Authorised Vaccinators Information Sheet
(Canterbury, South Canterbury & West Coast Regions)

1. Who can vaccinate?
   Vaccines are prescription medicines. Vaccines can only be administered by:
   - A medical practitioner;
   - A designated prescriber (including nurses who meet prescribing criteria such as Nurse Practitioners);
   - A person authorised to administer the medicine in accordance with a standing order; and
   - An Authorised Vaccinator.

2. Can an RN who has completed the Vaccinator Training course and written test give vaccines on the National Schedule?
   - Yes, with a written Medical Practitioner’s prescription; or
   - Yes, under a Standing Order.

3. What is an Authorised Vaccinator?
   Under the Medicines Regulations 1984, a Medical Officer of Health can authorise a person to administer vaccinations from an Approved Immunisation Programme, without the need for a medical prescription or standing order, or the presence of a Medical Practitioner. This usually applies to Registered Nurses.

4. What is an Approved Immunisation Programme?
   An Approved Immunisation Programme means:
   - any vaccines from the New Zealand National Immunisation Schedule (see http://immunisation.book.health.govt.nz/); and/or
   - any other vaccines from a Medical Officer of Health Approved Immunisation Programme (for example influenza or Hepatitis B vaccination of workplace staff).
This does not include travel vaccines – these must be prescribed by a doctor.

An individual programme approval is required for any situation where vaccinations are to be given off-site (such as away from a Medical Practice). Only Authorised Vaccinators can give vaccines under an off-site programme. See paragraph 16 for further information regarding this.

5. **What is expected of an Authorised Vaccinator?**

By accepting authorisation the Authorised Vaccinator agrees to follow the Immunisation Standards (Appendix 3 Immunisation Handbook, 2017) and work within their scope of practice as determined and monitored by the Nursing Council, (such as competencies for the ‘Registered Nurse’ scope of practice require that all nurses have appropriate competencies for their practice and can access and use emergency equipment).

Vaccinators should hold professional indemnity insurance – for example NZNO. Employers may provide cover, but this should be checked by applicants.

6. **What should an Authorised Vaccinator do in the event of anaphylaxis?**

Anaphylaxis is a severe adverse event of rapid onset, characterised by circulatory collapse.

Vaccinators must be able to recognise all the signs and symptoms of anaphylaxis. Early administration of adrenaline is essential, and appropriate emergency equipment must be immediately on hand whenever immunisations are given.

It is expected the Authorised Vaccinator will manage anaphylaxis through the appropriate administration of adrenaline and oxygen as outlined in the New Zealand Immunisation Handbook 2017 (refer p77), and vaccinator authorisation permits the vaccinator to do this.

7. **How to apply to be an Authorised Vaccinator and information required.**

Applicants need to apply to the local Medical Officer of Health responsible for the area they practice in. For the Canterbury, South Canterbury, and West Coast regions the applicant will complete the application form, and provide the following documentation. Processing of applications may take up to four weeks.

**Initial Authorisation** (first application only)

- Application for Initial Approval as an Authorised Vaccinator form
- Current Nursing Council of NZ Annual Practising Certificate
- CPR Certificate (current), CORE, Immediate, Level 4 or above.
- Vaccinator Training Course Certificate (18 hours)
- Assessment of Clinical Practice for Vaccinators (IMAC Form)
- Evidence of Indemnity Insurance (optional)
Authorisation is valid for a period of 2 years from date of vaccinator training course.

8. What will I receive after application?

Once the Medical Officer of Health has reviewed the application and is satisfied the Applicant meets requirements for authorisation, the applicant will receive an authorisation letter. The authorisation letter will state the route of administration the applicant is authorised for (such as those who are vaccinating adults only will be authorised to administer "deltoid vaccinations only". Full authorisation includes vastis lateralis as well as deltois).

9. What happens when an authorisation expires

An Authorised Vaccinator can only give vaccines on the National Immunisation Schedule with a doctor’s written prescription, or under standing orders, until re-authorised.

10. How to renew Authorisation

The Authorised Vaccinator will receive a reminder letter close to the expiry date, asking them to apply for re-authorisation. The renewal application form will need to be completed, and the following documentation provided. Processing renewal applications may take up to 4 weeks.

Re-Authorisation (application every 2 years)

- Application for Renewal as an Authorised Vaccinator form
- Current Nursing Council of NZ Practising Certificate
- CPR Certificate (current) CORE, Immediate, Level 4 or above.
- Vaccinators Training update course certificate (4 hours)
- Peer Review of Clinical Practice
- Evidence of Indemnity Insurance (optional).

Authorisation is valid for a period of 2 years from date of vaccinator training update course.

11. What is the Peer Review Clinical Competency?

As part of the re-authorisation process the applicant is expected to have a peer review of their immunisation practice. Appendix 1 has the assessment form used for this process. Note: the peer reviewer must be an Authorised Vaccinator – on the Community and Public Health database of current Authorised Vaccinators.
12. What if the Applicant has not renewed a previous authorisation?

Vaccinator authorisation lapses if no paperwork (or communication regarding why paperwork might be delayed) has been received at the end of the 2 year authorisation period.

Requirements for re-authorisation depend on the length of time elapsed since last authorised:

- If less than 6 months has expired since authorisation lapsed, applying for re-authorisation is all that is necessary.
- If less than 5 years, but more than 6 months has elapsed, the applicant will need to attend Vaccinator Training update course and provide evidence of having attended vaccination education sessions of minimum 4 hours duration every 2 years. A Clinical Assessment may be required at the discretion of the Medical Officer of Health.
- If more than 5 years has elapsed since completion of initial Vaccinator Training course, the Vaccinator Training course will need to be repeated i.e. applicant will apply for initial authorisation.

13. What if an Applicant completed the vaccinator training but did not apply to become an Authorised Vaccinator?

Vaccinator Authorisation is at the discretion of the Medical Officer of Health and dependent on Vaccinator Training updates attended, the number of vaccinations given, and a clinical assessment. If more than 5 years has elapsed since completion of initial Vaccinator Training course, the Vaccinator Training course will need to be repeated – the applicant will apply for initial authorisation.

14. What if an Applicant is currently authorised in another DHB region?

The applicant will apply to Community and Public Health by completing the Initial Authorisation Application form. The documentation required in this instance is:

- a copy of Letter of Authorisation from the other region,
- a copy of the most recent Vaccinator Training course certificate, and
- a copy of a current NZ Annual Practising Certificate (or equivalent printout).

The Letter of Authorisation will cover the same period as the authorisation from the other DHB region.

15. What if the Applicant changes jobs during the 2 year authorisation period, or wishes to administer vaccines not currently authorised for?

The applicant will need to contact Community and Public Health to notify the Medical Officer of Health of changes, so the Authorisation can be amended. If additional vaccines are requested this should be discussed with an Immunisation Coordinator as a further clinical assessment may be required.
16. When to apply for an Immunisation Programme Authorisation?

The Medical Officer of Health can designate a specific immunisation programme as an “Approved Immunisation Programme”. Approval is required for all situations where a vaccine is to be given off-site (such as away from a medical practice).

Only authorised vaccinators can give vaccines under an off-site programme.

The person intending to manage the programme is required to submit an application form to the Medical Officer of Health that includes:

- the vaccine(s) to be given;
- the location(s) where they will be given;
- documentation that will be used;
- equipment that will be carried; and
- a list of Authorised Vaccinators who will be giving the vaccines.

Immunisation Programmes are approved for a 12 month period. Ongoing programmes need to be submitted annually.

Further information, forms, and contact details can be found on Community and Public Health website: https://www.cph.co.nz/health-professionals/vaccinators/
Application for INITIAL APPROVAL as an Authorised Vaccinator

1. Application Form
   

   Gather the following documents and attach to the application form:
   
   - Copy of certificate of attendance at a Vaccinator Training Course 18 hours (VTC).
   - Copy of current CPR certificate, CORE, Immediate, Level 4 or above (CPR).
   - Copy of current NZ Annual Practicing Certificate, or equivalent printout (APC).
   - Evidence of Indemnity Insurance (recommended).
   - Clinical Assessment

2. Scan and email to Medical Officer of Health CPH:
   [email]vaccinator@cdhb.health.nz[/email]

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Community and Public Health
P.O. Box 1475, Christchurch 8140.
Phone: 03 364 1777, Fax: 03 379 6484
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Application for RENEWAL as an Authorised Vaccinator

1. Application Form
   Gather the following documents and attach to the application form:
   - Copy of certificate of attendance at a Vaccinator Training Course 4 hours (VTC).
   - Copy of current CPR certificate, CORE, Immediate, Level 4 or above (CPR).
   - Copy of current NZ Annual Practicing Certificate, or equivalent printout (APC).
   - Evidence of Indemnity Insurance (recommended)
   - Peer Review  

2. Scan and email to Medical Officer of Health CPH:  
   [vaccinator@cdhb.health.nz](mailto:vaccinator@cdhb.health.nz)