
  - (3) *Subject to subclause (4), any authorisation given by the Director-General or a Medical Officer of Health under subclause (2) shall be valid for a period of 2 years and shall be subject to such conditions as the Director-General or the Medical Officer of Health, as the case may be, thinks fit.*
  - (4) *An authorisation given to any person under subclause (2) may be withdrawn at any time before its expiry if the Director-General or a Medical Officer of Health is satisfied that the authorised person has failed to comply with any condition specified by the Director-General or the Medical Officer of Health under subclause (3).*
7. Yellow fever vaccination centre (YFVC) authorisation will be granted by the Director-General of Health, or by the Medical Officer of Health for the health district the centre is located in.

## Definitions

8. Medical Practitioner: a health practitioner who is registered with the Medical Council of New Zealand as a practitioner of the profession of medicine.
9. Nurse Practitioner: a health practitioner who is registered with the Nursing Council of New Zealand as a practitioner of the profession of nursing within the Nurse Practitioner scope of practice and is an authorised prescriber.
10. Registered Nurse: a health practitioner who is registered with the Nursing Council of New Zealand as a practitioner of the profession of nursing within the Registered Nurse scope of practice.

## Conditions of Yellow Fever Vaccinator (YFV) authorisation

11. YFV authorisation will be restricted to individual medical practitioners or nurse practitioners or registered nurses who are registered in New Zealand and fulfil the application requirements, as specified in **Appendix 1** of the policy.
12. A Medical Practitioner or Nurse Practitioner who is a YFV may prescribe, administer or supervise administration of yellow fever vaccine.
13. A Registered Nurse who is a YFV may administer yellow fever vaccine without a prescription, in accordance with the Medicines Regulations 1984, reg 44A.
14. A Medical Practitioner or Nurse Practitioner who is a YFV and an authorised prescriber may delegate the administration of yellow fever vaccine to a health professional with appropriate competencies.
15. If a Medical Practitioner or Nurse Practitioner does not regularly administer vaccines to infants and young children over 9 months of age, it is recommended that vaccine administration is delegated to a health professional who is confident with the different vaccine sites and positioning for immunising infants and young children.
16. YFV authorisation is not transferable to another health professional.
17. YFV authorisation is transferable across health districts. The YFV must inform Health New Zealand | Te Whatu Ora and the local Medical Officer of Health before practising outside of their health district.
18. If the YFV is of the opinion that the vaccination or prophylaxis is contraindicated on medical grounds, the YFV shall provide an exemption and inform such persons of any risk associated with non-vaccination and non-use of prophylaxis.
19. YFV authorisation for medical practitioners or nurse practitioners is renewable on a three-yearly basis, subject to fulfilling the application requirements as specified in **Appendix 1** of the policy.
20. YFV authorisation for registered nurses is renewable on a two-yearly basis, subject to fulfilling the application requirements as specified in **Appendix 1** of the policy.
21. Applicants must submit a complete application to the local Medical Officer of Health for renewal of YFV authorisation six weeks prior to their current authorisation expiry date to ensure continuity of authorisation.
22. Authorised YFVs must adhere to the following:
  - a. immunisation standards in the current *New Zealand Immunisation Handbook*
  - b. the guidelines regarding yellow fever vaccination and certification outlined in the most current edition of WHO's *International Travel and Health*<sup>1</sup>
  - c. the guidelines regarding yellow fever vaccination and certification outlined in the WHO International Health Regulations (2005) Third Edition, Annexes 6 and 7.<sup>2</sup>
23. Upon signing the application form for YFV authorisation, the applicant accepts the conditions of that authorisation.

<sup>1</sup> The most current edition is available online at <http://www.who.int/ith/en/>

<sup>2</sup> The International Health Regulations are available online at <http://www.who.int/ihr/publications/9789241580496/en/>

## Conditions of Yellow Fever Vaccination Centre (YFVC) authorisation

24. YFVC authorisation will be restricted to individual medical centres that hold current Cold Chain Accreditation (CCA).
25. YFVC authorisation is not transferable to another medical centre.
26. YFVC authorisation is renewable on a three-yearly basis.
27. Renewal of YFVC authorisation requires retention of CCA.
28. Centres must submit a complete application to the local Medical Officer of Health for renewal of YFVC authorisation six weeks prior to the current authorisation expiry date to ensure continuity of authorisation.
29. Medical practitioners or nurse practitioners who are YFVs may prescribe, administer or supervise administration of yellow fever vaccine at the YFVC.
30. Registered nurses who are YFVs may administer yellow fever vaccine without a prescription at the YFVC, in accordance with Medicines Regulations 1984, reg 44A.
31. Only YFVCs with one or more YFVs may order yellow fever vaccine from a supplier.
32. YFVCs must not privately supply yellow fever vaccine to other medical centres.
33. Each YFVC must nominate a responsible person to monitor and ensure compliance with the conditions of YFVC authorisation.
34. Upon signing the application form for YFVC authorisation the centre accepts the conditions of that authorisation.

## General conditions

35. Individual persons undergoing yellow fever vaccination shall be provided with an International Health Regulations standard 'Certificate of Vaccination or Prophylaxis' that is signed in the hand of the authorised YFV and bears the official stamp of the YFVC.
36. Health New Zealand | Te Whatu Ora will retain an up-to-date listing of all YFVs and YFVCs.
37. Health New Zealand | Te Whatu Ora will regularly provide an updated copy of all YFVs and YFVCs to suppliers of yellow fever vaccine and will regularly update the list of YFVCs on the Health New Zealand | Te Whatu Ora website.
38. The Director-General of Health or the Medical Officer of Health reserves the right to audit YFVs or YFVCs at any stage to confirm that the conditions of authorisation have been met.
39. If, in the opinion of the Director-General of Health or the Medical Officer of Health, the required conditions of authorisation have not been met, the Director-General of Health or the Medical Officer of Health reserves the right to:
  - a. revoke YFV or YFVC authorisation
  - b. decline renewal of YFV or YFVC authorisation
  - c. stipulate a probationary period of YFV or YFVC authorisation subject to any conditions set by the Director-General of Health or the Medical Officer of Health.
40. The Director-General of Health or the Medical Officer of Health may revoke authorisation of YFVs or YFVCs *immediately* in the case of:
  - a. breaches of patient safety
  - b. breaches of medical ethics
  - c. breaches of the conditions of authorisation
  - d. breaches of the conditions that are specific to the local district and that have been determined by the local Medical Officer of Health for the health district in which authorisation is given
  - e. transgression of evidence-based practice.

# Appendix 1: Application Requirements for YFV Authorisation

## A Application requirements for initial YFV authorisation

YFVs must:

1. be a Medical Practitioner who is registered in New Zealand with general scope of practice;

**OR**

be a Nurse Practitioner who is registered in New Zealand with general scope of practice (or another scope of practice accepted at the discretion of the Director-General of Health) and an authorised prescriber;

**OR**

be a Registered Nurse who is registered in New Zealand with vaccinator authorisation for all age groups, with five or more years postgraduate experience (including three or more years in travel health), and who is currently working in travel health;

**AND**

2. hold a postgraduate qualification in travel medicine completed within the past 15 years from the following list:
  - a postgraduate certificate or postgraduate diploma in travel medicine from the University of Otago
  - a postgraduate certificate or diploma in travel medicine (or tropical medicine, or public health with the inclusion of at least one travel medicine paper) from James Cook University, Townsville, Australia
  - an equivalent postgraduate qualification or training from a recognised international or national university or institution, accepted at the discretion of the Director-General of Health.

**Note 1:** If the postgraduate qualification is more than 15 years old, the applicant must submit evidence of CME/CNE in travel medicine. This must either conform to the CME/CNE recommendations outlined in Section B below or be negotiated on a case-by-case basis with the Director-General of Health or their delegate.

**AND**

3. demonstrate active engagement in surveillance for yellow fever and travel medicine disease outbreaks through subscription to at least one of the following approved international surveillance bulletins (or other form of outbreak surveillance approved in writing by the Medical Officer of Health):
  - International Society for Infectious Diseases ([www.promedmail.org/pls/otn/f?p=2400:1000:](http://www.promedmail.org/pls/otn/f?p=2400:1000:))
  - Worldwide weekly e-alerts (register at [online@worldwise.co.nz](mailto:online@worldwise.co.nz))
  - ISTM membership and listserv (register at [www.istm.org](http://www.istm.org))
  - Centers for Disease Control and Prevention *Travel Notice* ([wwwn.cdc.gov/travel/notices.aspx](http://wwwn.cdc.gov/travel/notices.aspx))
  - WHO disease outbreak news ([www.who.int/csr/don/en](http://www.who.int/csr/don/en))
  - Travax alert service (register at [www.travax.nhs.uk](http://www.travax.nhs.uk))
  - Tropimed *Epidemiological News* (register at [www.tropimed.com](http://www.tropimed.com)).

## B Application Requirements for Renewal of YFV Authorisation

YFVs must:

1. provide an anonymised log of:
  - a. all yellow fever vaccines delivered, the date they were delivered and the age of the recipient.
  - b. all certificates of exemption, with appropriate reasons
  - c. all reported adverse reactions.
  - d. names of vaccinators (if not the authorised YFV).

**Note 1:** A Medical Practitioner or Nurse Practitioner applicant must provide a three-yearly (36 month) log, preceding the date of application. A Registered Nurse applicant must provide a two-yearly (24 month) log, preceding the date of application.

**Note 2:** In line with accepted national immunisation delivery standards, authorised YFVs should record in the client records the vaccine trade name, batch number, expiry date, route and site of vaccination and travel destination of vaccine recipient, for every vaccination. Authorised YFVs need to ensure records are maintained for at least 10 years following each yellow fever vaccination delivered.

### AND

2. demonstrate evidence of involvement in CME/CNE in travel medicine to keep up to date with knowledge of yellow fever epidemiology and vaccination, including the use of vaccination alongside the provision of broader travel medicine advice. YFVs must demonstrate active participation in CME/CNE that covers:
  - a. general knowledge of (including global epidemiology and transmission of) yellow fever
  - b. WHO's International Health Regulations 2005, particularly Annexes 6 and 7
  - c. areas with risk of yellow fever transmission
  - d. yellow fever vaccine: safe use, delivery, adverse effects, contraindications and appropriate use of medical waivers
  - e. other forms of yellow fever prevention, such as mosquito bite prevention
  - f. risk assessment for travel
  - g. updates to the applicant's general knowledge base and resources in the area of travel medicine, with the aim of ensuring that applicants follow best evidence-based practice, according to internationally recognised standards, in providing pre-travel advice.

**Note 1:** A Medical Practitioner or Nurse Practitioner must demonstrate a minimum of 18 hours total of CME/CNE over a three-yearly (36 month) accreditation cycle. A Registered Nurse must demonstrate a minimum of 12 hours total of CNE over a two-yearly (24 month) accreditation cycle. Within this CME/CNE, a minimum of three hours must be yellow fever-specific, covering the topics listed above and including an assessment component.

**Note 2:** Applicants are to undertake CME/CNE through an accredited Royal New Zealand College of General Practitioners (RNZCGP) education programme (see Appendix 2). If not an active participant in the RNZCGP accredited programme, the applicant must provide written evidence to demonstrate they have actively participated in recognised CME/CNE that covers the topics listed above.

### AND

3. demonstrate active engagement in surveillance for yellow fever and travel medicine disease outbreaks through subscription to at least one of the following approved international surveillance bulletins (or other form of outbreak surveillance approved in writing by the Medical Officer of Health):
  - International Society for Infectious Diseases ([www.promedmail.org/pls/otn/f?p=2400:1000:](http://www.promedmail.org/pls/otn/f?p=2400:1000:))
  - Worldwide weekly e-alerts (register at [online@worldwise.co.nz](mailto:online@worldwise.co.nz))
  - ISTM membership and listserv (register at [www.istm.org](http://www.istm.org))
  - Centers for Disease Control and Prevention *Travel Notice* ([wwwn.cdc.gov/travel/notices.aspx](http://wwwn.cdc.gov/travel/notices.aspx))
  - WHO disease outbreak news ([www.who.int/csr/don/en](http://www.who.int/csr/don/en))
  - Travax alert service (register at [www.travax.nhs.uk](http://www.travax.nhs.uk))
  - Tropimed *Epidemiological News* (register at [www.tropimed.com](http://www.tropimed.com)).

## Appendix 2: Core Content of Required CME/CNE Courses

### A Yellow fever-specific CME/CNE

The aim of training is to provide health care professionals with theoretical knowledge and understanding of yellow fever disease and vaccination in order to:

- a. accurately advise travellers about yellow fever disease risk and prevention
- b. safely administer yellow fever vaccination
- c. comply with the requirements of the WHO's International Health Regulations 2005.

Content needs to include the epidemiology, vaccinology and immunology of yellow fever. This should cover indications, contraindications, knowledge of the International Health Regulations 2005 (particularly Annexes 6 and 7), as well as an assessment component (for example, a multiple-choice test).

**Note 1:** A Medical Practitioner or Nurse Practitioner applicant must provide evidence of a minimum of three hours yellow fever-specific CME/CNE over the three years (36 months) preceding the date of application. A Registered Nurse applicant must provide evidence of a minimum of three hours yellow fever-specific CNE over the two years (24 months) preceding the date of application.

### B General travel medicine CME/CNE

The aim of training is to provide health care professionals with theoretical knowledge and understanding of general travel medicine in order to be able to give best practice (as currently recognised) pre-travel advice.

Content needs to include:

- a. immunisation requirements for travel (both routine and area-specific)
- b. personal safety issues
- c. travel insurance
- d. advice on food and water safety
- e. prevention of vector, animal and sexually transmitted disease
- f. the up-to-date use of international data accessing and resources.

**Note 1:** A Medical Practitioner or Nurse Practitioner applicant must provide evidence of a minimum of 15 hours travel medicine CME/CNE over the three years (36 months) preceding the date of application.

A Registered Nurse applicant must provide evidence of a minimum of nine hours travel medicine CNE over the two years (24 months) preceding the date of application. All applicants must provide evidence of the required minimum of three hours yellow fever specific CNE, as outlined above.

### Appendix 3: Application for Authorisation as a Yellow Fever Vaccination Centre

<b>Date of application:</b>	
<b>Centre name:</b>	
<b>Centre physical address:</b>	
<b>Centre postal address:</b>	
<b>Centre website:</b>	
<b>Centre cold chain accreditation dates of validity:</b>	
<b>Name of person responsible:</b>	
<b>Telephone:</b>	
<b>Email:</b>	

**Send this signed and completed application form with a copy of your cold chain accreditation to your local Medical Officer of Health. If applying for a renewal of authorisation, ensure the application is sent at least six weeks prior to expiry of previous authorisation.**

By submitting this application, I agree on behalf of the medical centre named above to the following conditions if granted YFVC authorisation.

- YFVC authorisation will be restricted to individual registered medical centres that hold current CCA.
- YFVC authorisation is not transferable to another medical centre.
- YFVC authorisation is renewable on a three-yearly basis.
- Renewal of YFVC authorisation requires retention of CCA.
- Centres must submit a complete application to the local Medical Officer of Health for renewal of YFVC authorisation six weeks prior to the current authorisation expiry date to ensure continuity of authorisation.
- Medical practitioners or nurse practitioners who are YFVs may prescribe, administer or supervise administration of yellow fever vaccine at the YFVC.
- Registered nurses who are YFVs may administer yellow fever vaccine without a prescription at the YFVC, in accordance with Medicines Regulations 1984, reg 44A.
- Only YFVCs with one or more YFVs may order yellow fever vaccine from a supplier.
- YFVCs must not privately supply yellow fever vaccine to other medical centres.
- Each YFVC must nominate a responsible person to monitor and ensure compliance with the conditions of YFVC authorisation.

- The Director-General of Health or the Medical Officer of Health reserves the right to audit the YFVC at any stage to confirm that the above conditions have been met.
- If, in the opinion of the Director-General of Health or the Medical Officer of Health, the required conditions of authorisation have not been met, the Director-General of Health or the Medical Officer of Health reserves the right to:
  - revoke YFVC authorisation
  - decline renewal of YFVC authorisation
  - stipulate a probationary period of YFVC authorisation subject to any conditions set by the Director-General of Health or the Medical Officer of Health.
- The Director-General of Health or the Medical Officer of Health may revoke authorisation of YFVCs *immediately* in the case of:
  - breaches of patient safety
  - breaches of medical ethics
  - breaches of the conditions of YFVC authorisation as listed above
  - breaches of the conditions of YFVC authorisation that are specific to the local health district and that have been determined by the local Medical Officer of Health for the health district in which authorisation is given
  - transgression of evidence-based practice.

**SIGNED:** .....

**DATE:** .....

**Please ensure you send:**

- Completed and signed application form
- Current cold chain accreditation certificate



## Appendix 4: Application for Authorisation as Yellow Fever Vaccinator (YFV)

<b>Applicant role:</b>	<input type="checkbox"/> Medical Practitioner	<input type="checkbox"/> Nurse Practitioner	<input type="checkbox"/> Registered Nurse
<b>Application type:</b>	<input type="checkbox"/> New application		
	<input type="checkbox"/> Existing Yellow Fever vaccinator		
<b>Date of application:</b>			
<b>Name of applicant:</b>			
<b>Registered name (if different):</b>			
<b>NZMC/NCNZ registration number:</b>			
<b>Telephone:</b>			
<b>Email:</b>			
<b>Operating from which authorised yellow fever vaccination centre(s):</b>			
<b>Current subscriptions to international travel medicine surveillance bulletins:</b>			
<b>Initial Approval only: Postgraduate qualification in travel medicine (institution / qualification / month and year awarded)</b>			

**Send this signed and completed application form with all supporting documentation to your local Medical Officer of Health (for renewals, at least 6 weeks before expiry of current authorisation)**

By submitting this application, I agree to the following conditions if granted YFV authorisation.

- YFV authorisation will be restricted to individual medical practitioners or nurse practitioners or registered nurses who are registered in New Zealand and fulfil the application requirements, as specified in Appendix 1 of the policy.
- A Medical Practitioner or Nurse Practitioner who is a YFV may prescribe, administer or supervise administration of yellow fever vaccine.
- A Registered Nurse who is a YFV may administer yellow fever vaccine without a prescription, in accordance with Medicines Regulations 1984, reg 44A.
- A Medical Practitioner or Nurse Practitioner who is a YFV and an authorised prescriber may delegate the administration of yellow fever vaccine to a health professional with appropriate competencies.

- YFV authorisation is not transferable to another health professional.
- YFV authorisation is transferable across health districts. The YFV must inform the Ministry of Health and the local Medical Officer of Health before practising in their health district.
- If the YFV is of the opinion that the vaccination or prophylaxis is contraindicated on medical grounds, the YFV shall provide an exemption and inform such persons of any risk associated with non-vaccination and non-use of prophylaxis.
- YFV authorisation for medical practitioners or nurse practitioners is renewable on a three-yearly basis, subject to fulfilling the application requirements as specified in Appendix 1 of the policy.
- YFV authorisation for registered nurses is renewable on a two-yearly basis, subject to fulfilling the application requirements as specified in Appendix 1 of the policy.
- Applicants must submit a complete application to the local Medical Officer of Health for renewal of YFV authorisation six weeks prior to their current authorisation expiry date to ensure continuity of authorisation.
- Authorised YFVs must adhere to the following:
  - immunisation standards in the current *New Zealand Immunisation Handbook*
  - the guidelines regarding yellow fever vaccination and certification outlined in the most current edition of the WHO's *International Travel and Health*
  - the guidelines regarding yellow fever vaccination and certification outlined in the International Health Regulations 2005, Annexes 6 and 7.
- The Director-General of Health or the Medical Officer of Health reserves the right to audit YFVs at any stage to confirm that the conditions of authorisation have been met.
- If, in the opinion of the Director-General of Health or the Medical Officer of Health, the required conditions of authorisation have not been met, the Director-General of Health or the Medical Officer of Health reserves the right to:
  - revoke YFV authorisation
  - decline renewal of YFV authorisation
  - stipulate a probationary period of YFV authorisation subject to any conditions set by the Director-General of Health or the Medical Officer of Health.
- The Director-General of Health or the Medical Officer of Health may revoke authorisation of YFVs *immediately* in the case of:
  - breaches of patient safety
  - breaches of medical ethics
  - breaches of the conditions of YFV authorisation as listed above
  - breaches of the conditions of YFV authorisation that are specific to the local health district and that have been determined by the local Medical Officer of Health for the health district in which authorisation is given
  - transgression of evidence-based practice.

**SIGNED:** .....

**DATE:** .....

*Please complete the following checklist for details of supporting documentation required.*

## Checklist for yellow fever vaccinator authorisation applications (please complete and include with your application)<sup>1</sup>

Documentation required	Medical Practitioner	Nurse Practitioner	Registered Nurse	Attached?	MoH Check
Completed signed application form with appropriate registration details	Reg in NZ with general scope of practice	Registered in NZ with appropriate scope (after 6 April 2017; or with general scope of practice; or with an existing scope acceptable to Medical Officers of Health); If reg prior to 1 April 2014 - without a prescribing restriction	Reg in NZ		
List of travel surveillance subscriptions	Y	Y	Y		
Current authorised vaccinator with no age group restrictions	N/A	N/A	Y		
<b>Initial authorisation only</b> Postgraduate qualification in last 15 years	Y	Y	Y		
<b>Initial authorisation only</b> CV detailing 5+ years postgraduate experience including 3+ years in travel health, currently employed in travel health	N/A	N/A	Y		
<b>Renewing authorisation only</b> Log of all vaccinations as specified <b>Anonymised log</b> of all vaccinations since <b>last authorised</b> containing: <ul style="list-style-type: none"> <li>all yellow fever vaccines delivered, the date they were delivered and the age of the recipient,</li> <li>all certificates of exemption, with appropriate reasons,</li> <li>all reported adverse reactions, and</li> <li>names of all vaccinators (if not the authorised YFV).</li> </ul>	36 months ( <b>or</b> since last authorisation date)	36 months ( <b>or</b> since last authorisation date)	24 months ( <b>or</b> since last authorisation date)		
<b>Renewing authorisation only</b> Evidence of travel and yellow fever-specific CME/CNE hours	15+3 hrs in 36 months	15+3 hrs in 36 months	9+3 hrs in 24 months		

<sup>1</sup> Checklist and application form updated September 2024

