



VACCINATOR AUTHORISATION IN THE AUCKLAND REGION

# 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. (Refer to page 6 "What is an approved immunisation programme?")

The vaccinator authorisation process is based on Regulation 44a of the Medicines Regulations 1984 and the Ministry of Health *Immunisation Handbook* ("Authorisation of vaccinators").

## How can I become an authorised vaccinator?

To become an authorised vaccinator in the Auckland region you must:

1. Check that you are eligible
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. Renew your vaccinator authorisation four weeks before expiry

### 1 Check that you are eligible

The following health professionals are eligible 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:**

- Current APC
- CPR certificate<sup>1</sup> (completed within the last 2 years)
- Vaccinator training course certificate
- Clinical assessment<sup>2</sup> conducted by a qualified clinical assessor

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

- Current APC
- CPR certificate<sup>1</sup> (completed within the last 2 years)
- Vaccinator update certificate (completed within the last 2 years)
- ARPHS peer reviewed self-assessment form<sup>3</sup>

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

- Current APC
- CPR certificate<sup>1</sup> (completed within the last 2 years)
- Vaccinator training course certificates and vaccinator update certificates (completed since last authorisation)
- ARPHS peer reviewed self-assessment form<sup>3</sup> (if your authorisation expired less than 6 months ago)
- Repeat clinical assessment<sup>2</sup> conducted by a qualified clinical assessor (if your authorisation expired more than 6 months ago)
- 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:**

- Current APC
- CPR certificate<sup>1</sup> (completed within the last 2 years)
- Last vaccinator authorisation certificate for the other region
- All vaccinator training course certificates and vaccinator update certificates (completed at any time)
- Last clinical assessment<sup>2</sup> conducted by a qualified clinical assessor
- You may be asked to complete further training and assessment after you submit your application to ARPHS

<sup>1</sup>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.

<sup>2</sup>Your clinical assessment must include at least one infant aged under 2 years if you want to have General Authorisation. (Refer to page 5 "What are the different types of authorisation?")

<sup>3</sup>The "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 “Application for vaccinator authorisation” form

You can download the “Application for vaccinator authorisation” from the ARPHS website. (Refer to page 6 “Available resources”)

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. (Refer to page 2 “Gather your required 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 one of the following ways:

**Email**    vaccinator@adhb.govt.nz

**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 four 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 are required.

If your application is successful, ARPHS will email you a vaccinator authorisation certificate that states your expiry date and your type of authorisation. (Refer to page 5 “What are the different types of authorisation?”)

### 6 Renew your vaccinator authorisation four 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 **four 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.

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

### ii. Age-Restricted Authorisation

Authorised vaccinators can independently administer vaccines to individuals aged 3 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.

## 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. (Refer to page 6 "What is an approved immunisation programme?")
- You comply with the type of authorisation stated on your vaccinator authorisation certificate. (Refer to page 5 "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).

You must apply to the local Medical Officer of Health for your region to obtain approval for a new local immunisation programme. You do not have to be an authorised vaccinator or a health professional to apply for a local immunisation programme, however, only authorised vaccinators can administer the vaccines.

Note: travel vaccines (i.e. vaccines that are not commonly used in New Zealand) cannot be included.

## Application process

If you would like to obtain approval for a new local immunisation programme in the Auckland region, complete the "Application for new local immunisation programme".

Local immunisation programme approval does not expire, so you do not need to reapply for approval.

If you would like to add new vaccines to an existing local immunisation programme, complete the "Application to add vaccines to existing local immunisation programme". If there are any other changes to the programme (such as programme manager, setting etc), you must inform ARPHS as soon as possible.

## Conditions

Programmes must comply with the "Immunisation standards for vaccinators and guidelines for organisations offering immunisation services" and "Authorised vaccinators delivering a local immunisation programme" stated in the Ministry of Health *Immunisation Handbook*.

Programmes must follow the same procedures stated in the original application, unless the Medical Officer of Health approves of any changes.

Programme approval is limited to the vaccines stated on the "Local immunisation programme approval certificate."

If the above requirements are not met, then approval may be withdrawn.

# Available resources

You can download the following resources from the ARPHS website, [www.arphs.health.nz/vaccinator](http://www.arphs.health.nz/vaccinator):

- **Application for vaccinator authorisation PDF (ARPHS)**
- **Peer reviewed self-assessment form PDF (ARPHS)**
- **Application for new local immunisation programme PDF (ARPHS)**
- **Application to add vaccines to existing local immunisation programme PDF (ARPHS)**
- **Policy for vaccinator authorisation in the Auckland region PDF (ARPHS)**

# Contact ARPHS if you have any questions

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

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