

Pharmacy Vaccination Checklist

National Public Health Service

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This checklist highlights all the criteria that must be met by a community pharmacy to be approved as a childhood vaccination site. This assessment will be completed by the regional Pharmacy Engagement Lead (PEL) or Immunisation Co-ordinator (IC). This is to ensure the site has considered all additional aspects required for delivering safe and best practice vaccinations for pēpi, young tamariki and their whānau. The checklist below could also be used by pharmacy offering any immunisation services as a self-assessment tool to ensure best practice.

This checklist is not intended to be used to approve a pharmacy new to all vaccination services. It is expected a pharmacy has experience delivering adult vaccinations before expanding to a childhood service.

Documentation

- Standard Operating Procedures (SOPs) are culturally responsive and consider te ao Māori and Te Tiriti o Waitangi. He Pikinga Waiora and Te Tiriti o Waitangi Frameworks can be applied to help develop culturally safe SOPs. Another resource that can be referred to is Ao Mai te Rā The Anti-Racism Kaupapa.
- Immunisation SOPs (adult and childhood) to document expected processes for all staff to follow to ensure best practice is consistently provided. SOPs should describe:
 - Evidence that staff qualifications (APC, CPR, vaccinator authorisation etc) are up to date and a process to monitor they stay current.
 - How to order stock and maintain inventory, who is responsible including covering staff absence (e.g. Aotearoa Immunisation Register (AIR) and Inventory log ins).
 - Detailed procedures specific to the pharmacy for whole immunisation event: booking or walk in process; checking of immunisation history, consent process (e.g., written vs verbal, patient notes), preparation and administration of vaccines (processes for multiple vaccines administered in a single event); claiming and recording processes. Include a business continuity plan in case of internet/IT outages.
 - A process is in place for whānau to plan their next vaccination event and includes ensuring they understand how to access this.
 - Observation processes (e.g., who has responsibility for monitoring whānau, privacy for breastfeeding).
 - Up-to-date list of relevant contact details including Immunisation Advisory Centre (IMAC) clinical support, pharmacy engagement lead (PEL) for immunisations, local immunisation co-ordinator (IC), local AIR administrator, Inventory Portal service, AIR service and helpdesk number.
 - Cleaning schedule for preparation and consultation area including waste disposal (including sharps disposal) and equipment.
 - How to ensure consumer collateral (e.g. after care leaflets) and consumables (e.g., full range of needle sizes) are sufficiently stocked and up to date, including the process to order more.
 - Schedule to check emergency equipment every 4 weeks and the staff member/s assigned to this.
 - Needlestick injury process.
 - Error management and notification process.
 - Reporting process for Adverse Events Following Immunisation (AEFI).

- Referral pathways SOP clearly document the local processes for referring whānau to other healthcare providers. Regional PEL will be able to advise local contacts to complete the template provided. It is your professional responsibility to refer a patient in your care to other services when additional expertise is required, such as a 6-week baby check.

This SOP should include an up-to-date list of the following (include any required forms and website links to complete referrals):

- Where whānau can receive primary care services if not already enrolled.
- Where to refer whānau in a situation where an infant or their whānau require urgent medical review.
- Local Well Child Tamariki Ora services who can provide Well Child checks and support if whānau are not already accessing these.

Cold Chain

Under the License to Operate Pharmacy a community pharmacy is deemed to have cold chain accreditation. Please note that cold chain policies must be reviewed annually, when there is a change in equipment or with changes in cold chain or immunisation lead staff.

- To ensure documentation requirements and criteria included in the National Standards for Vaccine Storage and Transportation are being consistently met, complete a cold chain accreditation (CCA) self-assessment and discuss with your PEL/IC.
- Consider adding offsite immunisation services and add this to your cold chain policy. Talk to the local IC regarding SOPs, documentation and equipment requirements/training required to offer this service.
- If extending immunisation service to include childhood immunisations, the current facility-specific cold-chain policy must be updated to include the following:
 - New vaccines offered need to be named in the cold chain policy.
 - The fridge must have sufficient storage capacity to store increased number of vaccines, in line with National Vaccine Storage and Transportation Standards.
 - All staff accessing vaccine fridges have cold chain training (IMAC cold chain course or vaccinator training course) and are orientated to the cold chain policy e.g., all staff understand importance of not overfilling vaccine fridge with large orders.
 - Management of a cold chain adverse event and processes to relocate a greater volume of vaccines to the backup fridge/s if required e.g., bigger chilly bin, ice packs, ensuring back up fridge/s has sufficient storage capacity.

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- Inventory records include vaccine deliveries (date received, batch number and expiry date), doses consumed, doses wasted or expired.
 - Inventory Portal is sufficient for inventory management for funded vaccines.
 - Private purchase vaccines must be managed on a separate register (hard copy, spreadsheet).
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Physical Space

Childhood immunisation services require more space than adult vaccination services to deliver a positive immunisation experience to tamariki and their whānau. *This will look different with each pharmacy and can be discussed early on with your PEL.*

- Waiting area pre immunisation should have at least 2 seats as well as space for a pram/capsule and other children.
 - Consultation room designated must ensure privacy and confidentiality:
 - With adequate space for at least 3 seats, work area for documentation and vaccine equipment, in addition to sufficient floor space to accommodate a pram/capsule and other children.
 - Computer screens should be orientated so that it cannot be viewed by whānau.
 - The consultation room may be used for other purposes (such as an office or storage space) when not used for clinical service delivery, however it must always maintain the appearance of a professional and dedicated clinical space. It would be inappropriate to store staff belongings, retail stock, prescription filing or dispensary equipment (bottles/skillets) in this space unless they are stored in a lockable cupboard/s. Ensuring security of vaccines with a locked fridge is permitted.
 - A single consultation room may be sufficient if your processes can accommodate whānau to complete the post vaccination observation period in that same room. This would provide privacy for breastfeeding. In busier vaccinating pharmacies, two or more consultation rooms may be more appropriate to allow one room to be used for both vaccine administration and post vaccination observation without holding up workflow.
 - Baby nappy changing area readily available: change table, or space to lay down a changing mat. Consider sanitation equipment (for change mat and hand cleaning) and nappy disposal bags (for caregivers to take dirty nappies away).
 - Best practice: wheelchair accessible change table (wall mounted).
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- Closest appropriate public bathroom facilities noted for all whānau including young children and those with accessibility needs.

Equipment & Resourcing

- Adequate staffing with appropriate training and qualification to support safe immunisation service delivery. Vaccinators are aware of the scope of their practice relevant to their authorisation.
- Vaccinating staff have own unique access to AIR.
- Vaccination staff **demonstrate familiarity** with these referral processes and understand their professional responsibility to ensure referrals are completed. Failure to utilise referral pathways could jeopardise the immunisation programme, especially if a child misses essential health checks that are not provided within the vaccinating pharmacy.
- Access to Inventory Portal is live. Recommended that ‘Standard Suite’ (pg 5) of adult vaccines are stocked and routinely offered as part of whole whānau approach.
- Vaccination consumables (syringes, kidney dishes, gauze, plasters) and consumer collateral, including but not limited to catch-up vaccination resources; vaccine information leaflets, National Immunisation Schedule, consent forms and post vaccination forms. Handouts are up to date and available.
- Scales: required for calculating weight for prophylaxis paracetamol with Bexsero vaccination. Baby scales are preferred for weighing infants.
- Sharps bin: easily accessed by vaccinator but away from reach of children.
- Emergency equipment to manage anaphylaxis for age ranges being vaccinated as per Immunisation Handbook requirements, includes but not limited to:

at least 3 x 1:1,000 (1 mg /mL) adrenaline ampoules (not EpiPens)	adrenaline dosage charts
1.0mL tuberculin syringes (minimum of 3)	access to a telephone
range of needle lengths and gauges, including 23 or 25 G × 25 mm, 22 G × 38 mm	Adult and paediatric bag valve mask resuscitator (eg Ambu bag)