

Vaccine storage requirement (Clinic and outreach setting)

For Private Doctors

July 2025

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Background

- From 2023/24 season, Doctors enrolled in VSS have to use Purpose-built vaccine refrigerators (PBVR) for vaccine storage

Vaccination Schemes - Medical Practitioner Enrolment



3 October 2024

The season of 2024-25 Seasonal Influenza Vaccination commenced on 26 September 2024. Pneumococcal vaccination for the elderly will continue throughout the year.

Online Enrolment (Recommended)

Eligible healthcare service providers can enrol online through eHealth System (Subsidies).

For medical practitioners applying for enrolment in Health Care Voucher Scheme **and** Vaccination Subsidy Scheme / Residential Care Home Vaccination Programme, please submit the duly signed application form with supporting documents by post to Programme Management and Vaccination Division (Address: 3/F, Two Harbourfront, 18-22 Tak Fung Street, Hung Hom, Kowloon).

For healthcare service providers applying for enrolment in Health Care Voucher Scheme, please submit the duly signed application form with supporting documents by post to Health Care Voucher Unit (Address: Suites 901-4, 9/F, AXA Tower, Landmark East, 100 How Ming Street, Kwun Tong, Kowloon)

Paper Enrolment

Important documents to be read before application:

- Enrolment Guide
- Mailing Check List
- Covering Notes for Application to Enrol in the Elderly Health Care Voucher Scheme, Vaccination Schemes and Primary Care Directory
- Appendix A: Application Form
 - Appendix A(i): Record of Vaccine Storage Refrigerator ([only for applicants of Vaccination Subsidy Scheme](#))

Vaccine storage requirement under VSS

- All doctors under VSS:
 - Monitor vaccine temperature continuously
 - Written protocols for Vaccine Handling and Management of Cold chain breach
 - Designate a trained person for handling of vaccines
 - **Self-audit the vaccine storage equipment and procedure**

Purpose Build Vaccine Refrigerator

- **Other features**

- A display with current, max. and min. temperature providing a convenient means to monitor the temperature and to facilitate manual recording
- Open door sensor/alarm which alerts the user that the fridge door is not properly closed

Temperature monitoring device (Stand alone)

- Additional temperature data logger / digital max-min thermometer to monitor the vaccine temperature if applicable
- It is a good practice to calibrate the temperature monitoring device regularly



Temperature record

- Temperatures of each vaccine-storing refrigerator at least **three** times daily in a full-working day
- The 1-year-record can provide a comprehensive vaccine storage temperature readings that could facilitate the manufacturers to assess the stability and effectiveness of the multiple excursion vaccines
- The “Temperature Chart” should be posted at visible location such as the refrigerator door

Clinic setting

- Set up back-up plan in case of a power failure or PBVR out of service
- In case of fridge failure:
 - Quarantine all affected vaccines from other vaccines (but maintain in the cold chain)
 - Record all the details
 - Report the incident to PMVD

VSS Outreach (Non-Clinic)

- Standard procedure for vaccine transport
- Prepare the vaccine order and arrange vaccine delivery in advance
- Consider the cold chain (within 2 to 8°C) maintenance and duration of outreach activity
- Proper monitoring of the temperature throughout the activity

VSS Outreach (Non-Clinic)

- Appropriate equipment should be used for vaccine transport and on-site storage
- These includes:
 - Cold boxes
 - Ice packs
 - Temperature data loggers / maximum-minimum thermometers
 - Insulating materials (e.g. bubble wrap, corrugated cardboard)
- The setup should be tested for insulation time and temperature stability before it is used

VSS Outreach (Non-Clinic)

- Cold box packing
 - Prepare sufficient time for packing the cold box
 - Use **conditioned** ice packs for packing
 - Pre-cool the cold box to optimal temperature before placing the vaccine inside



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VSS Outreach (Non-Clinic)

- Use a temperature data logger/digital maximum-minimum thermometer to monitor the vaccine temperature during vaccine transport (to and from the venue) and temporary storage at the venue
- Record the time and vaccine temperature:
 - When vaccines are removed from the vaccine-storing refrigerator,
 - **Monitor the temperature every 15 minutes for the first hour, then hourly if the temperatures are stable**
 - Before returning the unused/surplus vaccines to the vaccine-storing refrigerator

Points to note

- Vaccine storage: **PBVR**
 - Keep vaccines / pharmaceutical products only
 - Continuous monitoring the storage temperature
 - Keep temperature record
 - Regular maintenance and cleaning
 - Plan for emergency situation
 - Record the time and vaccine temperature
 - Actions to manage cold chain breach



Thank you!