

### PHARMACIST VACCINATION AUDIT TOOL

<b>Pharmacy name:</b>	
<b>Pharmacy address:</b>	
<b>Pharmacy email:</b>	
<b>Pharmacy owner:</b>	
<b>Pharmacy postal address:</b> (if different to physical location)	
<b>Pharmacist Vaccinator:</b> <b>Registration No.:</b> <b>Pharmacist email:</b>	
<b>Date of audit:</b>	
<b>Name/s of vaccinators:</b> (including those not present at time of the audit)	

<b>Auditor name:</b>	
<b>Signature:</b>	
<b>Outcome and actions:</b>	
<b>Letter given:</b>	YES / NO Advice letter – compliant <input type="checkbox"/> Advice letter - minor issue <input type="checkbox"/> Advice letter - major issue <input type="checkbox"/> Advice letter - critical issue <input type="checkbox"/>

AUDIT ITEMS RISK CATEGORISATION	
Audit Item Category	Action
Critical: Likely to cause morbidity or mortality	Refer to Pharmacy Council and advise the pharmacist that it is recommended that no further vaccinations are administered until advised by the Pharmacy Council that service can resume
Major: Could contribute to inappropriate vaccination or sub-standard patient care.	Refer to NSW Health and advise the pharmacist that it is recommended that no further vaccinations are administered until advised by NSW Health that service can resume

Minor: Issues that are considered best practice for a vaccination clinic but pose minimal risk to staff and patient safety	Advise that it is recommended that no further vaccinations are administered until identified issue/s are resolved – no further action required
Compliant	Nil action required

AUDIT ITEM	Compliant	
	Yes	No

**AUTHORISED PHARMACISTS** (A separate audit is to be completed for each authorised pharmacist vaccinator in the pharmacy at the time of the audit).

**1. TRAINING**

a. All individuals who are administering vaccinations have completed a training course that complies with the Australian Pharmacy Council <i>Standards for the Accreditation of programs to support pharmacist administration of vaccines</i> conducted by an APC accredited pharmacy education provider.		
b. All individuals that are administering vaccines can demonstrate that they have completed appropriate training for each vaccine that they administer (modules for Influenza and/or MMR and/or dTpa). *Certificates of completion should be sighted by the auditor.		
c. Pharmacist with provisional registration are only administering vaccinations if: i. They have completed appropriate training (including each vaccine they are administering) ii. Are supervised for the duration of the vaccination process by a pharmacist that holds general registration and has undertaken appropriate training for the vaccine/s being administered. *Certificates of completion should be sighted by the auditor for the provisional registration pharmacist.		
d. All individuals who are administering vaccinations have a valid CPR certificate. *Auditor should sight certificate (Approved courses are HLT001).		
e. All authorised vaccinators can describe the CPR process including the rate of compressions.		
f. All authorised vaccinators have a valid first aid certificate. *Auditor should sight certificate HLT003.		

**Comments:**

**2. GENERAL**

a. Advise the minimum age of individuals that can receive vaccines in a pharmacy setting.		
b. Demonstrates ready access to The Australian Immunisation Handbook (online edition).		

c. Describes their process to regularly monitor on-line updates to the 'The Australian Immunisation Handbook' (online edition), including prior to administering any vaccine.	Green	Yellow
d. Demonstrates ready access to the <i>National Vaccine Storage Guidelines – Strive for 5</i> (current edition).	Green	Yellow
<b>Comments:</b>		
<b>3. PRE-VACCINATION</b> (The authorised pharmacist vaccinator should walk the auditor through their pre-vaccination process. The following items should be addressed in that process).		
a. Can advise what the indications are for each vaccination they are authorised to administer.	Green	Red
b. A thorough pre-vaccination assessment tool which is consistent with the recommendations in <a href="#">The Australian Immunisation Handbook</a> is used prior to each vaccine administration. This includes reviewing the patients age to ensure that the pharmacist is authorised to vaccinate the individual.	Green	Red
c. Can advise how they check for contra-indications and precautions for each vaccine they are authorised to administer.	Green	Red
d. Can articulate what the process is for individuals identified with precautions or contraindications.	Green	Red
e. Can articulate who is eligible for funded vaccines (for each vaccine that they are authorised to administer).	Green	Orange
f. Checks whether the individual is eligible for funded vaccines.	Green	Orange
g. The patient's vaccination history is checked on AIR prior to each vaccine administration.	Green	Orange
h. Written consent is obtained and retained for 7 years. *Examples of consent and filing process are to be sighted by the auditor.	Green	Orange
i. Ensures that another appropriately trained person is always present when vaccines are administered.	Green	Red
<b>Comments:</b>		
<b>4. POST-VACCINATION</b> (The authorised pharmacist vaccinator should walk the auditor through their post-vaccination process. The following items should be addressed in that process).		
a. All vaccine recipients are advised to remain on the premises for 15 minutes post vaccination.	Green	Red
b. Post vaccination supervision is provided by an appropriately trained person.	Green	Red
c. A record is kept of individuals who do not remain on site for 15 minutes post vaccination.	Green	Yellow
d. Can describe the signs and symptoms of anaphylaxis.	Green	Red
e. Can describe the process to manage anaphylaxis including:	Green	Red

<ul style="list-style-type: none"> <li>i. Adrenalin dosage</li> <li>ii. Frequency of adrenalin administration</li> <li>iii. Injection site</li> </ul>		
f. Can describe adverse events following immunisation (AEFI).		
g. Can describe the process for reporting adverse events.		
<b>Comments:</b>		
<b>5. RECORDS</b>		
a. All administered vaccines are recorded on the Australian Immunisation Register (AIR). *Examples of reporting should be sighted by auditor.		
b. Records of the following are kept for each vaccine administered: <ul style="list-style-type: none"> <li>i. The person’s name, address, date of birth and contact details</li> <li>ii. The brand, batch number and expiry date of the vaccine</li> <li>iii. The part of the body to which the vaccine was administered</li> <li>iv. The date on which the vaccine was administered</li> <li>v. The pharmacist’s name and contact details and his or her certificate of accreditation number</li> <li>vi. The address of the pharmacy at which the vaccination was administered</li> <li>vii. A unique reference number for the supply and administration.</li> </ul> *Examples of records should be sighted by the auditor.		
c. All records are retained on the premises for a minimum of 2 years as required by the <i>Poisons and Therapeutic Goods Regulation 2008</i> .		
<b>Comments:</b>		
<b>PHARMACY AUDIT</b> (To be completed once for the pharmacy).	<b>COMPLIANT</b>	
	<b>YES</b>	<b>NO</b>
<b>6. LOCATION</b>		
a. The immunisation service room is located where there is public access and does not require access through the dispensary or anywhere else the general public are not allowed to access.		
<b>Comments:</b>		

7. ENVIRONMENT AND EQUIPMENT		
<p>a. The immunisation service room is consistent with the following:</p> <ul style="list-style-type: none"> <li>i. Doesn't permit the vaccination to be visible or audible to other persons in the pharmacy</li> <li>ii. Has adequate lighting</li> <li>iii. Is maintained at a comfortable ambient temperature</li> <li>iv. Hand sanitisation facilities are available</li> <li>v. Ready access to a hand washing facility is available</li> <li>vi. Sufficient floor area, clear of equipment and furniture, to accommodate the person receiving the vaccination and an accompanying person, and to allow the pharmacist adequate space to manoeuvre including adequate space to manage anaphylaxis or perform CPR</li> <li>vii. Sufficient bench space (with an impervious surface), a chair and a first aid couch (or similar).</li> </ul>		
<p>b. The following equipment must be available:</p> <ul style="list-style-type: none"> <li>i. A temperature-monitored refrigerator manufactured (either exclusively or principally) for the purpose of storage of vaccines. Cold chain monitoring must be in accordance with the National Vaccine Storage Guidelines – Strive for 5.</li> </ul> <p>*Records should be reviewed by the auditor and must include:</p> <ul style="list-style-type: none"> <li>o Twice daily minimum and maximum temperatures</li> <li>o Data Logging (downloaded and reviewed at least weekly or when a temperature excursion has occurred)</li> <li>o Refrigerator is serviced annually</li> </ul>		
<p>c.</p> <ul style="list-style-type: none"> <li>i. All cold chain excursions outside of 2°C and 8°C (excluding fluctuations up to 12°C for less than 15 minutes) have been appropriately managed and rectified.</li> <li>ii. No vaccines exposed to a cold chain breach have been administered to patients without advice from the manufacturer/s.</li> <li>iii. A complete anaphylaxis response kit that includes the following <u>in-date</u> items (auditor to review items) is available: <ul style="list-style-type: none"> <li>o Adrenaline vials 1:1000 (at least 3)</li> <li>o 25 mm Needles</li> <li>o 3 x 1mL Syringes</li> <li>o Cotton wool (or equivalent)</li> <li>o Pen and paper to keep a record</li> </ul> </li> </ul>		
<ul style="list-style-type: none"> <li>iv. All necessary consumables required for vaccine administration are available including <u>in-date</u>: <ul style="list-style-type: none"> <li>o Vaccine</li> <li>o Needles – check appropriate gauge/s available (if required)</li> <li>o Syringes (if required)</li> <li>o Cotton wool (or equivalent)</li> <li>o Plasters</li> </ul> </li> <li>v. An appropriately sized sharps container to dispose of clinical waste including used syringes and needles. Auditor to check container is not over filled.</li> <li>vi. An emergency response protocol (preferably laminated) on display</li> <li>vii. Alcohol based hand rub</li> <li>viii. Gloves - not required for vaccination process but should be available in the event that an exposure to blood or body fluid is likely.</li> </ul>		
<ul style="list-style-type: none"> <li>a. The only vaccines administered in the pharmacy are authorised vaccines i.e. Influenza, MMR and dTpa (dependent on pharmacist training).</li> </ul>		

**Comments:**