

For PUBLIC HEALTH UNIT use only

Submit the approval form and required attachments to the online vaccine ordering system.

Practice Details			
Practice Name			
Number of GPs in practice			
Nominated AHPRA practitioner			
AHPRA number and expiry as registered on website: http://www.ahpra.gov.au/registration/registers-of-practitioners.aspx			
Practice Address			
Telephone		Fax	
Email			
Opening hours for delivery (specify days)			
PHU Assessment			
Performed by		Date	
Are you satisfied the practice meets the requirement for new VAN approval?*	<input type="checkbox"/> Yes <input type="checkbox"/> No		
Purpose built vaccine refrigerator type* (specify)			
Data logger*	<input type="checkbox"/> Yes <input type="checkbox"/> No	Date of purchase:	
Inbuilt min/max thermometer*	<input type="checkbox"/> Yes <input type="checkbox"/> No	Date of purchase:	
Battery operated min/max thermometer*	<input type="checkbox"/> Yes <input type="checkbox"/> No	Date of purchase:	
Is there a designated person and back up person responsible for vaccine storage and implementation of protocols	<input type="checkbox"/> Yes <input type="checkbox"/> No		
Have all persons responsible for vaccine management completed the NSW Health online vaccine storage and cold chain management online training module?	<input type="checkbox"/> Yes <input type="checkbox"/> No		
Required attachments			
<input type="checkbox"/> New VAN checklist <input type="checkbox"/> 72 hours stable data logging and corresponding twice daily min/max temps <input type="checkbox"/> NSW Health cold chain training module certificate of completion (at least one person in the practice must complete the module)			

New VAN approval checklist

Provider details:		
Requirements	Yes	No
Premises		
Is the facility appropriate to conduct immunisation clinics?		
Equipment		
Is the fridge a vaccine specific fridge?		
Is there a permanent data logger for each fridge?		
Is there a battery operated Min/Max? (required if the fridge does not have battery back-up)		
Is there an inbuilt Min/Max?		
Fridge alarm and parameters set?		
Door lock/fridge front tilted back slightly to ensure door closes easily?		
Is there a separate power circuit?		
Is the plug labelled "Do not unplug"?		
Cooler (as per salvage plan)?		
Icebricks (as per salvage plan)?		
Anaphylaxis kit to manage adverse events?		
Key documents		
Strive for 5 & The Australian Immunisation Handbook (current editions) available/accessible online		
NSW Health Immunisation website		
NSW Health Cold Chain Toolkit for Immunisation Providers		
Reporting		
Does the practice have access to the AIR to submit vaccination records?		
Does the practice know how to manage and report Adverse Events Following Immunisation?		
Cold Chain Management		
Are only vaccines and medications stored in the fridge (i.e. no food or drink)?		
Have all staff responsible for cold chain management completed the 'Vaccine Storage and Cold Chain Management' online training module? (Certificates of completion are required as evidence)		
Responsible staff demonstrate knowledge of:		
- ordering vaccines		
- receiving vaccines		
- twice daily checking of the fridge/staff ability to read and reset min/max and actions required to be taken in the event of a breach		
- downloading the data logger and actions required in the event of a breach		
- power outages (planned and unplanned)		
- Equipment maintenance plan (fridge maintenance, data logger calibration, data logger battery change, min/max battery change, and ice slurry test)		
- Reporting and managing cold chain breaches		
Contact Details		
Are the principal doctor's AHPRA details current?		
Are the PHU and PHN contact details easily accessible for all staff?		

NEW VACCINE ACCOUNT APPROVAL FORM

Actions Required by Practice Manager/Principal Doctor	Completed?	
PHU Recommendation for approval:		
Name:		
Signature:		
Date:	Position:	