

Guide to becoming an authorised vaccinator in the Auckland region

What is vaccinator authorisation?

There are three ways to legally administer vaccines:

- i. A prescription for an individual written by an authorised or designated prescriber.
- ii. A standing order that authorises specified people to administer specified vaccines written by an authorised prescriber.
- iii. **An authorised vaccinator who is authorised to independently administer vaccines that are part of an approved immunisation programme *without* a prescription or standing order.**

To become an authorised vaccinator, you must apply to the local Medical Officer of Health for your region. In the Auckland region, you must apply to the Medical Officer of Health at Auckland Regional Public Health Service (ARPHS).

Your application must include evidence of your resuscitation skills, clinical skills, and knowledge about immunisation, vaccines and relevant diseases.

Authorisation is given for a maximum of two years. If you want to continuously work as an authorised vaccinator you must reapply before your authorisation expires.

Your authorisation applies to a specific region. If you move to another region, you will need to reapply to the local Medical Officer of Health to transfer your authorisation to the new region.

Authorised vaccinators can only independently administer vaccines that are part of an approved immunisation programme (see “What is an approved immunisation programme?”).

The vaccinator authorisation process is based on the Medicines Regulations 1984 (regulation 44A) and the Ministry of Health *Immunisation Handbook* (“Authorisation of vaccinators”).

How can I become an authorised vaccinator?

1. Check that you are eligible to apply
2. Gather your required documents
3. Complete the ARPHS vaccinator authorisation application form
4. Send your application form with copies of your documents to ARPHS
5. Wait for your vaccinator authorisation certificate
6. Reapply to renew your vaccinator authorisation 4 weeks before expiry

Read on for more information on how to apply in the Auckland region.

1. Check that you are eligible to apply

The following health professionals are eligible to apply to become authorised vaccinators in the Auckland region:

- **Registered nurses and nurse practitioners** - with a current annual practicing certificate with the Nursing Council of New Zealand
- **Registered midwives** - with a current annual practicing certificate with the Midwifery Council of New Zealand
- **Paramedics** - with an authority to practice with the scope of intensive care advanced life support
- **Registered pharmacists** - with a current annual practicing certificate with the Pharmacy Council of New Zealand (pharmacists do not apply to the local Medical Officer of Health)

2. Gather your required documents

If you ...

... are applying for vaccinator authorisation for the first time, you must have:

- Vaccinator training course certificate
- Practical clinical assessment^{*} completed by a qualified clinical assessor
- CPR certificate^{**} (completed within the last 2 years)
- Current APC

... have current vaccinator authorisation for the Auckland region that has not yet expired, you must have:

- Immunisation update certificate (completed within the last 2 years)
- ARPHS peer reviewed self-assessment form^{***}
- CPR certificate^{**} (completed within the last 2 years)
- Current APC

... had past vaccinator authorisation for the Auckland region that has now expired, you must have:

- ARPHS peer reviewed self-assessment form^{***} (if your authorisation expired less than 6 months ago)
- Practical clinical assessment^{*} completed by a qualified clinical assessor (if your authorisation expired more than 6 months ago)
- All vaccinator training course certificates and immunisation update certificates (completed since last authorisation)
- CPR certificate^{**} (completed within the last 2 years)
- Current APC
- You may be asked to complete further training and assessment after you submit your application to ARPHS

... **have current or had past vaccinator authorisation for another region in New Zealand** and you want to be authorised in the Auckland region, you must have:

- Last vaccinator authorisation certificate for the other region
- All vaccinator training course certificates and immunisation update certificates (completed at any time)
- Last practical clinical assessment^{*} completed by a qualified clinical assessor
- CPR certificate^{**} (completed within the last 2 years)
- Current APC
- You may be asked to complete further training and assessment after you submit your application to ARPHS

^{*} Your practical clinical assessment must include at least one infant aged under 2 years if you want to have General Authorisation (see “What are the different types of authorisation?”).

^{**} Your CPR certificate must comply with the “Resuscitation requirements for all authorised vaccinators” stated in the Ministry of Health *Immunisation Handbook*. If you are unsure, please contact the organisation who provided your CPR training.

^{***} The ARPHS peer reviewed self-assessment form has a section for you to complete and a section for a peer reviewer to complete. The peer reviewer must be a currently authorised vaccinator who has observed you providing vaccinations within the last 2 years. You can download the form from the ARPHS website.

3. Complete the ARPHS vaccinator authorisation application form

You can download the ARPHS vaccinator authorisation application form from the ARPHS website.

Read the application form carefully and complete all sections.

4. Send your application form with copies of your documents to ARPHS

You must send in your completed application form with copies of all your required documents (see “Gather your training and assessment documents”).

If you do not send us copies of all your required documents, we will not be able to process your application efficiently. This means your vaccinator authorisation could be delayed.

Send your application form with copies of your documents to ARPHS in the following ways:

- Email vaccinator@adhb.govt.nz
OR
- Fax (09) 623 4673
OR
- Post Vaccinator Authorisation
Auckland Regional Public Health Service
Private Bag 92 605, Symonds Street
Auckland 1150

5. Wait for your vaccinator authorisation certificate from ARPHS

Once you have sent your application to ARPHS, please allow up to 4 working weeks for your application to be processed.

Your application may take longer to process if your application form is not correctly completed, some of your required documents are missing, or additional training and assessment is requested.

If your application is successful, ARPHS will email you a vaccinator authorisation certificate that states your expiry date and your type of authorisation (see “What are the different types of authorisation?”).

6. Reapply to renew your vaccinator authorisation 4 weeks before expiry

If you want to continuously practice as an authorised vaccinator, you will need to send us your application to renew your authorisation **4 weeks before** your current authorisation expires.

What are the different types of vaccinator authorisation?

There are three different types of vaccinator authorisation that are given in the Auckland region. Your vaccinator authorisation certificate states the type of authorisation that you have been given.

- i. General Authorisation^{*}
Authorised vaccinators can independently administer vaccines to **all** age groups as part of an approved immunisation programme
- ii. Age-Restricted Authorisation
Authorised vaccinators can independently administer vaccines to individuals aged 5 years or older as part of an approved immunisation programme.
- iii. Limited Vaccine Authorisation
Authorised vaccinators can independently administer specified vaccines as part of an approved immunisation programme.

^{*} General Authorisation is only given to applicants who have completed a practical clinical assessment with at least one infant aged under 2 years.

What are my responsibilities as an authorised vaccinator?

When you become an authorised vaccinator, you are responsible for ensuring that:

- You only independently administer vaccines that are part of an approved immunisation programme (see “What is an approved immunisation programme?”).

- You comply with the type of authorisation stated on your vaccinator authorisation certificate (see “What are the different types of authorisation?”).
- You comply with the “Immunisation standards for vaccinators” stated in the Ministry of Health *Immunisation Handbook*.
- Your CPR certificate complies with the “Resuscitation requirements for all authorised vaccinators” stated in the Ministry of Health *Immunisation Handbook* (if you are unsure, please contact the organisation who provided your CPR training).
- You work within your scope of practice as required by the Health Practitioners Competence Assurance Act 2003.

What is an approved immunisation programme?

Authorised vaccinators can only independently administer vaccines that are part of an approved immunisation programme.

The *National Immunisation Schedule* is an approved **national immunisation programme**. This means that authorised vaccinators can independently administer publically funded vaccines included in the National Immunisation Schedule.

An approved **local immunisation programme** is the only way an authorised vaccinator can independently administer vaccines that are not publically funded (e.g. workplace influenza vaccines). To obtain approval for a new local immunisation programme, you must apply to the local Medical Officer of Health for your region.

You can download the ARPHS local immunisation programme approval form from the ARPHS website.

Contact ARPHS if you have any questions

If you have any questions after reading this guide, please contact us.

Email vaccinator@adhb.govt.nz or phone (09) 623 4600 (ext) 27091

Available resources

You can download the following resources from the ARPHS website:

- [ARPHS vaccinator authorisation application form](#)
- [ARPHS peer reviewed self-assessment form](#)
- [ARPHS local immunisation programme approval form](#)
- [ARPHS policy for vaccinator authorisation](#)