

Understanding the AIR vaccinator portal guide

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Overview

Audience

This document provides information to users about the Aotearoa Immunisation Register (AIR) vaccinator portal.

Background

AIR is the national register used by Health New Zealand | Te Whatu Ora to record vaccination activity.

Introduction

What is the AIR?

The Aotearoa Immunisation Register (AIR) provides information about immunisation coverage across the population and holds records of the vaccinations New Zealanders have received or chose not to receive.

What is the AIR vaccinator portal?

The AIR vaccinator portal is a web-based platform used to record vaccinations delivered to consumers and access immunisation history. The portal is used by all those delivering vaccinations who do not use an integrated patient management system (PMS).

Who should use the AIR vaccinator portal?

- Anyone who delivers vaccinations who does not use an integrated Practice Management System (PMS), for example, pharmacies, occupational health providers, or community providers.
- General practices who do not use a PMS.

Note: Any general practice that delivers vaccinations outside of the general practice setting such as rest homes or large-scale community events, may apply to use the AIR vaccinator portal. A use case is required as part of this sign-up process.

What are the AIR system roles?

AIR role	Role description
Facility Manager	<ul style="list-style-type: none">• A person who accepts the responsibility of the AIR use at each provider site(s)• A person who holds a position of responsibility for a provider and manages who can use the AIR at that provider site(s).• A person who has completed an identity and qualification check during the employment of each person they are authorising to use the AIR at their site.• Someone who 'unassigns' any AIR users that no longer work at their site
Vaccinator	<ul style="list-style-type: none">• Someone who both vaccinates and records vaccinations with no supervision
Vaccination Recorder	<ul style="list-style-type: none">• Someone who records vaccinations but does not administer them

AIR role	Role description
Vaccinating Health Worker (VHW)	<ul style="list-style-type: none">• Someone who is registered under the Te Whatu Ora vaccinating health worker programme• Someone who administers vaccinations under supervision
Imms Status Viewer	<ul style="list-style-type: none">• Someone who requires read-only access to the AIR Vaccinator Portal to view consumer profiles, immunisation history, and records.
AIR Admin	<ul style="list-style-type: none">• They support onboarding user to the vaccinator portal, process service tickets, and manage data quality errors on vaccination records.

Brower compatibility

Chrome is the recommended internet browser. Other browsers (for example Microsoft Edge) also support AIR and Inventory-CIR. **Note:** Internet Explorer is not supported.

More information

For more information, refer to the [AIR website](#). The AIR privacy statement can be found [here](#). Consumer educational resources can be found [here](#).

Understanding the AIR facility manager role

What is an AIR facility manager?

AIR facility managers are responsible for allowing users to access the AIR at their site giving flexibility to providers and providing a robust security framework. Each site is required to have at least one facility manager.

What are their roles and responsibilities?

- Be the first person from their site to sign up (selecting the role type 'Facility Manager' during sign up)
- Supports other users at their site to sign up
- Accepts requests from AIR users that are known to them, to use the AIR at their site
- Ensures all AIR users that they accept requests from have completed a verification process as part of their employment (ID and Credential check) before granting that access
- Remove AIR users that no longer work at their site (for example, they have ceased employment)

Can you be a facility manager at multiple sites?

Any AIR user can have multiple sites attached to their profile. Once you complete your sign up for one site and can access the AIR vaccinator portal you can request access to additional sites from within the AIR vaccinator portal.

Can you be a facility manager and a vaccinator?

Yes, once a user completes sign up as a facility manager and can access the AIR vaccinator portal, they can request another role at their site, for example, vaccinator. As the facility manager they will be able to approve this second role for themselves.

Who is best to perform the role?

The person who is responsible for workforce management. For example: Clinical Lead, Nurse Lead, Pharmacy Manager, Practice Manager, or Workforce Admin.

A site may appoint more than one facility manager. The facility manager role cannot be performed by someone who is not employed by the provider.

Granting access to staff at their facility

The facility manager must log in to the AIR regularly to check for user requests then approve their access. Users receive an email reminder to prompt their facility manager to approve their request once the access request has been outstanding for more than three days.

More information

For more information on the Facility Manager role, refer the Facility Manager section of the AIR vaccinator portal help centre.

Vaccinator portal sign-up

Identification required

You must provide at least one of the following forms of identification:

- Your Health Practitioner Index Number (HPI) or Common Person Number (CPN)
- Your Registered Authority (the professional body you are registered with)
- Your NIR username (this ends in .nir)
- Your CIR username (this ends in .cir)

You must also provide:

- The name of your facility and its HPI-F code
(AIR recognises vaccination sites through their HPI-F codes. Your facility manager can provide this code for you)
- The business reason for access (if applying for view-only access)

Note: If you do not have any of the standard identifiers (for example a non-registered business owner), you can still sign up. The AIR Admin team can manually verify and authorise your request.

Designated AIR facility required

To access AIR, you must be assigned to at least one facility. For locum or rotational users signing up independently, we recommend assigning whichever facility you'll be working in first, then notifying that facility manager so you can be authorised.

Facility Manager procedure

Step	Action
1	Use the following link to sign up to the AIR: https://www.immunisationregister.nphs.health.nz/AIR/s/signup An email is sent to your email address. Note: It is recommended that you use your work email address.
2	Provide identification and the name and HPI-F code for your facility.
3	Select Facility Manager as your role.
4	Submit your request for access.
5	When your access has been approved, send an email to your staff with the sign-up link and your facility's name and HPI-F code.
6	Complete the e-learning training module here .
7	Review the guides in the help centre tab in the Vaccinator Portal.

Vaccinator, vaccination recorder, vaccinating health worker procedure

Step	Action
1	Using the link sent to you by your facility manager, begin the access request process. An email is sent to your email address. Note: It is recommended that you use your work email address.
2	Provide identification and your facility's name and HPI-F code.

Step	Action
3	Select your role. If you: <ul style="list-style-type: none">• Administer vaccinations select Vaccinator• Only need to view immunisation history select Imms status reviewer• Are recording vaccinations for vaccinators select Vaccination Recorder.
4	Submit your request for access. Note: Your facility manager must approve your access.
5	When approved, you will receive an email with logon details and recommendations for guides to review in the vaccinator portal help centre.

Support with signing up

If you have issues with the AIR sign-up process, contact the [AIR service desk](#). For information on your district's onboarding process, contact your district lead.

Training

Vaccinator portal help centre

When a user completes their sign-up process, they are sent information on accessing articles in the vaccinator portal help centre. It is important that users review the articles and understand how to use the vaccinator portal to prevent errors and to ensure users know exactly how to use the AIR.

E-learning

The E-learning training module is available through IMAC [here](#).

- You must login to your IMAC training account to access the course.
- If you don't have an account, you can create one on the IMAC Learning website at no cost.

Articles

When you are logged in to the AIR vaccinator portal, you have access to the help centre. The following table lists recommended articles to use as you begin using the vaccinator portal.

Resource name	Resource	Roles
Getting started in the AIR vaccinator portal	Guide	Vaccinators, Vaccination Recorders, VHWs, Facility Managers
Getting started with the AIR	Video	Vaccinators, Vaccination Recorders, VHWs, Facility Managers
Using an NHI number to find and match a consumer	Guide	Vaccinators, Vaccination Recorders, VHWs, Facility Managers
Using personal details to find and match a consumer	Guide	Vaccinators, Vaccination Recorders, VHWs, Facility Managers
Viewing consumer vaccination records	Guide	Vaccinators, Vaccination Recorders, VHWs, Facility Managers
Recording a vaccination	Guide	Vaccinators, Vaccination Recorders, VHWs, Facility Managers
Requesting a change of role or access to a facility	Guide	Vaccinators, Vaccination Recorders, VHWs, Facility Managers
Creating a vaccination report	Guide	Facility Managers
Managing user access to your facility	Video	Facility Managers

Site readiness checklist

Organisation leadership/management

Task	Completed
<p>Find your HPI-F code (link to table) or obtain one if you don't already have one.</p> <p>Note: To obtain an HPI-F code, email the following information to HI.Provider@health.govt.nz:</p> <ul style="list-style-type: none"> • Name of organisation • Name of the facility • Street address of the facility (any other building information, if relevant) • Contact details for the facility – phone, email • Type of facility – for example, pharmacy, mobile vaccination site 	
Select the person in your organisation that can fulfil the responsibilities of the AIR facility manager	
Ensure the AIR privacy statement is available to consumers, which can be found on the Health New Zealand Te Whatu Ora website: AIR Privacy Statement .	
Ensure workforce and worksite can meet their privacy obligations.	
Review available consumer educational resources at Health Ed .	

Facility manager

Task	Completed
Complete Facility Manager AIR onboarding. Refer to the Vaccinator portal sign-up section.	
Log in to the AIR using the Salesforce Authenticator on your smart phone.	
Review facility manager articles and videos in the vaccinator portal help centre.	
Complete the e-learning training module here .	
Forward the AIR sign-up information and site HPI-F to your vaccinators, vaccinating health workers (VHW), and vaccination recorders	
Check for access requests in the AIR regularly and process them. Note: If managing more than one site, switch between sites/facilities from the home page.	
If you are delivering vaccinations, request the relevant vaccinator role using the Requesting a change of role or access to a facility article. Note: Must be logged in to the AIR vaccinator portal.	
If you or your staff require permission to export vaccination reports, lodge a request with the AIR service desk .	
Bookmark the AIR login page for easy access.	

Vaccinator, vaccination recorder, vaccinating health worker (VHW)

Task	Completed
Complete AIR vaccinator sign-up. Refer to the Vaccinator portal sign-up section.	
Log in to the AIR using the Salesforce Authenticator on your smart phone.	

Task	Completed
Review vaccinator articles and videos in the vaccinator portal help centre. Refer to the list of articles in the Training section.	
If required, request access to other facilities you will be working at using the Requesting a change of role or access to a facility article. Note: Must be logged in to the AIR vaccinator portal.	
Familiarise yourself with the AIR vaccinator portal.	
Bookmark the AIR login page for easy access.	

Before your facility starts using the AIR

Task	Completed
Log in to AIR on all computers or devices intended for AIR use to ensure compatibility prior to go live.	
Ensure your users have tested their logins at least 48 hours before they intend to start using the AIR.	
Ensure the AIR web address is whitelisted and your devices can navigate to it and log in. Note: Recommend that you work with your site IT team.	
Ensure your site has WIFI and your devices are connected to it.	
Prepare manual back up processes in case of system/IT/connectivity failure.	
If your staff will be delivering vaccinations in a facility that does not have access to the AIR, ensure you have access to the latest AIR paper vaccination forms .	