

INFORMATION SHEET



Immunisation and changes to practice details

Follow the processes outlined below when any of the following changes are set to occur at your practice:

1. Opening a new practice
2. Changing the Principal GP at your practice
3. Moving a practice to a new address
4. Closing a practice

Opening a practice

When opening a practice, the new practice must notify the Public Health Unit (PHU) by email or phone (see contact details below) and request to set up a vaccine account number (VAN). This will initiate the process which involves assessing all matters relating to immunisation including:

- vaccine storage in accordance with the [National Strive for 5 Guidelines](#)
- appropriate access to immunisation information and resources
- adequate facilities to administer vaccinations and manage adverse reactions
- demonstration of appropriate reporting of vaccination encounters to the Australian Immunisation Register (AIR).
- appropriate access to an anaphylaxis kit/equipment for AEFI

All relevant VAN set up information will be provided to the practice by the PHU.

Changing the Principle GP at a practice

The practice must notify the Public Health Unit of any change of principle GP at the practice. The PHU will then ensure the VAN details are updated with the State Vaccine Ordering Centre.

A practice must not continue to order vaccines under the name of a GP who is no longer their principle GP.

Moving the practice to a new address

A practice must contact the PHU **prior** to moving premises to ensure all the processes are correctly followed as outlined by the PHU. When you change your practice address on VAN, your account will be temporarily put on hold whilst you complete the steps outlined by the PHU to ensure the fridge continues to be safe to store vaccines.

Follow the procedure as outlined by your PHU. This may include guidance along the following lines:

Before you move

- Only place small orders of vaccines to minimise the number of vaccines to be moved.
- Notify the PHU with the details of the change in premises:
 - New practice name
 - Address
 - Contact details
 - Principal GP and AHPRA number.
- Follow the guidelines sent to you from the PHU for the transfer of vaccines to the new premises.

Alternative vaccine storage

Alternative vaccine storage for moving may include:

- A monitored back-up vaccine refrigerator;
- A monitored cooler. The cooler/s should be large enough to store all vaccines, insulating material, and ice packs.

During the move

- Move vaccines to a prepared cooler (see details on [Strive for 5 Section 9: Coolers](#)) and ensure it is monitored correctly using a [temperature monitoring chart for esky/cooler](#).

After you move

1. Before plugging the refrigerator in, it may need to stand in position for a certain period after shipping to allow oil in the compressor to settle. Please check with the refrigerator manufacturer for advice.
2. Continue to monitor the temperature of the alternative vaccine storage at least hourly.
3. You may be asked to provide data logger recordings for the fridge now that it has been moved (follow PHU requirements).
4. Once turned back on, ensure the refrigerator temperature is maintained within +2°C to +8°C before putting vaccines back.
5. The PHU will notify you when the suspension on your vaccine account will be lifted and you can order vaccines again.

Closing a practice

Practice closing (GP not going elsewhere e.g. retiring)

1. Practice to email PHU advising they are closing:
 - a. Practice name, address and VAN number
 - b. PHU will then notify NSW Health who will notify State Vaccine Centre (SVC)
2. Small numbers of vaccines remaining:
 - a. Practice to record vaccine stock details (vaccine name and batch numbers) and send list to PHU as a wastage report.
 - b. Practice to discard their vaccine stock as per their usual practice process for discarding vaccines (unless in discussion with PHU as above for large numbers of vaccines).
3. Large numbers of vaccines remaining:
 - a. Practice to record vaccine stock details (vaccine name and batch numbers) and contact PHU to discuss options as redistribution to another practice may be considered.

Practice closing – GP continuing to work at an alternate practice

1. Practice to email PHU advising they are closing:
 - a. Practice name, address and VAN number.
 - b. PHU to notify NSW Health who will notify SVC.
2. GP may take the NIP vaccines to the new/alternate practice:
 - a. Notify PHU of this intention prior to vaccine transport.
 - b. Notify PHU of the new practice name, address and VAN number (must have an existing VAN number).

- i. If the new practice location does not already have a VAN for that address – commence VAN application process **before** arranging for vaccines to be moved. (see Opening a practice guideline above).
 - c. Follow CCM guidelines for vaccine transport:
 - i. **prior** to the vaccine transport:
 - send 72 hours of data loggings for fridge the vaccines have been stored in to date (i.e. closing practice fridge), **and**
 - send 72 hours of data loggings for the destination fridge.
 - ii. **during** transport:
 - monitor and **record** vaccine temperature during transport (esky) using digital min/max thermometer or datalogger.

Contacts

Central and Eastern Sydney PHN: 1300 986 991, immunisation@cesphn.com.au

Public Health Units

- In NSW calling 1300 066 055 will direct to your local Public Health Unit

- **South Eastern Sydney LHD Public Health Unit**
 - Phone: 02 9382 8333 or phone 9382 2222 (After hours emergency)
 - Email: SESLHD-PublicHealthUnit-IMMTeam@health.nsw.gov.au
 - Website: <https://www.seslhd.health.nsw.gov.au/services-clinics/directory/public-health>

- **Sydney LHD Public Health Unit**
 - Phone: 02 9515 9420 or phone 02 9515 6111 (After Hours emergency)
 - Email: SLHD-Immunisation@health.nsw.gov.au
 - Website: https://www.slhd.nsw.gov.au/populationhealth/PHU_Immunisation.html

