



KISS GUIDE TO VACCINE MANAGEMENT



Vaccine Management Policy and Procedure Template Instructions

February 2007

About this template

This template has been developed to assist Queensland vaccine service providers implement effective vaccine management policies and procedures. It draws upon information from the [National Vaccine Storage Guidelines: Strive for Five](#) produced in 2005 which are considered best practice guidelines in vaccine management.

When you see the 'Strive for Five' image (see below), refer to the stated page(s) in the **National Vaccine Storage Guidelines: Strive for Five** available on www.immunise.health.gov.au.



Whenever you see a [blue underlined area](#) in the policy and procedure template, this is a hyperlink that will take you to the relevant section within the document or take you to an external website with helpful information.

QDGP and Queensland Health have developed other tools and resources including a vaccine management audit, question and answer document on choosing a purpose-built vaccine refrigerator and education modules which can be found on www.qdgp.org.au/vaccinemanagement.

Customising this template

To make the sure policies and procedures reflect what actually happens in your practice/clinic, you need to review and customise the document. To help you get started, we have created fields which prompt you to enter specific information. These areas are identified by the symbols [] and highlighted in purple for easy identification, for example [\[name of practice/clinic\]](#). To jump from field to field, press **F11** and type over with your details.

Once you have finished customising the template, you need to update the **Table of Contents**. To do this, go to the very top of the document and press **F11** – this will highlight the entire **Table of Contents**. Then press **F9** and select **Update entire table**. The page number of the Table of Contents is also a hyperlink that takes you to the stated page.

Keep it Simple and Safe!



KISS GUIDE TO VACCINE MANAGEMENT



RACGP Standards, accreditation and this document

The [RACGP Standards for General Practices](#) (3rd edition) requires in Criterion 5.3.2 that the practice's "cold chain management processes meet the current published edition of the NHMRC Guidelines" which is [The Australian Immunisation Handbook](#), 8th Edition, 2003.

Practices/clinics should note that there are slight differences in recommendations between the [National Vaccine Storage Guidelines: Strive for Five](#) and [The Australian Immunisation Handbook](#), 8th Edition and should contact the RACGP or their accreditation body if there are any concerns.

RACGP (Royal Australian College of General Practitioners)

Phone: 1800 331 626

Email: racgp@racgp.org.au | **Web:** www.racgp.org.au/standards

GPA ACCREDITATION *plus*

Phone: 1800 188 088 | **Email:** gpa@gpa.net.au | **Web:** www.gpa.net.au

QIP/AGPAL (Quality in Practice/Australian General Practice Accreditation Limited)

Phone: 1300 362 111 | **Email:** info@qip.com.au | **Web:** www.qip.com.au

Source of material

QDGP has sourced material from the following documents to compile this template:

- [Guidelines for immunisation practice in local governments](#), Section 7: Cold chain management, Victorian Government Department of Human Services, January 2006.
- [Immunization in practice](#), Module 3: The Cold Chain, World Health Organization, 2004.
- [National Vaccine Storage Guidelines: Strive for Five](#), Australian Government: Department of Health and Ageing, 2005, copyright Commonwealth of Australia reproduced by permission.
- [Outreach Immunisation Programs in Educational and Institutional Settings](#): A resource kit for vaccine service providers, Section 2: Conducting An Outreach Immunisation Clinic, August 2001.
- [Proceedings of the National Vaccine Storage Workshop](#), Queensland Government: Queensland Health, 2004.
- [The Australian Immunisation Handbook](#), 8th Edition, National Health and Medical Research Council, 2003.

Keep it Simple and Safe!



KISS GUIDE TO VACCINE MANAGEMENT



Acknowledgements

QDGP would like to acknowledge the funding provided by the Queensland Government: Queensland Health for the Queensland Vaccine Management Project.

QDGP receives significant funds from the Australian Government: Department of Health and Ageing.

Disclaimer

This document is provided as a generic guide and learning information. All organisations or individuals using this material are required to evaluate the contents for its suitability for their requirements prior to use. The Queensland Divisions of General Practice Association Incorporated (“QDGP”) is not responsible for errors or omissions in the content of this material, or the results of any action taken by any person based on the information contained herein. QDGP expressly disclaims all liability to any person(s) in respect of anything and for the consequences of anything done or omitted to be done by any person in reliance, whether in part or in whole, on the contents of this document.

Keep it Simple and Safe!