

Part IV

Roles and Responsibilities & Timeline



Overall Role and Responsibility

- It is the **prime responsibility** of the enrolled doctor in-charge of the arrangement/ healthcare provider and the organizer to give due consideration to **safety and liability issues** to ensure **quality vaccination service** delivered to recipients.



Points to note

- Cold chain maintenance
- Vaccine/drugs management
- Handling of clinical waste
- Promotion of the activities
- Contingency plan for class suspension
- Reduce vaccine wastage



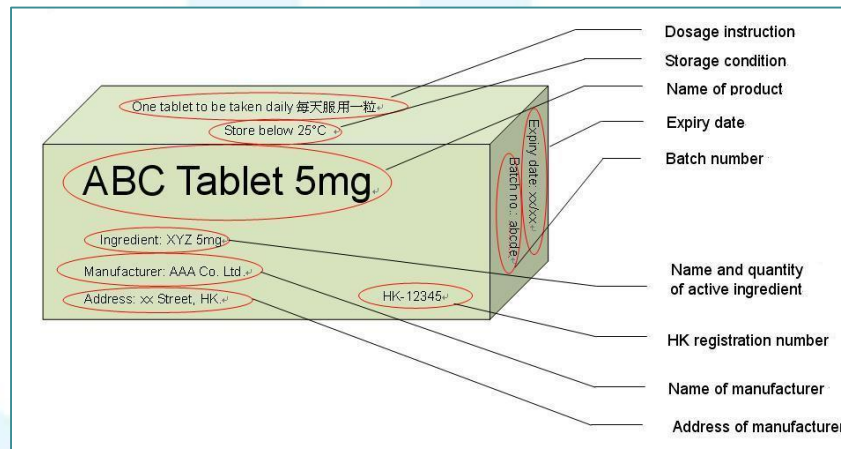
1. Cold Chain Maintenance

- ✓ Recommend purpose-built vaccine refrigerators (PBVR) for vaccine storage
- ✓ Monitor vaccine temperature by **temperature data logger / maximum-minimum thermometer** to avoid temperature excursion (outside +2 to +8C)
- ✓ Store vaccines according to the manufacturer's recommendations.



2. Vaccine/Drugs management

- ✓ Follow the recommendations on the product insert.
- ✓ Check the recommended age-range of the vaccines, especially for KG/CCC Outreach.
- ✓ Use the registered drug (**HK-XXXXXX**) at Drug Office in Hong Kong



3. Handling of Clinical Waste

- ✓ Arrange for immediate clinical waste disposal at vaccination venue, or
- ✓ Temporary storage, or
- ✓ Immediate self-delivery to the Tsing Yi Chemical Waste Treatment Centre

DO NOT bring clinical waste back to the clinic or other venues.



3. Handling of Clinical Waste

Regulation of clinical waste is under the purview of Environmental Protection Department:

- “All clinical waste generated should be properly handled and disposed of (including proper packaging, storage and disposal) in accordance with the **Waste Disposal (Clinical Waste) (General) Regulation (the Regulation).**”

For details, please refer to the Code of Practice for the Management of Clinical Waste (Small Clinical Waste Producers) (the CoP) published by the EPD (<https://www.epd.gov.hk/epd/clinicalwaste/en/information.html>).

4. Promotion of activities

- (VSS) Doctors' Guide: *“Organisers and the doctor should stay clear of associating with any improper financial (or advantage) transactions e.g. distribution of vouchers.”*
- Section 5.2.5 of the Medical Council of Hong Kong's Code of Professional Conduct: *“Doctors' services may not be promoted by means of unsolicited visits, telephone calls, fax, e-mails or leaflets by doctors or persons acting on their behalf or with their forbearance.”*



5. Contingency Plan for class suspension

- There may be extreme conditions (e.g. bad weather/ infectious disease outbreak/ traffic problem) that may affect the conduction of the vaccination activity.

Scenario A: Sudden suspension on the day of activity due to acute condition (e.g. bad weather or road block)

Scenario B: Suspension is known before the day of vaccination activity and will be continued for a period of time (e.g. territory outbreak of infectious disease)



5. Contingency Plan for class suspension

- The following parties should be informed as soon as possible:
 - School
 - PPP Vaccination team
 - Vaccine delivery company (if involved for vaccine delivery)
 - PMVD
- PMVD will follow-up with PPP Vaccination team and schools for rescheduling and vaccine delivery logistics.

1st choice: Reschedule vaccination activity to another date

2nd choice: Replace 2nd dose vaccination activity by 1st dose

3rd choice: Refer school children to have vaccination at VSS clinics (Extra charge may be required)



6. Reduce vaccine wastage

- The vaccine wastage rate for each PPP doctor will be monitored closely.
- The PPP doctor may be asked to explain if the wastage rate is considered too high (**usually not more than 5%**).
- If the vaccine wastage rate for an individual PPP doctor is high which no reasonable explanation can be given, the participation of the doctor to the programme in the future may be affected.



Getting started

1. Study the Code of Professional Conduct, VSS Agreement and SIV School Outreach (Supplementary Agreement), and Doctors' Guides
2. Contact school – Fix the schedule and estimate number (by 14 August 2020)
3. Place vaccine order
4. Obtain Clinical Waste Producer Premises Code
5. Train staff and arrange equipment



Timeline for Preparation

Task	Primary School Outreach	KG/CCC Outreach
➤ Deadline to send <i>Booking of Time Slot for Outreach Vaccination Activities Form</i> to PMVD	On or before 14 Aug 2020	
➤ Remind schools to distribute <i>Consent Forms</i> for vaccination to parents	At least 8 weeks before vaccination day	
➤ Collect signed <i>Consent Forms</i> from schools and sign the <i>Consent Form Receipt Note</i>	At least 6 weeks before vaccination day	
➤ Provide <i>Excel</i> table of consented students (<i>Consented Student List</i>) to PMVD via designated email account	At least 4 weeks before vaccination day	
➤ First checking report generated on eHS(S)	Within 1 week	
➤ Estimate quantity of vaccines required	At least 2 weeks before vaccination day	At least 2 weeks before vaccination day
➤ Submit <i>Vaccine Ordering and Unused Vaccine Collection Form</i> to PMVD		N/A

Timeline for Preparation

Task	Primary School Outreach	KG/CCC Outreach
➤ Liaise with schools to decide on method of clinical waste disposal	At least 2 weeks before vaccination day	
➤ Final correction of any misinformation on eHS(S)	At least 1 week before vaccination day	
➤ Submit list of students requiring vaccination to schools		
➤ Final checking report generated on eHS(S)	3 days before vaccination day	
<i>First dose vaccination period</i>	Oct to Mid December 2020	
➤ Start preparation for 2nd dose vaccination	At least 4 weeks before 2 nd dose vaccination activity	
<i>Second dose vaccination period</i>	All vaccination activities should be completed latest by end January 2021	

Q & A

