

Part IV

Timeline for Preparation & Roles and Responsibilities



Timeline for Preparation

12 July 2018	Deadline to send <i>Booking of PPP Outreach Vaccination Activities Form</i> to VO
6 weeks before vaccination day	remind school to distribute <i>Consent Form – Seasonal Influenza Vaccination</i> to parents
at least 4 weeks before vaccination day	Collect signed <i>Consent Form – Seasonal Influenza Vaccination</i> from schools and sign the <i>Consent Form Receipt Note</i>
3 weeks before vaccination day	VO will send a consolidated Student Vaccination List with vaccination history



Timeline for Preparation

<p>2-4 weeks before vaccination day</p>	<p>Check the <i>Consent Form – Seasonal Influenza Vaccination</i> against the <i>Student Vaccination List</i> from VO</p>
<p>at least 2 weeks before vaccination day</p>	<p>Submit the <i>Vaccine Ordering and Unused Vaccine/Clinical Waste Collection Form</i> to VO (to request vaccine quantity and time for clinical waste collection)</p>
<p>End of October 2018 and mid of December 2018</p>	<p>Period of 1st dose vaccination</p>



Timeline for Preparation

<p>At least 4 weeks before the 2nd vaccination activity</p>	<p>Start preparation for second dose vaccination activity</p> <p>Collect signed <i>Consent Forms – Seasonal Influenza Vaccination (2nd dose)</i> from schools and check against the <i>Student Vaccination List for Second Dose</i> from VO</p>
--	---



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.



Q & A

