

## Application to Vaccinate Off-site - 01/01/2025 - 31/12/2026

It is now a requirement in Health New Zealand, Te Whatu Ora, Southern to apply to the Local Medical Officer of Health to provide vaccinations 'off-site'. This is to ensure providers adhere to all the standards to provide a vaccination Programme. If you wish to vaccinate off-site there is also a minimum staff requirement of two people, one of whom is an authorised vaccinator / pharmacist vaccinator, the other a VHW or a competent adult able to call for emergency support and who holds a basic life support certificate.

### Authorised Vaccinator with overall responsibility for Programmes:

Name of Organisation: \_\_\_\_\_

Address of Organisation: \_\_\_\_\_

Lead Clinician: \_\_\_\_\_

Please provide details below of the: Reason for offsite vaccinations, address for offsite vaccinations, and if the reason is for a clinic or an event.

Do you have links with the Local or Regional Immunisation Coordinator

Yes / No

### Details of Authorised Vaccinators / Pharmacist Vaccinators who will be providing the off-site vaccinations:

Name: \_\_\_\_\_ Expiry date of authorisation (nurses only)

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### Legal

Do you have knowledge of the provisions contained in the following legislation:

• Privacy Act 2020 (Storage and Transfer of Information)	Yes <input type="checkbox"/>	No <input type="checkbox"/>
• The Code of Health and Disability Consumers Rights	Yes <input type="checkbox"/>	No <input type="checkbox"/>
• The Health and Safety at Work Act 2015	Yes <input type="checkbox"/>	No <input type="checkbox"/>
• Medicines Act 1981	Yes <input type="checkbox"/>	No <input type="checkbox"/>

### Proposed location(s)

At the location is there:

• Pre-vaccination area – a comfortable area for people to wait / access to AIR for checking records pre vaccination?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
• Vaccination booths or similar for privacy?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
• Post-vaccination area / documentation management area?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
• Private area for dealing with post-vaccination events?	Yes <input type="checkbox"/>	No <input type="checkbox"/>

### Cold Chain requirements

- Current CCA / date of expiry:
- Vaccines required for the event
- Solid sided chilly bin with ice or phase 5
- Datalogger with probe and audible alarm / ability to manage / report a breach

Evidence of using / testing off-site equipment (please attach with application)

- Documentation for recording current, minimum and maximum temperatures
- Temperatures must be downloaded and saved after each site event

### Emergency equipment

- Cell phone or phone access? Yes  No

#### Adrenaline kit containing

- Adrenaline 1:1000 5 ampoules and not expired (3 vials is the minimum requirement) Yes  No
- 1mL syringes Yes  No
- 25mm and 38mm needles for deep IM injection Yes  No
- Bag valve mask resuscitator (e.g. Ambubag) suitable for population being vaccinated Yes  No
- Pen and paper for emergency use Yes  No
- IMAC anaphylaxis management chart with age-appropriate adrenaline dosing Yes  No

#### Vaccination equipment

- Hand gel Yes  No
- Containers for drawn up vaccines Yes  No
- Sharps box (cotton wool/gauze/squares) Yes  No
- Appropriately sized syringes and needles for specific vaccine programme Yes  No
- Cotton wool balls, gauze, surgical tape and/or plasters Yes  No
- Vomit bowl Yes  No
- Gloves Yes  No
- Tissues Yes  No
- Appropriate surface cleaner Yes  No
- Approved biohazard bag Yes  No

### Documentation / it requirements

#### How will you identify consumers eligible for funded vaccines?

- WIFI access for AIR / PMS
- AIR access to record vaccinations given to client
- Paper consents applicable to vaccines being given
- After advice applicable to vaccines being given
- A secure way of maintaining privacy for documentation

Print name: \_\_\_\_\_

Signature of applicant: \_\_\_\_\_

Date: \_\_\_\_\_

Medical Officer of Health approval granted: YES / NO

Medical Officer of Health signature: \_\_\_\_\_

Please allow 4 weeks for processing of this application