



Department for Health and Wellbeing

Organisations delivering immunisation programs

Information guide and application form

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SA Health

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Glossary of terms

The Act	<i>Controlled Substances Act 1984 (SA)</i>
AEFI	Adverse Event Following Immunisation
AHPRA	Australian Health Practitioners Regulation Agency is the national body responsible for the regulation of registered health practitioners in Australia.
ATAGI	Australian Technical Advisory Group on Immunisation is a Ministerial appointed body of experts providing advice on immunisation matters to the Minister for Health and Ageing.
Continuing Competence	The ability for nurses to demonstrate that they have maintained their competence in their current area and context of practice
CPD	Continuing Professional Development is the ongoing, systematic learning process that registered health practitioners undertake to maintain their competence to practice and to enhance their professional and personal skills and knowledge.
CPR	Cardio Pulmonary Resuscitation. Adult, child and infant CPR training according to the Australian Resuscitation Guidelines, must be successfully completed each year.
The Code	The current Vaccine Administration Code published by the South Australian Department for Health and Ageing
The Department	South Australian Department for Health and Ageing
The Minister	The Minister for Health
NIP	National Immunisation Program
NMBA	Nursing and Midwifery Board of Australia
PBA	Pharmacy Board of Australia
The Regulations	The Controlled Substances (Poisons) Regulations 2011 (SA)

1. Introduction

Vaccines aim to protect people against specific diseases. Vaccines are S4 drugs under the Controlled Substances (Poisons) Regulations 2011.¹

In South Australia, section 18(1d)(a)(iii) of the *Controlled Substances Act 1984* (the Act) authorises a registered health practitioner to administer a prescription drug (not being a drug of dependence), hereafter referred to a S4 drug, to a person if the practitioner is acting in the ordinary course of the practitioner's profession and the practitioner is authorised to administer the drug under the relevant regulations.

For the purposes of section 18(1d)(a)(iii) of the Act, regulation 18(3) of the Controlled Substances (Poisons) Regulations 2011 (the Regulations) provides authorisation for registered health practitioners as determined by the Minister, to administer specified vaccines without a medical order if the following requirements are met.

- The registered health practitioner has successfully completed a training program approved by the Minister for the purposes of regulation 18(3).
- The vaccine is listed in the Vaccine Administration Code (the Code) published by the South Australian Department for Health and Wellbeing (the Department). Listed vaccines can be given either singly or in combination.
- The vaccine is administered as part of an immunisation program delivered by an incorporated hospital; or South Australian Ambulance Service; or a council or council subsidiary; or an immunisation program delivered by an organisation approved by the Minister for the purposes of regulation 18(3).
- The drug is administered in accordance with the Code; and in the case of a drug administered as part of the National Immunisation Program in accordance with the National Immunisation Program Schedule and the Australian Immunisation Handbook; or in any other case in accordance with requirements specified by the Minister (i.e. any immunisation procedures and guidelines published by the Department).

Registered practitioners administering vaccines under the specifications listed above are referred to hereafter as authorised registered health practitioners. Currently the only practitioners who may be authorised registered health practitioners under the Code are registered nurses, midwives and pharmacists.

2. Approved organisations

Incorporated hospitals, SA Ambulance Service, councils and council subsidiaries are recognised health facilities and do not need to seek approval from the Minister for the purposes of regulation 18(3)(c)(ii).

Other organisations employing authorised registered health practitioners to deliver immunisation programs without a medical order require approval from the Minister.

Approved organisations must undertake to ensure the following minimum requirements are in place to support delivery of safe, high quality immunisation services by authorised registered health practitioners:

- a process for employment and ongoing clinical credentialing requirements for authorised registered health practitioners immunising in accordance with regulation 18(3);

- policies and procedures governing the provision of immunisations by authorised registered health practitioners that are consistent with the requirements of regulation 18(3);
- appropriate accreditation of organisation;
- a documented clinical risk management strategy in relation to immunisation services; and
- professional indemnity insurance cover which is appropriate for the immunisation service.

These guidelines and additional resources will assist organisations to meet these requirements. In addition, the organisation needs to consider the existing national and state immunisation legislation.

On an ongoing basis, approved organisations; may be subject to audits of their immunisation services and may be requested to submit evidence of their policies and procedures.

2.1 Application to be an approved organisation

To apply to become an approved organisation:

1. Complete the application form '*Application for approval as an organisation delivering immunisation programs*' in Appendix 1.
2. The proprietor, executive or manager of the organisation must sign the Executive Declaration of the form.
3. Forward a PDF version to healthimmunisationadministration@sa.gov.au.

Please note:

- Where a single proprietor, or the same group of proprietors, has multiple sites delivering immunisation services each individual site must be listed but one application will cover all sites.
- The application process may take up to 8 weeks. Details of the application outcome will be sent to the proprietor, executive or manager of the organisation in an electronic format.

2.2 Application to register as an a vaccination provider with the Australian Immunisation Register (AIR)

The Australian Immunisation Register (AIR) is a national register that records details of vaccinations given to an individual. All individuals eligible for a Medicare card are automatically listed on the AIR. The AIR captures all National Immunisation Program (NIP), and most privately purchased vaccines, given to people of all ages.

It is important that all vaccines administered are reported to the AIR. National immunisation coverage for children is the percentage of children in Australia who have received all the vaccines recommended for their age. Coverage data is reported using data from National Immunisation Registers. A national immunisation coverage target provides a goal against which Australia can measure its immunisation coverage.

Individuals or organisations must register as a vaccination provider. A new account can be created by logging on to the Australian Government [Department of Human Services website](#).

3. Relevant legislative and licensing requirements for the delivery of an immunisation program

3.1 Professional practice standards, codes and guidelines

Under AHPRA, health professionals have a legal obligation to perform within their scope of practice according to the education and training they have received and within any regulatory or legislative frameworks.

Employers and organisations are responsible for providing sufficient resources to enable the health practitioners to provide safe and competent care. This includes policies and procedures that support the development of a risk management framework, to meet the needs and expectations of the client.

3.2 Registered Nurses and Midwives

The Decision Making Framework for Nurses and Midwives, approved by the NMBA, provides guidance for nurses, midwives and employers to ensure that clinical practice decisions are made in accordance with a risk management, professional, regulatory and legislative framework.

This framework ensures that those who are authorised to make decisions, where professional knowledge and experience are needed, are competent to do so. The scope of practice is defined as “that which the individual is educated, authorised and competent to perform”.² This framework states that to practice within the full scope of practice of the profession may require the registered nurse to update or increase their knowledge, skills or competence.

The Decision Making Framework ensures registered nurses and midwives, as registered health practitioners, work within their scope of practice, maintain their competence to practice, and update their knowledge and clinical skills. This framework ensures that nursing practice is regulated to protect the public, identifying the minimum standards expected of the registered health practitioner.

The following Nursing and Midwifery Board of Australia professional’s codes and guidelines are examples of documents that govern the practice of nurses and /or midwives providing an immunisation service:

<http://www.nursingmidwiferyboard.gov.au/Codes-Guidelines-Statements/Codes-Guidelines.aspx>

3.3 Pharmacists

The following competency standards, codes and guidelines are examples of documents that govern the practice of pharmacists providing an immunisation service:

- National Competency Standards Framework for Pharmacists in Australia
- Pharmaceutical Society of Australia Professional Practice Standards
- Pharmaceutical Society of Australia Code of Ethics
- Pharmacy Board of Australia Registration Standards
- Pharmaceutical Society of Australia- *Practice guidelines for the provision of immunisation services within pharmacy*

3.4 Licence to supply or possess S4 drugs

Organisations that do not meet the definition of a health service facility under Regulations may need to hold a licence to supply or possess S4 drugs for administration under the immunisation programs that they run. These organisations must contact the Department's Controlled Substances Licensing section to obtain a licence – telephone 8226 7117 or email controlledsubstances@sa.gov.au.

Under regulation 21(1) of the Regulations a council, council subsidiary or health service facility does not need to hold a licence for the supply of S4 drugs under immunisation programs that it runs.

4. Clinical governance and risk management

Clinical governance is the system of collecting all the activities that promote, review, measure and monitors the quality of patient care into a unified and coherent model. It delivers systematic and integrated approaches to ensuring services are accountable for delivering quality health care. Clinical governance is delivered through a combination of strategies that include clinical competence, clinical audit, education and training, risk management, use of information and staff management.³

The organisations employing authorised registered practitioners must be appropriately accredited for service provision. Accreditation provides quality and performance assurance for owners, managers, staff and consumers.

4.1 Credentialing for registered health practitioners

The Australian Commission on Safety and Quality in Health Care describes credentialing as a process used by employers to verify the qualifications and experience of health practitioners to determine their clinical competence and ability to provide safe, high quality health care services within a specific health care setting. Credentialing can improve patient safety by ensuring clinicians practice within the bounds of their training and competency levels, and within the capacity of the health service in which they are employed.⁴

Employers have a duty of care to employ competent, suitably qualified and experienced registered health practitioners to deliver their immunisation service. This includes ensuring the registered health practitioner is currently registered under AHPRA and holds a current certificate or statement to verify the successful completion of an approved training program. It also involves ongoing monitoring to ensure registered health practitioners have completed updates in line with the legislation and the organisational policies.

There are a number of documents and guidelines that can be used to assist employers in the development of organisational policies and processes on credentialing and defining the scope of clinical practice for authorised registered health practitioners.

<http://www.safetyandquality.gov.au/our-work/credentialing/>

4.2 Ongoing performance reviews and competency assessments

Registered health practitioners have an obligation to advise employers if they are not competent and must participate in ongoing performance reviews and competency assessments.

The ongoing competence and safety may be assessed by employers through the following:

1. The registered health practitioner is participating in Continuing Professional Development (CPD). National health practitioner boards regulate the practice of all registered health professionals in Australia and one of its key roles is to ensure the safety of the public by ensuring all health practitioners are suitably qualified to practice in a competent and ethical manner. It is mandatory for all registered health practitioners to complete a minimum number of CPD hours directly relevant to the health practitioner's context of clinical practice.
2. The authorised registered health practitioner compliance with the Recency of Practice registration standard published by the NMBA and the PBA.
3. Review of all incidents, reports, complaints and compliments.
4. Ongoing performance management, where written evidence may be presented.
5. The authorised registered health practitioner acting as an effective clinical resource to other staff, providing education and updates as required.
6. Ensuring the authorised registered health practitioner is knowledgeable and credible in the delivery of immunisation information to clients.
7. Ensuring clinical practice complies with current key elements of safe and quality immunisation practice set out in the online *Australian Immunisation Handbook*, Department immunisation procedures and guidelines and where relevant the *Pharmaceutical Society of Australia Practice - Guidelines for the provision of immunisation services within pharmacy*.
8. Participation and competence in annual CPR training.

4.3 Risk management framework

The management of risk is recognised as an integral part of good management practice and an essential component of good corporate and clinical governance. Organisations are responsible for ensuring there are sufficient resources to enable safe and competent care for the clients accessing the health care. This includes the development of broader policies and guidelines to support a clinical governance framework.

An example of how risk management is incorporated into a clinical governance policy framework is provided in the *Victorian clinical governance policy framework* made available through VicHealth at: <https://www2.health.vic.gov.au/hospitals-and-health-services/quality-safety-service/clinical-risk-management/clinical-governance-policy>.

5. Immunisation practice standards

Immunisation practice standards are to cover all aspects of the delivery of high quality immunisation services. Policies and procedures are to be in place that support practice and are to include at a minimum:

- Storage and handling of vaccine, including cold chain monitoring
- Pre-vaccination screening
- Patient exclusion and referral to a general practitioner or other NIP service
- Consent process
- Vaccine administration
- Anaphylaxis response kit
- Managing anaphylaxis and vaso-vagal episodes
- Adverse events management and reporting
- Vaccination documentation and record keeping
- Handling of sharps, maintaining infection control including management of needle stick injury and exposure to blood or body fluids
- Sharps and clinical waste disposal
- Management of staff training and credentialing

The following resources provide information on practice standards:

- The online Australian Immunisation Handbook
- The National Vaccine Storage Guidelines: Strive for 5
- Australian Immunisation Register (AIR) and reporting vaccination information available at:
<https://www.humanservices.gov.au/health-professionals/services/medicare/australian-immunisation-register-health-professionals>
- Documentation legislative requirements information available at: <http://www.archives.sa.gov.au/alias/recordkeeping>. A completed personal record card of vaccines administered must be given to each person vaccinated. Approved organisations should retain vaccination records in accordance with organisational policies and with legislative requirements.
- The Pharmaceutical Society of Australia - Practice guidelines for the provision of immunisation services within pharmacy. The Pharmaceutical Society of Australia provides a set of guidelines for pharmacists to support best practice and the delivery of high quality immunisation services in pharmacy. <http://www.psa.org.au/archives/21565>
- Quality Care Pharmacy Program (QCPP) - A quality management system designed to assist business owners. QCPP provides its members with support and guidance on professional health services and pharmacy business operations.

6. Information support

Clinical information and advice is available from expert immunisation nurses in the Department's Immunisation Section. The Immunisation Section can be contacted on 1300 232 272 Monday to Friday 8.30am - 5.00pm.

7. References

1. Government of South Australia. Attorney Generals Department. Controlled Substances (Poisons) Regulations 2011, under the *Controlled Substances Act 1984*. Version: 11.7.2013. Available at: <https://www.legislation.sa.gov.au/index.aspx>.
2. Nursing and Midwifery Board of Australia, *National framework for the development of decision making tools for nursing and midwifery practice*. September 2007. Available at: <http://www.nursingmidwiferyboard.gov.au/Codes-Guidelines-Statements/Frameworks.aspx>.
3. Phillips, C.B, Pearce, C.M. Hall, S., Travaglia, J., de Lusignan, S., Love, T. & Kljakovic, M. 2010. *Can clinical governance deliver quality improvement in Australian general practice and primary care? A systematic review of the evidence*. Medical Journal Australia, 2010; 193(10), 602-607. Available at: <https://www.mja.com.au/journal/2010/193/10/can-clinical-governance-deliver-quality-improvement-australian-general-practice>
4. Australian Commission on Safety and Quality in Healthcare. *Australian Safety and Quality Framework for Health Care*. December 2010. Available at: <https://safetyandquality.gov.au/wp-content/uploads/2012/04/Australian-SandQ-Framework1.pdf>.

8. Appendix 1: Application for approval as an organisation delivering immunisation programs

Application for approval as an organisation to deliver immunisation programs for the purposes of regulation 18(3)(c)(ii) of the Controlled Substances (Poisons) Regulations 2011 and section 18(1d)(a)(iii) of the *Controlled Substances Act 1984*

Please print clearly

Name of organisation* _____

Address of organisation _____

Phone number (work) _____

Email address (work) _____

S4 Drug Licence No (if applicable) _____

***For additional sites please complete the table on page 14 and return with your application.**

1. Indicate the vaccination program/s your organisation plans to offer

- National Immunisation Program
- Occupational Health Program
- Seasonal Influenza Program
- Pharmacy vaccination service
- Other vaccine program
(please specify) _____

2. Is the organisation appropriately accredited?

Yes No

Accrediting authority/s: _____

Accreditation/s: _____

Please provide evidence of current accreditation, e.g. QCPP certificate for pharmacies

3. Does the organisation have guidelines, policies and procedures available to facilitate the administration of immunisations in the community setting?

Yes No

Provide an overview/index of the organisations policies and procedures reflecting national and state guidelines and recommendations. These should include:

- Legislative standards
- Clinical governance frameworks and requirements
- Reporting and management requirements

4. Does the organisation have sufficient professional indemnity insurance cover appropriate to their immunisation services?

Yes No

5. Has the organisation or the individuals working within the organisation completed the *Australian Immunisation Register (AIR) – Application to register as a vaccination provider form*?

Yes No

Please attach a completed copy of the AIR application if not currently registered.

PHARMACIES ONLY

6. Is the organisation registered with Pharmacy Registration Authority South Australia (PRASA)?

Yes No

7. Provide the details of the Proprietor/Executive/Manager ultimately responsible for oversight of the provision of immunisation services.

Name *Mr / Ms* _____
(please circle)

Phone number _____

Email address _____

Executive declaration

For pharmacy applications:

I (print full name), _____ the **proprietor** of the organisation listed below (print name of organisation)

OR

For organisations:

I (print full name), _____ the **executive/manager** of the organisation listed below (print name of organisation)

declare that for all sites included in this application:

- I have read and understood the information in the attached guidelines;
- I will ensure the minimum requirements of the guidelines are in place;
- I accept full responsibility for ensuring that the requirements as outlined in Appendix 1 have been met;
- the information I have provided in this application is true and correct;
- 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; and
- I will inform the Department's Immunisation Section if significant changes occur in my organisation such as change of ownership or any other matter which may impact the ability of the organisation to provide a safe immunisation service.

Signed _____

Dated _____

Once you have completed and signed your application please forward a PDF version to healthimmunisationadministration@sa.gov.au.

Please note: Email receipt confirmation will be sent. The application process may take up to 8 weeks. Details of the application outcome will be sent to the proprietor/executive/manager of the organisation in an electronic format.

Organisation Name	Organisation Address