Appendix A:
Self site checklist

This checklist highlights areas a new immunisation provider should consider when setting up. This is to ensure the site has considered all additional aspects required for delivering safe and best practice vaccinations for pēpi, young tamariki and their whānau. The checklist **must** be worked through prior to contacting a local lead for sign off of the 'Facility Set Up Form'.

Processes & systems	Y / N	Comments
A list of **Key Contacts** relevant to the site is up to date and accessible and includes: • Site clinical support • Local immunisation co-ordinator (IC) • Immunisation Advisory Centre (IMAC) • Regional immunisation leads including relevant roles such as Pharmacy Engagement Leads • Local AIR administrator • AIR service and helpdesk number • Health NZ Inventory Management Solution (portal) customer service email address • Referral processes to community agencies / teams are known and contact details are included for whānau to access e.g. WCTO provider, local GPs and After-Hours services, tamariki dental services	Y ☐ N ☐	
Site processes and procedures are in place and documented including but not limited to: • SOPs • Business Continuity Plan (BCP) and Risk Assessment Review • Cold Chain Management Policy • IPC Policy including Blood, Body and Fluid Exposure processes • Health and Safety Policy • Incident Management and Emergency Procedure / Policies	Y ☐ N ☐	

• Familiar with local incident management processes and how to seek advice for a vaccine related error or incident		
Processes are in place to: • **Order and maintain supply of current consumer collateral**, including consent forms and post vaccination information leaflets from HealthEd or Bluestar (NB hard copies should be on hand in case of technology outages requiring documentation of vaccine events into AIR / PMS at a later stage) • **Order and maintain supply of vaccines,** including accounts set up with vaccine distributors as required and access to the Health NZ Inventory management Solution. (If private market vaccines are being offered a process is in place to ensure this stock is kept separate from funded vaccine stock). • **Order and maintain supply of consumables,** including needles, plasters, sharps containers etc	Y ☐ N ☐	

Physical site & equipment	Y / N	Comments
A plan is in place for **equitable access**, including: • Access to translation and interpretation services • Supporting resources/literature are available in a range of languages/formats for those with low health literacy • Site caters for whanau/support people accompanying consumers • Venue access caters for disabled people and support for those with visual or hearing impairments	Y ☐ N ☐	
Site includes **appropriate space allocated** for: • Area for consumer and support people to wait both before and after the vaccination event – this may need to include an appropriate area to feed pēpi and to cater for younger children. • Private area for vaccination event and consent conversation including access to portal to check vaccine history and record event • Area for vaccination team to prepare vaccine and complete checks prior to administration. • Appropriate place for storage of medical documentation e.g. consent forms	Y ☐ N ☐	

Emergency Equipment All required emergency equipment, for the age ranges to be vaccinated, is in place and sits alongside a process to respond to medical emergencies associated with vaccination (e.g. anaphylaxis) Refer to Immunisation **Immunisation Handbook** for required emergency equipment Table 2.12	Y ☐ N ☐	
Technology is in place: • AIR access for the vaccination team is in place either directly into the AIR portal or via a patient management system (PMS) - this access will allow vaccinators to review vaccination history and record vaccine events *NB vaccinating teams should be aware that the mpox vaccination events entered into PMS will upload to AIR but mpox events entered directly into AIR will not transfer to PMS. This means that vaccinators administering mpox vaccine directly into a PMS will need to have independent access to AIR to check vaccination history as they will not be visible on their PMS.* • Health NZ Inventory Management Solution for vaccine ordering as required • Book My Vaccine (BMV) set up as required • Healthpoint updated as appropriate • Site specific booking and recall systems set up as appropriate	Y ☐ N ☐	

Workforce	Y / N	Comments
Training • Vaccinators have the appropriate training in place, and current authorisations for their scope of practice (e.g. current NZ APC, CPR, vaccinator training) as required • Vaccinators have completed appropriate additional training modules to support vaccines being administered e.g. mpox module, covid module, expanded practice within scope for midwives etc • All new staff are orientated to the cold chain management policy and cold chain processes	Y ☐ N ☐	

• The names of (at least two) designated staff members responsible for cold chain management are listed in the Cold Chain Policy • Staff have access to required technology / systems and have completed training to use these including Health NZ Inventory Management Solution , AIR etc as appropriate		
Staff accessing consumer data have completed the appropriate privacy training (e.g. see the **Privacy Commissioner courses link**).	Y ☐ N ☐	
Staff are educated in disability equity access and know how to apply supported decision-making approach (e.g., the Ministry's **Disability equity course**)	Y ☐ N ☐	
All staff (including non-clinical) have received training and understand their role as appropriate for: • Receiving deliveries and storing vaccines as part of cold chain management provisions • Emergency / Adverse Event response • 'Second checker' for vaccinator	Y ☐ N ☐	
All site staff have been given the opportunity to ensure they are fully protected against measles, are up to date with eligible vaccines and these vaccines events are entered on to AIR as appropriate	Y ☐ N ☐	
Staff roles and responsibilities are clearly defined and within scope of practice	Y ☐ N ☐	
Staff have completed required the screening when working with children **Register for New Zealand Police Vetting	New Zealand Police**	Y ☐ N ☐	

Table A1 – other considerations checklist

Other considerations eg offsite vaccination services / drive through / pop up services	Y / N
Where a mobile vaccination service is being set up, in addition to the above also consider the following: • Appropriate SOP and processes in place to support best practice vaccination events. • Sign off for offsite cold chain has been obtained from IC, equipment (e.g. chilly bin and temperature monitoring devices) is in place and staff are trained and confident using. • Correct set up in AIR vaccinator portal or PMS for offsite services. • Internet connectivity to enable use of AIR vaccinator portal or PMS. • Process in place to access vaccine history and document vaccine event. • Emergency equipment and processes are in place. • Business continuity plan in place covers off site vaccination services.	Y ☐ N ☐