



# **VSS 2016/17**

## **Points to Note**

### **on Vaccination at Non-Clinic Settings**

**Briefing in July 2016**



**衛生署**  
Department of Health

# The doctor's responsibility (1) – 衛生防護中心 Centre for Health Protection

## General

- It is the prime responsibility of all doctors to ensure safety and quality of the vaccination service provided to vaccine recipients.
- The enrolled doctor is overall responsible for the vaccination activity
- Vaccines should be prescribed by the doctor
- All doctors should observe the Code of Professional Conduct



# The doctor's responsibility (2) –

## Getting prepared

- Make sure the concerned doctor has already been enrolled to VSS before providing subsidised vaccination
- Inform Vaccination Office at least two weeks before the date of vaccination
- Check promotion materials to ensure the information is accurate

(Department of Health may randomly perform onsite inspection of the services provided)

# The doctor's responsibility (3) – 衛生防護中心 Centre for Health Protection

## Vaccine storage

- Have sufficient vaccine storage space at clinic and stored at the temperature between **2-8°C** with regular checking during transportation and administration of the vaccine

*(ref: Hong Kong Reference Framework for Preventive Care for Children in Primary Care Settings – Module on Immunisation on the CHP website.)*

- **Purpose-built vaccine refrigerators (PBVR)** are the preferred means of storage for vaccines.
- Check the validity period of the vaccines to ensure they are not expired
- Keep the vaccines in original packing before use

# The doctor's responsibility (4) – 衛生防護中心 Centre for Health Protection

## Supervision

The doctor should:

- supervise the vaccination activity:
  - a) Exercise effective supervision over the trained personnel who cover his duty and;
  - b) Retain personal responsibility for treatment of patients  
(Make on-site doctor available is recommended)
- ensure sufficient no. of **qualified and trained** health care personnel to provide service and medical support
- brief relevant staff on the service and responsibilities



# The doctor's responsibility (5) – 衛生防護中心 Centre for Health Protection

## Emergency preparation

The doctor should get prepared for emergency:

- keep a written protocol for vaccination at non-clinic setting
- provide personnel **trained in emergency management** of severe immediate reaction and equipped to do so (training should be up to date and under regular review)
- ensure the equipment including **emergency kits** with Ambu bag, adrenaline injection or EpiPen, and BP monitoring are sufficient and not expired



## The doctor's responsibility (6) – Advise on the Venue

- Give advice on the choice of venue to organiser
  - Find out if there is any restriction on the use of venue
  - The vaccination venue should be well lit, ventilated and clean
- Venue should be divided into 4 parts:
  1. Waiting and registration
  2. Administration of vaccination
  3. Observation after vaccination
  4. First aid treatment if necessary



## The doctor's responsibility (7) – Provide Adequate Information

- Provide vaccine recipients with essential information on the vaccines and the VSS
- Make the vaccination service fee transparent
- Ensure they understand that participation in VSS is **voluntary**
- Allow sufficient time for them to decide
- Inform them that DH staff might contact them to verify the vaccination and use of subsidy





# The doctor's responsibility (8) – Check eligibility and obtain consent (2)

Target group	Checking eligibility (For Hong Kong residents only)
Pregnant women	Confirm the pregnancy status by the attending doctor in the Consent Form
Children (aged 6 months to under 12 years or attending a primary school)	Above 12 years : student card /handbook
Elders (aged 65 or above)	
Persons with intellectual disability (PID)	<ul style="list-style-type: none"> <li>“ Registration card for Persons with Disability (Intellectual disability)</li> <li>“ Medical certificate</li> <li>“ Certificate issued from designated PID institutions</li> </ul>
Disability allowance recipients	Valid letter of Notification of Successful Application issued by Social Welfare Department

## The doctor's responsibility (9) – Provide Vaccination (before)

- Obtain consent for vaccination
- Screen the health status of the client to assess his suitability for the vaccination
- Check **eHS(S)** to avoid duplicate dose



# The doctor's responsibility (10 ) – Provide Vaccination (administer)

- Vaccination must be provided by trained healthcare personnel
- Follow the basic **3 checks and 5 rights** for vaccine administration:
  - 3 Checks:
    - ✓ Check when taking out vaccine from storage
    - ✓ Check before preparing the vaccine
    - ✓ Check before administering the vaccine
  - 5 rights:
    - ✓ right person, right drug, right dose, right time, right route
- Observe infection control guide and hand hygiene protocol

# The doctor's responsibility (11) – Provide Vaccination (after)

- Document all vaccines administered clearly on a vaccination record
- Allow the vaccine recipient to take rest at the vicinity for 15 minutes for observation after vaccination
- Handle and dispose sharps and waste properly
- Ensure proper disposal of expired and wasted vaccines



## The doctor's responsibility (12) – Submit Claims

- Make reimbursement claim only after the vaccination has been provided and the vaccine recipient or his parent has completed and signed the *Consent to Use Vaccination Subsidy form*
- Submit reimbursement claims should be submitted as soon as possible after vaccination and within 7 days from the day of vaccination



## The doctor's responsibility (13) – Keep Records

- Keep the original of the *Consent to Use Vaccination Subsidy forms* and other supporting documents to prove the vaccine recipient's eligibility for subsidy at locked cabinet to prevent unauthorized access
- Keep these documents for at least 7 years
- Vaccination Office might require the document for verifying the vaccination and the reimbursement claim



# Reference



- More information available at CHP website [www.chp.gov.hk](http://www.chp.gov.hk)

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Publications  
Hong Kong Reference Framework for Preventive Care for Children in Primary Care Settings

For healthcare professionals

- Core Document
  - Two-page summary of the Hong Kong Reference Framework for Preventive Care for Children in Primary Care Settings
- Module on Immunisation

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- Information about Seasonal Influenza Vaccination
  - Frequently Asked Questions on Seasonal Influenza Vaccine 2016/17
  - Information Leaflets on Vaccination Subsidy Scheme (Children)
  - Letters to Parents (coming soon)
- Information related to Vaccination Activity at Non-Clinic Settings
  - Guidelines for Organisers to Arrange Vaccination Activity at Non-Clinic Settings
  - Health Assessment Form and Vaccination Record
  - List of Doctors Providing Vaccination at Non-Clinic Settings
- Letters to Schools
  - Survey on the Preliminary Ideas of the Seasonal Influenza Vaccination Arrangement
- Presentation materials in Briefing Sessions
  - Briefing on Arrangement for Seasonal Influenza Vaccination in 2016/17 for Primary School Representatives (June 2016)
  - Briefing on Arrangement for Seasonal Influenza Vaccination in 2016/17 for Institutions Serving Person with Intellectual Disability (PID) Representatives (July 2016)

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