

Doctors' Guide
for the Coronavirus Disease 2019 (COVID-19)
Vaccination Programme at Clinics
under the Vaccination Subsidy Scheme (VSS) and
Private Clinic COVID-19 Vaccination Station
(PCVS) – Inactivated vaccine

Produced and Published by
Programme Management and Vaccination Division
Emergency Response and Programme Management Branch
Centre for Health Protection
Department of Health
The Government of Hong Kong Special Administrative Region

Always make sure that you have the latest version on the designated COVID-19 vaccine website <https://www.chp.gov.hk/en/features/106934.html>

Version
41

Date of Revision
18 January 2024

Disclaimer

This Doctors' Guide provides guidance for Coronavirus Disease (COVID-19) Vaccination Programme at Clinics under the Vaccination Subsidy Scheme (VSS) and Private Clinic COVID-19 Vaccination Station (PCVS). This Doctors' Guide is provided as a living document which will be updated from time to time according to the latest development. Please always make sure that you have the latest version on the designated COVID-19 vaccine website <https://www.chp.gov.hk/en/features/106957.html>. We welcome doctors' questions, comments or feedback on this Guide so that we can improve on it.

For those clinics providing both mRNA vaccines and inactivated vaccine, there should be clear segregation in the arrangement for the different type of vaccines at the site, the logistics of storage and administration for each type of vaccine should be followed accordingly.

If you have any comment or question, please sent to –
VSS Team, Programme Management and Vaccination Division
Centre for Health Protection
Department of Health

Address: 3/F, Two Harbourfront,
18-22 Tak Fung Street,
Hung Hom, Kowloon
Fax: 2713 9576
Email: covid19_vss@dh.gov.hk
Telephone: 2125 2299, 3975 4806

Contents

1	Introduction	5
2	Vaccine, target groups and reimbursement level	7
2.1	Vaccines covered.....	7
2.2	Target groups/ eligibility.....	11
2.3	Reimbursement level.....	16
3	Responsibilities of doctors	17
3.1	Requirement for doctors.....	17
3.2	Medical equipment and consumables	18
4	Vaccine ordering, delivery and storage.....	19
4.1	Vaccine ordering.....	19
4.2	Vaccine delivery	19
4.3	Vaccine storage	20
4.4	Cold chain management	21
4.5	Management of surplus/ expired vaccines	22
4.6	Unserviceable vaccine	23
5	Infection control practice	24
5.1	Infection control practice in healthcare setting.....	24
5.2	Hand hygiene	25
5.3	Safe injection practices and sharps handling	28
5.4	Preventing COVID-19 Vaccine-strain Environmental Contamination	29
6	Vaccination procedures.....	30
6.1	Flow chart of vaccination (before vaccination)	30
6.2	Flow chart of vaccination (after vaccination).....	31
6.3	Appointment booking	32
6.4	Information provision, screening for contraindications, checking identity and target group, and obtaining informed consent	35
6.5	Vaccination.....	47
6.6	Administration by the Intramuscular (IM) Route.....	48
6.7	Documentation and Medical Exemption Certificate	50
6.8	Observation.....	52
6.9	Emergency management	52
6.10	Vaccination arrangement for persons recovered from previous COVID-19 infection	55
6.11	Documentary proof for assessing clients with prior COVID-19 infection	55
6.12	Co-administration of COVID-19 vaccines with other vaccines	57

Doctors' Guide for the COVID-19 Vaccination Programme at Clinics under VSS

6.13	Non-local Vaccination Declaration	58
6.14	Vaccination arrangement for adolescents and children	59
6.15	Immunocompromised persons	64
6.16	Vaccination for pregnant and lactating women	64
7	Waste management	66
8	Reporting of adverse events following immunisation.....	68
8.1	Adverse events following immunisation (AEFIs).....	68
8.2	Reporting of AEFIs	68
9	Management of clinical incident.....	70
	List of Annexes	71

Doctors' Guide for the COVID-19 Vaccination Programme at Clinics under VSS

1 Introduction

- 1.1 To protect members of the public against COVID-19, a territory-wide COVID-19 Vaccination Programme free of charge and on a voluntary basis for eligible Hong Kong residents is implemented by the Government.

Some Non-Hong Kong Residents may be eligible for receiving the vaccination. Please refer to Section 2.2.3 and the following webpage for more information:

<https://www.chp.gov.hk/en/features/106952.html>

<https://www.info.gov.hk/gia/general/202301/12/P2023011200426.htm?fontSize=1>

- 1.2 This Doctors' Guide provides guidance for COVID-19 vaccination at the VSS clinic and Private Clinic Vaccination Station (PCVS) and the Guide is available at the designated website <https://www.chp.gov.hk/en/features/106957.html>.

- 1.3 The VSS, administered by the Department of Health (DH), is a scheme that subsidises target groups of Hong Kong residents to receive vaccinations from private medical doctors enrolled in VSS. The Government would reimburse vaccination subsidies to enrolled doctors for each dose of vaccination administered to eligible groups.

- 1.4 Private Clinic COVID-19 Vaccination Station (PCVS) provide mRNA and inactivated vaccine to eligible person starting from 1 September 2022. For the supplemental agreements for this programme, please refer to the following appendix: https://www.chp.gov.hk/files/pdf/agreement_covid19_bnt_pilot_pcvs.pdf.

- 1.5 Resources

(a) Designated website: <https://www.chp.gov.hk/en/features/106934.html>

(b) Agreement: <https://www.chp.gov.hk/en/features/106957.html>

(c) Doctor's Guide : <https://www.chp.gov.hk/en/features/106957.html>

(d) Doctors' Guide for VSS outreach:
https://www.chp.gov.hk/files/pdf/vssdoctorsguide_covid19_nonclinic.pdf

(e) Guideline for outreach organisers (e.g. community groups, school, etc):
(https://www.chp.gov.hk/files/pdf/covid19vss_guidelinesforschooloutreach_chi.pdf) and
(https://www.chp.gov.hk/files/pdf/covid19vss_guidelinesforschooloutreach_eng.pdf).

Doctors' Guide for the COVID-19 Vaccination Programme at Clinics under VSS

- (f) User Manual of eHealth System (Subsidies) [eHS(S)] for COVID-19 Vaccination : <https://www.ehealth.gov.hk/en/covidvaccine/ehs.html>
- (g) The link to login the eHS(S) to record the COVID-19 vaccination : <https://apps.hcv.gov.hk/HCSP/login.aspx?lang=en>
- (h) Interim Guidance Notes on Common Medical Diseases and COVID-19 Vaccination In Primary Care Settings:
https://www.chp.gov.hk/files/pdf/guidance_notes.pdf
- (i) Consensus Interim Recommendations on the Use of COVID-19 Vaccines in Hong Kong by the Scientific Committee on Emerging and Zoonotic Diseases and Scientific Committee on Vaccine Preventable Diseases:
<https://www.chp.gov.hk/en/static/24005.html>

Doctors' Guide for the COVID-19 Vaccination Programme at Clinics under VSS

2 Vaccine, target groups and reimbursement level

2.1 Vaccines covered

2.1.1 COVID-19 vaccines would be supplied to VSS doctors by the Government.

2.1.2 Since 16 December 2022, a number of COVID-19 vaccines have been registered in Hong Kong under the Pharmacy and Poisons Regulations (Cap. 138A). The registration details can be found on the website of the Pharmacy and Poisons Board of Hong Kong (https://www.drugoffice.gov.hk/eps/do/en/consumer/search_drug_database2.html).

Different COVID-19 vaccines are used under the Government Vaccination Programme, including the Vaccination Subsidy Scheme (VSS) and Private Clinic COVID-19 Vaccination Station (PCVS). For the details of available COVID-19 vaccines under the Government Vaccination Programme, please refer to FAQ#3 (<https://www.chp.gov.hk/en/features/106953.html>).

Registered medical practitioners can also provide vaccination service outside the Government COVID-19 Vaccination Programme. For details, please visit: https://www.chp.gov.hk/files/pdf/cap138a_covid19_requirement.pdf.

2.1.3 The latest version of the fact sheet (**Annex I**) and the package insert (**Annex II**) of inactivated vaccines are available at:

Fact sheet -

https://www.chp.gov.hk/files/pdf/factsheet_covidvaccine_inactivated_eng.pdf

Package inserts –

<https://www.chp.gov.hk/en/features/106959.html>

(a) Dosage and interval

- i. CoronaVac is available in single-dose (0.5mL) vial. The first two doses should be administered 28 days apart. For the current arrangements of additional dose(s), different age groups, recovered persons of COVID-19 vaccination, please refer to the following webpage:

<https://www.chp.gov.hk/en/features/106951.html>

(b) Route of administration

Doctors' Guide for the COVID-19 Vaccination Programme at Clinics under VSS

- i. The vaccine is administered intramuscularly in the deltoid muscle of non-dominant upper arm after withdrawal from the vial.
- (c) Contraindications and Precautions
- Please refer to the package insert of inactivated vaccine: (<https://www.chp.gov.hk/en/features/106959.html>) and the Interim Guidance Notes On Common Medical Diseases and COVID-19 Vaccination In Primary Care Settings (https://www.chp.gov.hk/files/pdf/guidance_notes.pdf) for the most updated information.
- i. Due to the insufficient data of persistence of protection induced by this vaccine, necessary protective measures should be taken in line with prevention and control of the COVID-19 epidemic.
 - ii. This vaccine is strictly prohibited for intravenous injection. There is no safety and efficacy data of subcutaneous or intradermal injection.
 - iii. Treatment for emergency, e.g. epinephrine injection, should be available for use when required. Recipients should be observed for 15 minutes after vaccination. Those with a history of immediate allergic reaction of any severity to a vaccine or an injection, and those with a history of anaphylaxis due to any cause should be observed for 30 minutes.
 - iv. Vaccine should be used with caution in patients with acute diseases, acute exacerbation of chronic diseases, severe chronic diseases, allergies and fever. If necessary, delay vaccination after doctor's evaluation.
 - v. Vaccine should be used with caution in patients with diabetes and persons with history or family history of convulsions, epilepsy, encephalopathy, mental illness.
 - vi. Intramuscular injection of this vaccine may cause bleeding, it should be used with caution in patients with thrombocytopenia or hemorrhagic diseases.
 - vii. The safety and efficacy data of this vaccine on people with impaired immune function (such as malignant tumor, nephrotic syndrome, AIDS patients) have not been obtained, and vaccination should be based on individual considerations.

Doctors' Guide for the COVID-19 Vaccination Programme at Clinics under VSS

- viii. The injection of human immunoglobulin should be given at least one month before or after the vaccination to avoid affecting the immune effect.
- ix. Do not use the vaccine product again if there was any adverse reaction of nervous system after vaccination.
- x. Like other vaccines, the protective effect may not reach 100% for all recipients.
- xi. People aged 60 and above: The benefit of using CoronaVac generally exceeds the risk of not using any vaccines in persons aged 60 and above.
- xii. Concomitant use with other drugs: immunosuppressive drugs, such as chemotherapy drugs, antimetabolic drugs, alkylating agents, cytotoxic drugs, corticosteroid drugs, etc., may reduce the immune response to this vaccine.
- xiii. Patients undergoing treatment could consult medical professional before using CoronaVac to avoid possible drug interactions.

2.1.4 With the support of stability data, shelf-life extension of CoronaVac Vaccine under the Government vaccination programme from 12 months to 24 months at 2°C to 8°C has been endorsed by the Secretary for Health. Information of the concerned lots are as follows.

<u>Lot no.</u>	<u>Expiry date</u> (as printed on vial)	<u>Extended Expiry date</u>
E202203004	09.03.2023	09.03.2024
E202203005	13.03.2023	13.03.2024
E202203006	13.03.2023	13.03.2024
C202210007	03.10.2023	03.10.2024
C202210008	03.10.2023	03.10.2024

In relation to the shelf-life extension from 12 months to 24 months at 2°C to 8°C, redressing was conducted as follows and the redressed stock will be delivered to your premises starting from 11 Apr 2023.

- A white reminder label indicating the extended expiry date will be affixed on the top carton side (40-vial pack) (Refer to Figure 1 – The top view of the redressed CoronaVac 40-vial pack).

Doctors' Guide for the COVID-19 Vaccination Programme at Clinics under VSS

- Original plastic protective film will be removed. Redressed carton will be sealed with stickers on the top and bottom sides of the carton. (Refer to Figure 2 – The bottom view of the redressed CoronaVac 40-vial pack)
- Extended expiry date will be printed on the delivery note and on the reminder label. For daily operation, you are reminded to refer to the extended expiry date on the reminder label affixed on the carton, or our notification letter prior to vaccine administration, as the information is not shown on the label of individual vial.

Figure 1 – The top view of the redressed CoronaVac 40-vial pack

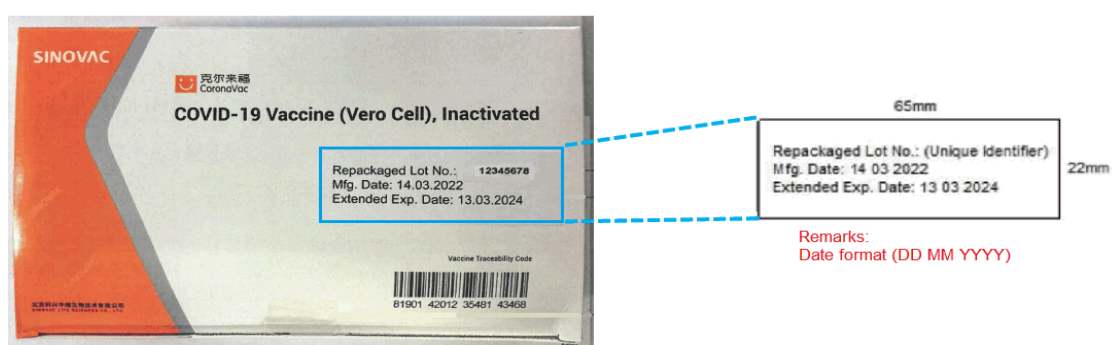
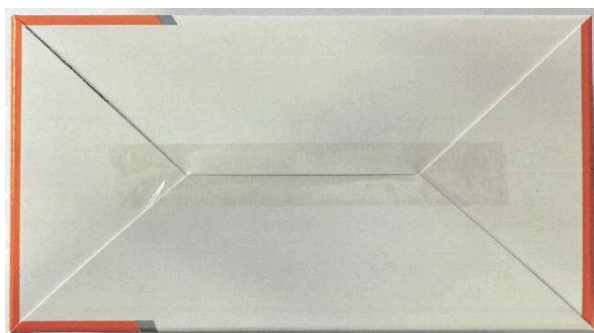


Figure 2 – The bottom view of the redressed CoronaVac 40-vial pack



2.1.5 The Scientific Committee on Emerging and Zoonotic Disease and Scientific Committee on Vaccine Preventable Diseases under the Centre for Health Protection of the Department of Health (JSC) provides recommendations on the use of COVID-19 vaccines in Hong Kong. VSS doctors should always refer to latest recommendations of the COVID-19 vaccines at <https://www.chp.gov.hk/en/static/24008.html>.

The latest updates and implementation schedule will also be communicated to VSS doctor by means of email. VSS doctors should check their registered email account for the latest updates. VSS doctors may also refer to the Government's

Doctors' Guide for the COVID-19 Vaccination Programme at Clinics under VSS

thematic webpage for the latest updates

(<https://www.chp.gov.hk/en/features/106934.html>).

2.2 Target groups/ eligibility

2.2.1 The Government provides COVID-19 vaccination to Hong Kong residents and non-Hong Kong residents who belong to certain category* on a voluntary basis under the COVID-19 Vaccination Programme. Persons aged ≥ 6 months can receive the initial three doses (or initial four doses for individuals aged 50 or above and persons with immunocompromising conditions) of COVID-19 vaccine in specific variant free of charge under government vaccination programme if they have never been infected with COVID-19.

* Please refer to section 2.2.3 and the following webpage for more information:

<https://www.chp.gov.hk/en/features/106952.html>

Starting from 20 April 2023, persons belonging to the following priority groups can receive an additional vaccine booster 180 days after their last doses or recovery from COVID-19 infection (whichever is later) free of charge in 2023 after completed the initial doses, regardless of the number of vaccine doses they received in the past:

- (a) Persons aged 50 years and above including those living in residential care homes;
- (b) Persons aged 18 to 49 years with underlying comorbidities@
- (c) Persons with immunocompromising conditions aged 6 months and above#;
- (d) Pregnant women (once during each pregnancy) and
- (e) Healthcare workers^

@ Persons with underlying comorbidities include individuals having chronic cardiovascular (except hypertension without complications), lung, metabolic or kidney disease, obesity (body mass index 30 or above), children and adolescents (aged six months to 18 years) on long-term aspirin therapy, and those with chronic neurological condition that can compromise respiratory function or the handling of respiratory secretions or that can increase the risk for aspiration or those who lack the ability to take care for themselves.

^ Include frontline health workers, supporting staff working in the healthcare setting, staff in residential care homes and laboratory personnel handling SARS-

Doctors' Guide for the COVID-19 Vaccination Programme at Clinics under VSS

CoV-2 virus

Recovered persons should take one dose less than uninfected persons. Recovery is defined as 14 days after the date of first positive test. The recovered persons should receive the remaining doses according to the interval for the next dose. For details, please refer to “Factsheet on COVID-19 Vaccination For Persons with Prior COVID-19 Infection” at

https://www.chp.gov.hk/files/pdf/factsheet_priorcovid19infection_eng.pdf

Please also refer to the Concensus Interim Recommendations on the Use of COVID-19 Vaccines by JSC updated on 29 March 2023 for more Information:

https://www.chp.gov.hk/files/pdf/consensus_interim_recommendations_on_the_use_of_covid19_vaccines_in_hong_kong_29mar.pdf

The Government would announce from time to time the different target groups to receive COVID-19 vaccination. VSS Doctors should always refer to the latest announcement about the target groups and eligibility at

<https://www.chp.gov.hk/en/features/106952.html>.

- 2.2.2 Hong Kong residents and some Non Hong Kong residents are eligible to receive COVID-19 vaccination under VSS. Valid identity documents that can be used to prove the relevant status are listed in section 6.4.4(a)

*Following the Government's press release on 12 January 2023

(<https://www.info.gov.hk/gia/general/202301/12/P2023011200426.htm?fontSize=1>), the eligibility in COVID-19 Vaccination Programme has been updated with effect from 16 January 2023 as follows:

- (a) Non-Hong Kong residents are generally not eligible for receiving any type of COVID-19 vaccines under the Government COVID-19 vaccination programme (the Government Programme), except for persons belonging to the following categories:
- (i) The vaccine recipient has received COVID-19 vaccines under the **Government Programme** before. Please verify the COVID-19 vaccination record of the vaccine recipients as shown in the eHS(s);
- OR
- (ii) Holders of appointment slips issued by a government department /

Doctors' Guide for the COVID-19 Vaccination Programme at Clinics under VSS

organization commissioned by the government for making vaccination appointments, for example. the Post Office and the International Social Service (HK);

OR

- (iii) Full-time students studying in Hong Kong (e.g. Cross-border students, exchange students, etc.) holding identity documents (such as Passport / Two-way permit) and student ID card, student handbook, etc. as supporting document.

- (b) Non-Hong Kong Residents (if fulfilled exception criteria) are required to present relevant identity documents, supporting document and relevant vaccination records/ appointment records (for PCVS) at vaccination venue. Private clinics that are **under the Government Programme** and PCVS can provide vaccination to non-Hong Kong residents fulfilling the exception criteria (i) to (iii) above.

- (c) Even if the non-Hong Kong resident is eligible to receive COVID-19 vaccination under the exception arrangement, the **remaining limit of stay** in Hong Kong as stated in the landing slips or extension of stay labels issued by the Immigration Department should not **less than 30 days** on the date of the additional dose(s) vaccination.

- (d) For Non-eligible clients not fulfilling the exception arrangement, they may receive COVID-19 vaccination at their own cost from private doctors outside the Government programme, that is, vaccines procured by the doctor.
Government-supplied vaccines should not be used for non-Government vaccination.

- (e) Doctors should check whether the person coming for vaccination fulfills the exception criteria above, before giving vaccination. Please refer to the (i) prompt message, (ii) indicator of vaccinations given outside Government programme and (iii) the vaccination records for further details.

Doctors' Guide for the COVID-19 Vaccination Programme at Clinics under VSS

(i) The screen cap of the prompt message in eHS(s) is attached for your easy reference.

Prompt message to be shown if PBVs not holding identity document of Hong Kong Residents

Important Notice

From 16 January 2023, non-Hong Kong residents are generally not eligible for receiving any COVID-19 vaccination under the Government COVID-19 vaccination programme (the Government Programme), except for persons belonging to the following categories:

(1) the vaccine recipient has received COVID-19 vaccines under the Government Programme before. I have verified the COVID-19 vaccination record of the vaccine recipient as shown in the eHS(S);

OR

(2) holders of appointment slips issued by a government department / organization commissioned by the Government for making vaccination appointments, for example, the Post Office and the International Social Service (HK);

OR

(3) full-time students studying in Hong Kong (e.g. Cross-border students, exchange students, etc.) holding identity documents (such as Passport / Two-way permit) and student ID card, student handbook, etc. as supporting document.

I confirm that the vaccine recipient belongs to one the above categories.

Please refer to next slides for difference of Government / non-Government Programme vaccination in eHS(S) and paper vaccination record

(ii) The screen cap of indicator of vaccinations given outside Government programme is attached for your easy reference.

Health System COVID-19 DEAR (eHS)

COVID-19 Vaccination Programme

1. Search eligible Unemployed Residents 2. Make Appointments 3. Complete Vaccination Records

Enter Details

Document Type: 23 Priority Parent for Traveling to and from Hong Kong and Macao (Taiwan Family)
 Name: CHAN, YING MING
 Date of Birth / Gender: 11-01-2012 / Male
 Document No.: 1962628

COVID-19 Vaccination Records in The eHS(S) (2 records)

Number	Date	Vaccine	Dose Type	Site/Institution	Remarks
1	11 Jan 2022	CoronaVac (Sinovac/Novartis EA, S-019) 19-19 PRODIGE™-19000 Dispenser for Injection COVID-19 mRNA Vaccine (Inactivated) (Novartis)	2nd Dose	PHHS(S)	0 Health Agent COVID-19 Vaccination Programme (Non-Government Subsidies)
2	22 Dec 2022	CoronaVac COVID-19 Vaccine (Novartis) (Inactivated)	1st Dose	PHHS(S)	10 Health Agent

Vaccination Information

Provider: Hong Kong General Library - Branch 1 (2)

Scheme: COVID-19 Vaccination Programme

Injection Date: 11 Jan 2022

Vaccine: CoronaVac COVID-19 Vaccine (Novartis) (Inactivated)

Lot No.: 0280210000

Dose Sequence: 2nd Dose

Remarks:

Vaccination under Non-Government Programme will indicate "Non-Government Subsidies"

Vaccination under Government Programme

Doctors' Guide for the COVID-19 Vaccination Programme at Clinics under VSS

(iii) The screen cap of COVID-19 vaccination record is attached for your easy reference.

2019冠狀病毒病疫苗接種紀錄
COVID-19 Vaccination Record

Personal Information
個人資料

Vaccine dose administered outside the Government's Vaccination Programme (Greyed)

- The Government assumes no responsibility for the accuracy of the information, the quality of the vaccine administered, as well as any injuries, damage or loss arising from the administration of the vaccine.

非政府疫苗接種計劃下的疫苗接種劑次 (以灰色顯示)

- 政府就資料的準確性、接種疫苗的品質，以及任何因接種疫苗所引起的傷害、損害或損失均不承擔任何責任。

香港特別行政區政府
The Government of the Hong Kong Special Administrative Region

2019冠狀病毒病疫苗接種紀錄
COVID-19 Vaccination Record

Electronic Vaccination Record QR Code
電子針卡二維碼

姓名 Name	陳太文 CHAN, TAIMAN
身份證明文件類別及號碼 Document Type & No.	香港身份證 Hong Kong Identity Card R8181809
出生日期 Date of Birth	1950年1月1日 / 01-Jan-1950
性別 Gender	男 / Male

疫苗名稱 Vaccine Name	2019冠狀病毒病疫苗 (優先季) Conjunctive COVID-19 mRNA Vaccine (BNT162B2) Concentrate for Dispersion for Injection
生產商 / 批號 Manufacturer / Lot No.	BioNTech / BNT202100001
第一劑 1st Dose	接種日期 Vaccination Date 2021年5月11日 / 11-May-2021
接種地點 Vaccination Premises	香港中央圖書館總館社區疫苗接種中心 Community Vaccination Centre, Hong Kong Central Library (Exhibition Gallery)
疫苗名稱 Vaccine Name	2019冠狀病毒病疫苗 (優先季) Conjunctive COVID-19 mRNA Vaccine (BNT162B2) Concentrate for Dispersion for Injection
生產商 / 批號 Manufacturer / Lot No.	BioNTech / BNT202100001
第二劑 2nd Dose	接種日期 Vaccination Date 2021年6月13日 / 13-Jun-2021
接種地點 Vaccination Premises	香港中央圖書館總館社區疫苗接種中心 Community Vaccination Centre, Hong Kong Central Library (Exhibition Gallery)
疫苗名稱 Vaccine Name	2019冠狀病毒病疫苗 (優先季) Conjunctive COVID-19 mRNA Vaccine (BNT162B2) Concentrate for Dispersion for Injection
生產商 / 批號 Manufacturer / Lot No.	BioNTech / BNT202100001
第三劑 3rd Dose	接種日期 Vaccination Date 2022年3月29日 / 29-Mar-2022
接種地點 Vaccination Premises	香港中央圖書館總館社區疫苗接種中心 Community Vaccination Centre, Hong Kong Central Library (Exhibition Gallery)
疫苗名稱 Vaccine Name	2019冠狀病毒病疫苗(非優先季) Spikevax (Moderna Original) (Moderna BA.4-5 Dispersion for Injection COVID-19 mRNA Vaccine (Nucleoside Modified))
生產商 / 批號 Manufacturer / Lot No.	Moderna / M590001
第四劑 4th Dose	接種日期 Vaccination Date 2023年9月30日 / 30-Sep-2023
接種地點 Vaccination Premises	鮑來克診所 PAU LOU YAU CLINIC

此紀錄係根據紀錄行提供，非由醫務署直接提供。如屬一項不在香港或香港以外轄下接種的疫苗，請留意在該國/地區/公司/公司。如COVID-19 vaccine record indicates that COVID-19 vaccine doses administered at Hong Kong, the dates of COVID-19 vaccine doses administered at Hong Kong and places outside of Hong Kong is a consolidated manner, please follow the arrangement on the vaccine record website (vss-hk.vaccine.gov.hk).

*此紀錄並非由政府以外提供，政府對資料的準確性、接種疫苗的品質，以及任何因接種疫苗所引起的傷害、損害或損失均不承擔任何責任。詳情請參閱政府網站 (vss-hk.vaccine.gov.hk)。COVID-19 vaccine administered by private doctor outside the Government Programme. The Government assumes no responsibility for the accuracy of the information, the quality of the vaccine administered, as well as any injuries, damage or loss arising from the administration of the vaccine. For details, please refer vaccine record website (vss-hk.vaccine.gov.hk).

Ref: TQ23829-1666 第 1 頁共 1 頁 / Page 1 of 1 Printed on 14-Dec-2023 09:47

For vaccines procured by doctors from the private market (i.e. private vaccines outside the Government's vaccination programme), an additional remark "COVID-19 Vaccination Programme (Non-Government Subsidies)" has been added to both the electronic vaccination record in eHS(S) and the paper vaccination record. In contrast, there is no such remark for vaccines administered under the Government's vaccination programme. The vaccination under **non**-Government Programme should **not** be regarded as fulfilling exception criteria (ai) above.

More details on the eligibility criteria for non-Hong Kong resident receiving COVID-19 vaccination at Hong Kong can be found at the following link:
<https://www.chp.gov.hk/en/features/106952.html>

Doctors' Guide for the COVID-19 Vaccination Programme at Clinics under VSS

2.3 Reimbursement level

2.3.1 The subsidy per dose of COVID-19 vaccination given to eligible person is as follows:

- (a) HK\$160 per dose (regardless of whether it is the first, second, third or booster dose[^]) if the eligible person still has not reached or will not reach the age of 60 years in the calendar year when the vaccination is administered;
- (b) HK\$240 per dose (regardless of whether it is the first, second, third or booster dose[^]) if the eligible person who has reached or will reach the age of 60 years or above in the calendar year when the vaccination is administered;
- (c) The subsidy per dose of COVID-19 vaccination given to eligible person **aged 70 years old or above (by calendar year when the vaccination is administered)** is HKD \$300 per dose from 23 August 2022 to 28 February 2023 (both dates inclusive).

[^] Starting from 20 April 2023, the Government will only provide additional booster to persons who belong to the priority groups as mentioned in section 2.2.1. Persons who do not belong to these priority groups and members of the public wishing to receive vaccine boosters exceeding the specified free doses under the Government COVID-19 Vaccination Programme will need to get the vaccine in the private market at their own expense. VSS doctors **SHOULD NOT** administer COVID-19 vaccines under the Government's COVID-19 Vaccination Programme to these persons.

2.3.2 No extra charge of any service fees is allowed. The VSS doctors should not require the recipient to pay any service fee for the vaccination under the COVID-19 Vaccination Programme.

Doctors' Guide for the COVID-19 Vaccination Programme at Clinics under VSS

3 Responsibilities of doctors

3.1 Requirement for doctors

3.1.1 VSS Doctors should comply with all the requirements mentioned in this Doctors' Guide including:

- (a) Vaccine ordering, delivery and storage (Section 4)
- (b) Infection control practice, hand hygiene and sharps handling (Section 5)
- (c) Vaccination procedures (Section 6)
- (d) Waste management (Section 7)
- (e) Reporting of adverse event following immunisation (Section 8)
- (f) Management of clinical incident (Section 9)

3.1.2 The clinic / PCVS should be equipped with the following items:

- (a) Medical equipment and consumables (Section 3.2)
- (b) Vaccine storage facilities (Section 4.3)
- (c) Smart HKID Card Reader (Section 6.4)
- (d) Printer (Section 6.7)

3.1.3 Clinics / PCVSs may be randomly selected for conduction of onsite quality assurance activities. Please see **Annex III** for a checklist of items during onsite inspection.

3.1.4 VSS Doctors are encouraged to register as healthcare providers under the eHealth. Please find details in the website <https://www.ehealth.gov.hk/en/healthcare-provider-and-professional/index.html>.

3.1.5 VSS Doctors and healthcare professionals of the clinic / PCVS are required to complete the online training for COVID-19 Vaccination Programme offered by the Hong Kong Academy of Medicine (HKAM). Please find details in the website <https://elearn.hkam.org.hk/en>.

Doctors' Guide for the COVID-19 Vaccination Programme at Clinics under VSS

3.2 Medical equipment and consumables

- 3.2.1 VSS doctor should ensure all medical consumables, equipment and adrenaline are sufficient, registered in Hong Kong and not expired.
- 3.2.2 The clinic / PCVS should be equipped with age-appropriate adrenaline auto-injector or 1:1000 adrenaline ampoule for injection for management of anaphylaxis. Please ensure sufficient stock of adrenaline and that it is not expired.
- 3.2.3 Please refer to **Section 6.9** for the equipment for management of emergency conditions.
- 3.2.4 The following medical consumables are required for COVID-19 vaccination:
- (a) 70%-80% alcohol-based hand rub
 - (b) Alcohol preps/ alcohol swab for skin disinfection before vaccination
 - (c) Dry sterile gauzes/ cotton wool balls for post-injection compression to injection site
 - (d) Sharps boxes/ clinical waste containers

4 Vaccine ordering, delivery and storage

4.1 Vaccine ordering

- 4.1.1 VSS doctors will be responsible for ordering the vaccines on a web-based ordering system (<https://www.covid19vaccineordering.hk/>). Please regularly estimate the quantity of vaccines, syringes and adrenaline you need and place order 5 working days in advance.
- 4.1.2 Before placing the vaccine order, it is the responsibility of the doctors to ensure adequate storage capacity including but not limited to adequate storage space and refrigerators with temperature (2 °C to 8 °C) and cold chain maintained.
- 4.1.3 It is crucial to monitor the stock to avoid overstocking which may lead to running out of storage space and/or increased wastage.
- 4.1.4 The system would automatically estimate the number of vaccines required for the coming weeks based on the number of vaccination administered in the past. Doctors can place another order when demand increases and stock decreases.
- 4.1.5 The vaccine usage of each doctor/ clinic / PCVS will be monitored closely according to eHealth System (Subsidies) (eHS(S)) records.
- 4.1.6 If the vaccine wastage rate of the Medical Organization or an individual doctor is high without reasonable explanation, the participation of the doctor to continue the programme may be affected.

4.2 Vaccine delivery

- 4.2.1 Vaccines must only be received by the designated clinic /PCVS staff. When receiving the vaccines, the designated clinic / PCVS staff must check the vaccine type, brand, quantity, lot number, expiry date, whether the seal is intact and whether cold chain is maintained; and record the date, time, and temperature of the vaccines delivered on a delivery note provided by the vaccine distributor. The designated clinic / PCVS staff should sign and then chop with the stamp after confirmation of the above.
- 4.2.2 The designated clinic / PCVS staff should reject the vaccines if temperature excursion

Doctors' Guide for the COVID-19 Vaccination Programme at Clinics under VSS

occurred during its delivery and inform Programme Management and Vaccination Division (PMVD) immediately at 2125 2583 for replenishment arrangement.

- 4.2.3 The designated clinic / PCVS staff should report to PMVD in case of discrepancies, leakage or damages.
- 4.2.4 As batches of COVID-19 vaccines delivered to the clinic /PCVS may have different lot numbers, VSS doctor/ trained personnel under the VSS doctor's supervision are reminded to check the lot number of vaccines, before vaccination, for each vaccine recipient and **select a correct lot number** from the pull-down menu in the field "Lot No." in the eHS(S) to ensure accuracy of the vaccination record.

4.3 Vaccine storage

- 4.3.1 Doctors enrolled in VSS have to use Purpose-built vaccine refrigerators (PBVR)(also referred to as pharmacy or laboratory refrigerators) for vaccine storage. PBVR should be equipped with a digital maximum-minimum thermometer(s) or temperature data logger(s) to monitor the temperature of vaccines.
- 4.3.2 A domestic frost-free refrigerators should not be used starting from 2023/2024 season.
- 4.3.3 The VSS doctor should follow the requirements and recommendations mentioned in **Chapter 6 of VSS Doctors' Guide** (https://www.chp.gov.hk/files/pdf/vssdg_ch6_vaccine_storage_and_handling.pdf) and Section 3.3 of the **Hong Kong Reference Framework for Preventive Care for Children in Primary Care Settings - Module on Immunisation. Revised Edition 2019.** (https://www.healthbureau.gov.hk/pho/rfs/english/pdf_viewer.html?rfs=PreventiveCareForChildren&file=ModuleOnImmunisation_Chapter3).
- 4.3.4 The cold chain temperature range during storage should be +2°C to +8°C and it is a good practice to aim for +5°C, the midpoint of +2°C to +8°C.
- 4.3.5 Clinic / PCVS staff who is responsible for the maintenance of cold chain should strictly follow the manufacturers' recommendation on storage temperature of the vaccine, referencing to the package insert.

Doctors' Guide for the COVID-19 Vaccination Programme at Clinics under VSS

- 4.3.6 The refrigerator's user manual should be in place and staff should have basic operation technique to operate the refrigerator.
- 4.3.7 The refrigerator should be used exclusively for the storage of pharmaceutical products including vaccines. No food or drink is allowed in the medical fridge.
- 4.3.8 Good air circulation around the refrigerator is essential for proper cooling functions. The refrigerator should be placed away from heat sources and according to the manufacturer's user guide allowing sufficient ventilation around the refrigerator. Do not block the ventilation grid.
- 4.3.9 Ensure the refrigerator door is properly closed. The refrigerator door should be opened as little as possible and closed as quickly as possible in order to maintain a constant temperature and prevent unnecessary temperature fluctuation. It is desirable to store the vaccines in their original packaging. Allow sufficient space between stocks for good air circulation.

4.3.10 Please segregate for government provided COVID-19 vaccine and self-procurement COVID-19 vaccine.

4.4 Cold chain management

- 4.4.1 Clinic / PCVS staff should generate a temperature log from data logger daily. If a digital maximum-minimum thermometer is used, record the forementioned readings in the "Daily Fridge Temperature Chart" (**Annex IV**) manually 3 times daily each working day, preferably in the morning, at noon and in the afternoon, and post the chart at readily accessible and visible location such as on the refrigerator door. The readings on the maximum-minimum thermometer should be reset after each checking.
- 4.4.2 When the temperature of the refrigerator is found to be outside the recommended range of +2°C to +8°C from the record, the vaccines that have been exposed to out-of-range temperatures should remain properly stored in the refrigerator, quarantined and marked "DO NOT USE".
- 4.4.3 Following 4.4.2, clinic /PCVS staff should record the temperature range, date and duration of cold chain breach. Together with other information required, staff should report the incident on the "Temperature Excursion Incident Report Form"

Doctors' Guide for the COVID-19 Vaccination Programme at Clinics under VSS

(Annex V) and consult the PMVD (phone number 2125 2583) immediately and not later than one working day.

- 4.4.4 The affected vaccines should not be administered until notice from PMVD that advice from vaccine manufacturer confirms the stability and effectiveness of the affected vaccines. For vaccine voided due to temperature excursion, please submit void report via the web-based ordering system.
- 4.4.5 Remedial actions should be taken in order to ensure the cold chain is re-established as soon as possible. If mechanical or electrical problem of the refrigerator is suspected, clinic / PCVS staff should call the maintenance service provider to follow up immediately.
- 4.4.6 Clinic / PCVS staff should keep all reports related to the incident e.g. temperature records, Temperature Excursion Incident Report, etc., at the clinic /PCVS for at least one year in case record tracing or inspection in the future is needed.

4.5 Management of surplus/ expired vaccines

- 4.5.1 The vaccines are Government Property and are provided to the doctors solely for the purpose of providing vaccination to target recipients. Unused/ surplus vaccines should be properly stored in the vaccine-storing refrigerator in the clinic /PCVS. VSS doctors must return all unused/ surplus vaccines at the end of the programme.
- 4.5.2 VSS doctors may be liable to costs related to broken or missing vaccines and the Government reserves the right to demand VSS doctors for payment due to vaccine breakage or missing vaccines.
- 4.5.3 All Government-supplied COVID-19 vaccines should be stored securely to prevent theft, diversion, tampering, substitution, resale, or exportation. They should be stored and used properly in accordance with the manufacturer's recommendations to maintain vaccines' integrity, efficacy and safety.
- 4.5.4 Expired vaccines should be removed from the fridge, kept in a lockable cabinet, marked "DO NOT USE" on the outer packaging and retained for the collection by the Department of Health. Clinic / PCVS staff should report to the PMVD using the Expired Vaccine Report and submit void report via the web-based ordering system.

Doctors' Guide for the COVID-19 Vaccination Programme at Clinics under VSS

4.6 Unserviceable vaccine

- 4.6.1 Unserviceable vaccines should never be administered. Prepare vaccine using a new vial and syringe for drawing the vaccine from the vial. Separately, the number of unserviceable vials should be voided and reported using the Vaccine Report Form (**Annex V**) and void report via the web-based ordering system.
- 4.6.2 Clinic / PCVS staff should record the cause, lot number and quantity of the vaccines involved, and take photos if the vaccine or syringe was deemed defective.
- 4.6.3 In doubt of quality, vaccine should be quarantined at 2-8°C cold chain environment with temperature monitoring device, and mark "Do Not Use" on the vaccines boxes until further instruction by the Department of Health. Examples are listed as follows:
- (a) Defectiveness of the vaccine (e.g. insufficient volume, drug label misprinting, presence of foreign particles)
 - (b) Temperature excursion
 - (c) Others as instructed by the Department of Health
- 4.6.4 Vaccines being unserviceable with the following reasons should be discarded into sharp box and disposed of as clinical waste. Examples are listed as follows:
- (a) Damaged, contaminated or syringe-quality related issue
 - (b) Patient unfit or patient reject injection after dilution
 - (c) Blood aspirated before injection
 - (d) Patient default booking

5 Infection control practice

5.1 Infection control practice in healthcare setting

- 5.1.1 Clinic / PCVS staff are advised to take precautionary measures to minimise the risk of contracting and spreading of COVID-19. Please refer to the Guide to Infection Control In Clinic Setting at CHP website (https://www.chp.gov.hk/files/pdf/guide_to_infection_control_in_clinic_setting.pdf).
- 5.1.2 Please refer to Personal Protective Equipment Section of ICB Infection Control Guidelines for detailed PPE indications, usage, and doffing and donning procedures (<https://www.chp.gov.hk/en/resources/346/365.html>).
- 5.1.3 Wear gloves if in contact with blood, body fluids, secretions, excretions, mucous membrane and non-intact skin, or items that are contaminated by these materials.
- 5.1.4 If gloves have been worn, it should be removed immediately after use for each client, followed by proper hand hygiene.
- 5.1.5 Gloves should be discarded immediately after removal. Gloves should not be washed, decontaminated, or reprocessed for any reuse purpose. Disinfection of gloved hands with alcohol-based handrub is not recommended. The use of gloves does not replace the need for hand hygiene.
- 5.1.6 Clean and disinfect all areas including, but not limited to, the working area inside vaccination areas especially high-touch areas, with bleach* at least twice daily or whenever visibly soiled. Leave for 15-30 minutes, and then rinse with water and keep dry.

*Bleach containing 5.25% sodium hypochlorite. Properly dilute the bleach to achieve appropriate concentration as follows:

- (i) 1:99 diluted household bleach (mixing 1 part of 5.25% bleach with 99 parts of water) is used for general household cleaning and disinfection.
- (ii) 1:49 diluted household bleach (mixing 1 part of 5.25% bleach with 49 parts of water) is used for surfaces or articles contaminated with vomitus, excreta and secretions.
- (iii) 1:4 diluted household bleach (mixing 1 part of 5.25% bleach with 4 parts of water) is used for surfaces or articles contaminated with blood spillage.

For more information on the use of bleach, please refer to the following guideline:

Doctors' Guide for the COVID-19 Vaccination Programme at Clinics under VSS

https://www.chp.gov.hk/files/pdf/the_use_of_bleach.pdf.

5.1.7 For metallic surface, disinfect with 70% alcohol.

5.1.8 **Please refer to Use Mask Properly**

(https://www.chp.gov.hk/files/pdf/use_mask_properly.pdf) for the recommendations on use of surgical mask.

5.2 Hand hygiene

5.2.1 Hand hygiene practice should be adopted and strictly followed during vaccination procedure. Staff should perform hand hygiene for the following 5 moments (Refer to Figure 1 – CHP poster of “Hand Hygiene 5 Moments in Hospital or Clinic Settings”):

- (a) Before touching a patient
- (b) Before clean / aseptic procedure
- (c) After body fluid exposure risk
- (d) After touching a patient
- (e) After touching patient surroundings

Figure 1 – CHP poster of “Hand Hygiene 5 Moments in Hospital or Clinic Settings”



5.2.2 Hand hygiene with proper hand rubbing by using soap and water or alcohol-based handrub for at least 20 seconds and 7 steps of hand hygiene techniques should be performed in between each and after last vaccination. (Refer to Figure 2 - CHP poster of “7 steps on hand hygiene”)

Figure 2 - CHP poster of “7 steps on hand hygiene”



- 5.2.3 Clean hands with liquid soap and water when hands are visibly soiled or likely contaminated with body fluid.
- 5.2.4 When hands are not visibly soiled, clean them with 70-80% alcohol-based handrub is also effective.
- 5.2.5 Apply a palmful of alcohol-based handrub to cover all surfaces of the hands. Rub hands according to the 7 steps of hand hygiene technique for at least 20 seconds until the hands are dry.
- 5.2.6 Please refer to the Recommendations on Hand Hygiene and Use of Gloves in Health Care Settings.

Doctors' Guide for the COVID-19 Vaccination Programme at Clinics under VSS

(https://www.chp.gov.hk/files/pdf/recommendations_on_hand_hygiene_and_use_of_gloves_in_health_care_settings.pdf)

5.3 Safe injection practices and sharps handling

- 5.3.1 Precautions should be taken to prevent sharps injury. For details, please refer to “*Prevention of Sharps Injury and Mucocutaneous Exposure to Blood and Body Fluid in Healthcare Setting*”, published by the Centre for Health Protection, Department of Health.
(https://www.chp.gov.hk/files/pdf/prevention_of_sharps_injury_and_mucocutaneous_exposure_to_blood_and_body_fluids.pdf)
- 5.3.2 Avoid work practices that pose sharps injury hazards, for example: recap, bend, break or hand-manipulate used needles.
- 5.3.3 Identify the location of the clinical waste container, if moveable, place it as near the point-of-use as appropriate for immediate disposal of the sharps.
- 5.3.4 Inform a patient of what the procedure involves and explain the importance of avoiding any sudden movements that might dislodge the sharps, for successful completion of the procedure as well as prevention of injury to healthcare personnel.
- 5.3.5 Discard used needles or sharps promptly in appropriate clinical waste containers.
- 5.3.6 Dispose any sharps with caution. Never throw the sharps into the clinical waste container.
- 5.3.7 Avoid overfilling a clinical waste container. The container should be disposed when it is 3/4 full or having its content reached the demarcated level.
- 5.3.8 Keep clinical waste containers securely in safe and upright position so as to prevent them from being toppled over.
- 5.3.9 Report all mucosal contacts of blood and body fluids, needle stick and other sharps-related injuries promptly to ensure that appropriate follow-up is received.
- 5.3.10 For post-exposure management, please refer to the CHP guideline “*Recommendations on the Management and Postexposure Prophylaxis of Needlestick Injury or Mucosal Contact to HBV, HCV and HIV*” at

Doctors' Guide for the COVID-19 Vaccination Programme at Clinics under VSS

https://www.chp.gov.hk/files/pdf/recommendations_on_postexposure_management_and_prophylaxis_of_needlestick_injury_or_mucosal_contact_to_hbv_hcv_and_hiv_en_r.pdf.

5.4 Preventing COVID-19 Vaccine-strain Environmental Contamination

- 5.4.1 Caution should be taken to prevent COVID-19 vaccine-strain environmental contamination, especially for sites providing inactivated COVID-19 vaccine vaccination and PCR test at the same time.

Please refer to the Guideline on Preventing COVID-19 Vaccine-strain Environmental Contamination for details, accessible at

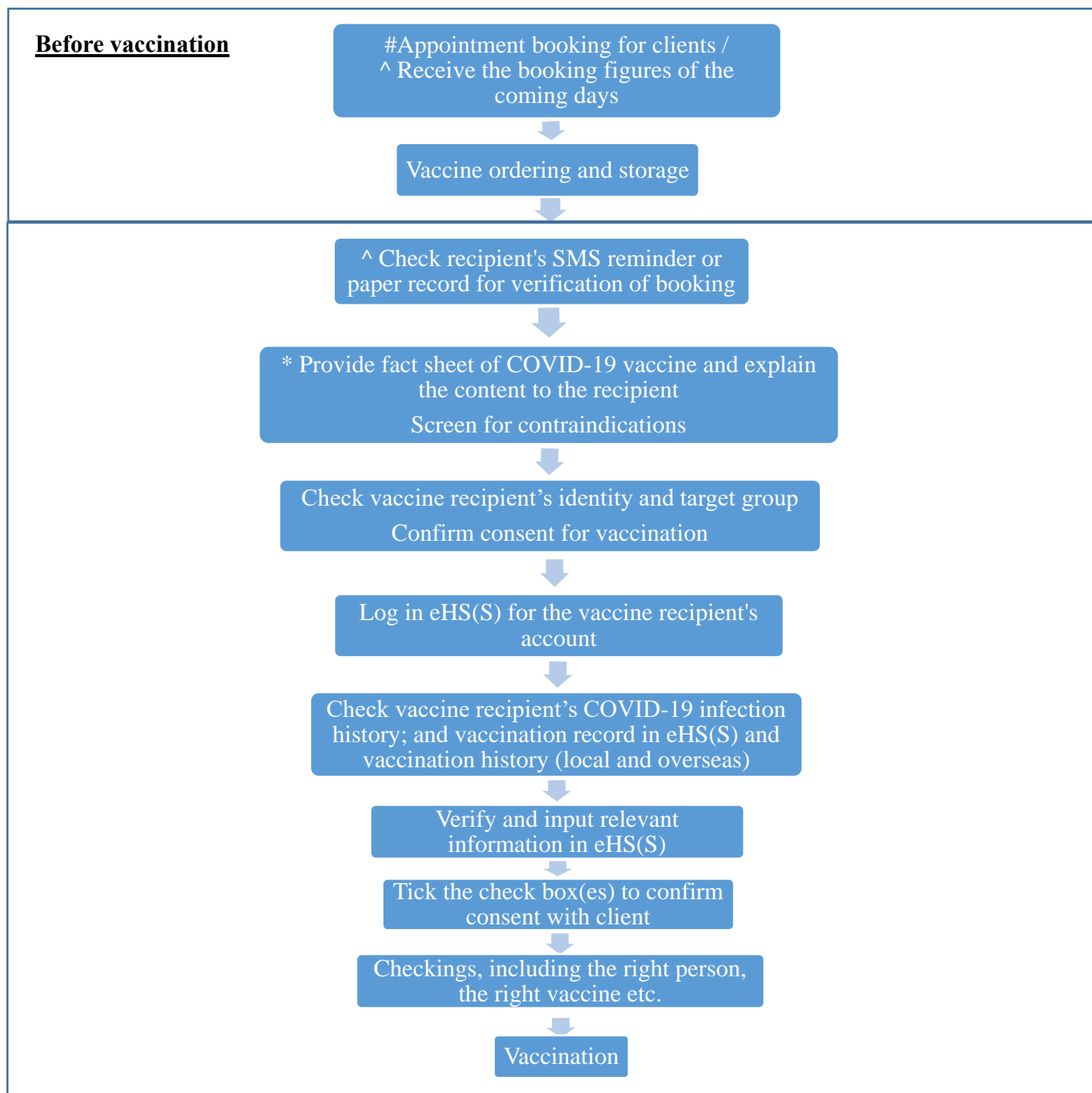
https://www.chp.gov.hk/files/pdf/preventing_covid-19_vaccine-strain_environmental_contamination.pdf.

The Guideline is also available at "Healthcare Professional Corner" in the designated Website: <https://www.chp.gov.hk/en/features/106934.html>.

- 5.4.2 In addition, clinics / PCVSs should also refer to Guide to Infection Control In Clinic Setting, accessible at https://www.chp.gov.hk/files/pdf/guide_to_infection_control_in_clinic_setting.pdf.

6 Vaccination procedures

6.1 Flow chart of vaccination (before vaccination)



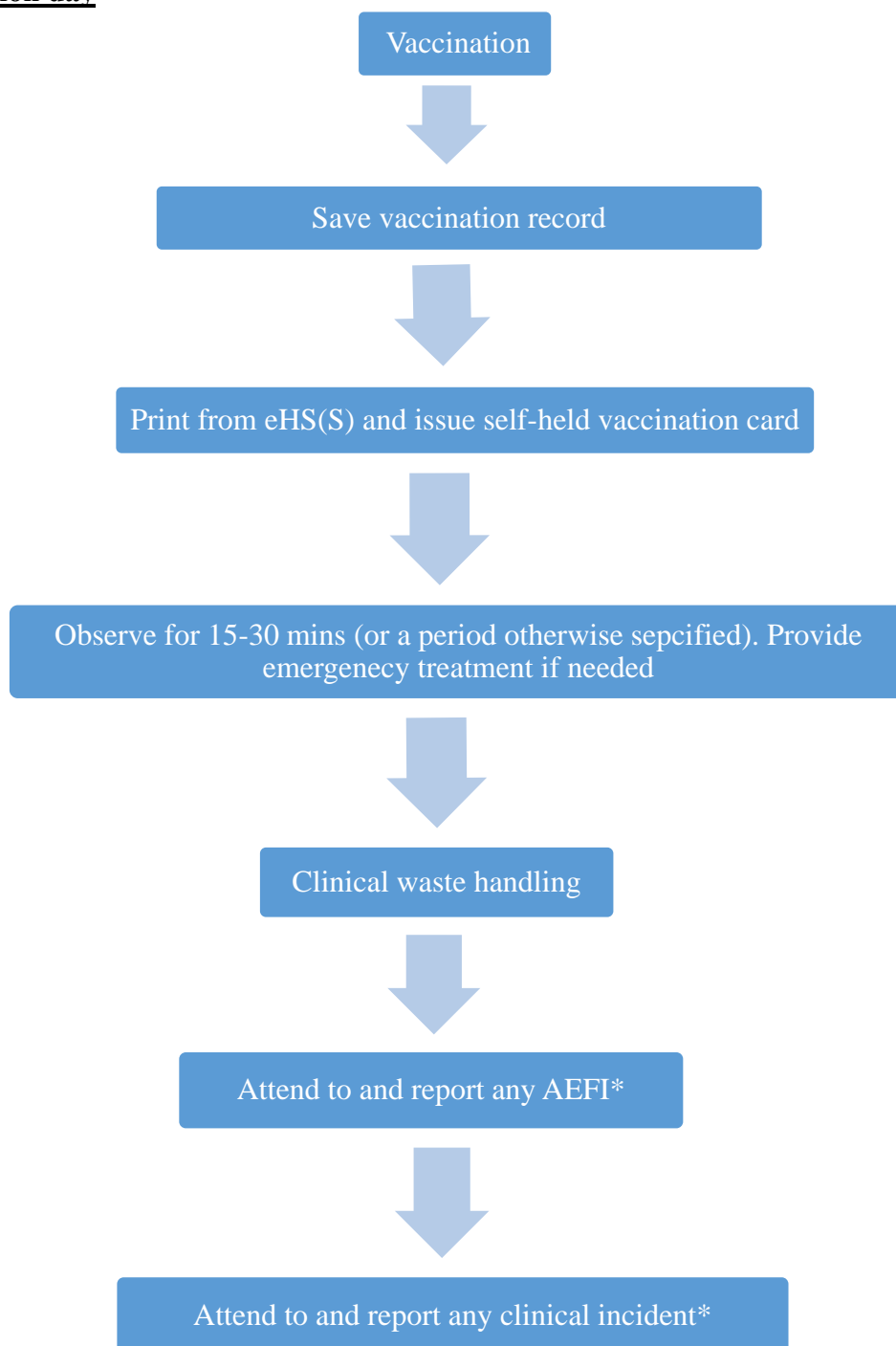
#Applicable to VSS private clinic only

^ Applicable to Private Clinic Vaccination Station only

* Subject to the settings and workflow at individual clinic, the information might be provided at different steps of workflow.

6.2 Flow chart of vaccination (after vaccination)

On vaccination day



*If applicable, report afterwards.

Doctors' Guide for the COVID-19 Vaccination Programme at Clinics under VSS

6.3 Appointment booking

For Private Clinics under VSS

- 6.3.1 The name of VSS doctors, practice name and address and phone number will be displayed in COVID-19 Vaccination Programme Website (<https://www.chp.gov.hk/en/features/106934.html>) for search by the public.
- 6.3.2 VSS clinics should provide appointment system for clients to make appointment booking for COVID-19 vaccinations and handle enquires about vaccination service.
- 6.3.3 The appointment booking should take into account the need for 15-30 minutes observation time for recipients. Please see **section 6.8.1**.
- 6.3.4 VSS clinics should remind the vaccine recipient prior to the appointment.
- 6.3.5 VSS clinics should trace and contact the recipients who defaulted the vaccination appointments, which should be re-arranged for the recipients as soon as possible.
- 6.3.6 VSS doctors, during vaccine ordering, must ensure sufficient quantity of COVID-19 vaccine for each client as needed.

For Private Clinic Vaccination Stations

- 6.3.7 The vaccine recipients are required to make an appointment via the online booking system, where he/ she would be informed of the information about COVID-19 vaccines including the contraindications for vaccination during the process of making appointment. Clients can book the desired technology platform, but the strain/brand of vaccine offered would be subject to availability in the venue and experts' recommendation as announced by Government from time to time. A SMS reminder of the vaccination would be sent prior to day of vaccination.
- 6.3.8 Walk-in quotas should be given to eligible persons aged below 18 years and 60 years or above and special cases who are not able to make an appointment via the public online system. PCVS should use their own booking system / arrangement (including but not limited to mobile app and telephone booking) for these recipients to book any dose of COVID-19 vaccinations. PCVS should trace and contact the recipients who defaulted the vaccination and re-arrange the vaccination for the recipients as soon as possible; and also contact the recipients to remind the schedule of their next dose(s). If

Doctors' Guide for the COVID-19 Vaccination Programme at Clinics under VSS

daily walk-in quota is full, PCVS should provide assistance to help those in needs to book for vaccination on another date and time.

- 6.3.9 Persons below 18 years/ mentally incapacitated are required to sign a paper vaccination consent form. Hard copy consent forms are not mandatory for other walk-in or booked adult clients.

Upon entering PCVS, vaccine recipients would have to show his/ her SMS reminder or paper record for verification of booking. Please check the technology platform, strain of vaccine and code on the SMS to confirm if right person goes to the right venue to receive the right vaccine. The letter "S" refers to inactivated vaccine and "B" refers to mRNA vaccine. Please refer to the table for further information.

Old English vaccine name in reminder SMS	New English vaccine name in reminder SMS
Sinovac (CoronaVac)	Inactivated COVID-19 vaccine

Please check with recipients their intended choice of vaccine by checking the SMS and open-ended questions. PCVSs should refer to the recommendation by Government from time to time and offer default vaccine to eligible clients.

Please segregate PBVs receiving different platform, variants or brands of vaccines (e.g. by providing different coloured chits along with the corresponding fact sheet). Vaccine recipients who require special assistance with booking arrangements should be provided with assistance.

- 6.3.10 In addition, information on the eHealth would be shown to the vaccine recipient during the process of online booking, after which the vaccine recipient could indicate his/her consent for joining eHealth in the system.
- 6.3.11 VSS doctors, during vaccine ordering, must ensure sufficient quantity of COVID-19 vaccine for each client as needed.
- 6.3.12 Latest version of publicity materials including but not limited to factsheets and posters should be displayed in waiting area / information room and injection room to avoid injection of wrong type of vaccine to recipients.

Doctors' Guide for the COVID-19 Vaccination Programme at Clinics under VSS

Operating Hours during inclement weather - Applicable to PCVS only

6.3.14 Vaccination service of Private Clinic COVID-19 Vaccination Stations will continue as usual under the Amber and Red Rainstorm Warning.

The time when the Black Rainstorm Warning Signal is hoisted	Private Clinic COVID-19 Vaccination Stations (PCVSs)
Issued before opening hours	PCVSs will remain closed while the Black Rainstorm Warning Signal is in force. Vaccination service will be resumed 2 hours after the warning signal is cancelled.
Issued during opening hours	Clinics would take care of persons who have arrived. Vaccination service would be provided as far as possible.

Vaccination service of Private Clinic COVID-19 Vaccination will continue as usual under the Standby Signal No.1 and the Strong Wind Signal No.3.

The time when the Tropical Cyclone Warning Signal No. 8 or above is hoisted	Private Clinic COVID-19 Vaccination Stations (PCVSs)
Issued before opening hours	PCVSs will remain closed while the Tropical Cyclone Warning Signal No. 8 or above is in force. If the warning signal is cancelled before 1:00 pm, vaccination service will be resumed 2 hours after the warning signal is cancelled.
Issued during opening hours	Admission will be stopped immediately and vaccination will be arranged for persons who have already entered at PCVSs. PCVSs will be closed for the rest of the day.

There would be **NO** rescheduling of booking appointments for the affected clients. For persons with their booking affected by the inclement weather, they can make another new vaccination appointment date and time through the booking system on the website of the COVID-19 Vaccination Programme(booking.covidvaccine.gov.hk) on the following day.

Please refer to

<https://www.chp.gov.hk/files/pdf/annexesinclementweatherarrangementenglish.pdf>

for more information.

Please also stay alert for the latest Government announcement (if any) for the opening arrangement for PCVS during inclement weather and extreme conditions.

6.4 Information provision, screening for contraindications, checking identity and target group, and obtaining informed consent

6.4.1 Information provision and screening for contraindications

- (a) Before vaccination, clinic /PCVS staff should provide vaccine recipients with the fact sheet (**Annex I**), clinic / PCVS staff should use the latest version available at (https://www.chp.gov.hk/files/pdf/factsheet_covidvaccine_inactivated_eng.pdf) of the relevant COVID-19 vaccine with information about potential side effect, authorised and not registered status of the vaccines, and vaccine-related adverse events following immunisation (AEFI); and another leaflet with information on enrolment in eHealth. VSS doctors are also able to order the latest version of factsheet through vaccine ordering system.

The VSS doctor/ trained personnel under the VSS doctor's supervision should go through with the vaccine recipients on the content of the fact sheet, allow questions and answer enquiries, conduct health assessment, check for any contraindications, special precautions, assess suitability of the recipient to receive the COVID-19 vaccine and handle enquiries. Please see **sections 2.1.3(c)** on the contraindications and precautions of the COVID-19 vaccine. Some tick-box(es) have been added (Figure 3) for vaccine recipients to indicate whether they are having any of the contraindications of inactivated COVID-19 vaccine vaccination under Section 2 of the fact sheet (Annex I), clinic/PCVS staff should use the latest version available at (https://www.chp.gov.hk/files/pdf/factsheet_covidvaccine_inactivated_eng.pdf). Clinic/ PCVS staff should remind vaccine recipients to check the tick-box(es) as appropriate, in addition to the existing tick-box for confirming their consent for vaccination. If the tick-box(es) is/are checked, appropriate advice should be given to the vaccine recipient whether to proceed or postpone the vaccination accordingly.

Figure 3 – Tick-box(es) under Section 2 of the fact sheet

2 What you need to know before you receive Inactivated COVID-19 vaccine

Inactivated COVID-19 vaccine should not be given to persons with the following condition(s):

If you have the following condition(s), please ✓ in the appropriate <input type="checkbox"/> and inform the on-site healthcare professionals.	I have the following condition(s):
<ul style="list-style-type: none"> History of allergic reaction to inactivated COVID-19 vaccine or other inactivated vaccine, or any component of inactivated COVID-19 vaccine (active or inactive ingredients, or any material used in manufacturing process). Please refer to relevant Package Insert or consult healthcare providers for details. 	<input type="checkbox"/>
<ul style="list-style-type: none"> Previous severe allergic reactions to the vaccine (e.g. acute anaphylaxis, angioedema, dyspnea, etc.). 	<input type="checkbox"/>
<ul style="list-style-type: none"> Severe neurological conditions (e.g. transverse myelitis, Guillain-Barré syndrome, demyelinating diseases, etc.). 	<input type="checkbox"/>
<ul style="list-style-type: none"> Uncontrolled severe chronic diseases. (Note: Common chronic diseases include diabetes, hypertension and coronary heart disease, etc. If your chronic disease is stable, you should receive the vaccine for protection because chronically-ill persons have a higher risk of serious illness or death from COVID-19 infection. If you are unsure about your condition, or if there is a recent change in your disease/ recent adjustment of drugs/ recent need for referral, etc, please discuss with your family doctor or attending doctor the appropriate time for vaccination.) 	<input type="checkbox"/>

- (b) VSS Doctors could refer to the “An Interim Guidance Notes on Common Medical Diseases and COVID-19 Vaccination in Primary Care Settings” in making clinical judgement on the suitability for COVID-19 vaccination. The Guidance notes will be updated from time to time. Latest version is available at the designated website: https://www.chp.gov.hk/files/pdf/guidance_notes.pdf.

6.4.2 VSS doctors may refer the following cases to the Vaccine Allergy Safety Clinic of Hospital Authority for medical consultation/ investigation as deemed appropriate:

- (i) persons with immediate (within an hour) severe allergic reaction to prior COVID-19 vaccination or to more than one class of drugs;
- (ii) persons with allergic reaction to prior COVID-19 vaccination which is not self-limiting or did not resolve by oral anti-allergy drug.

Clients with allergic rhinitis, asthma, atopic dermatitis, chronic urticaria, **drug and food allergies, and anaphylaxis unrelated to COVID-19 vaccines** (without other precautions) do **not** need to see an Allergist for evaluation of COVID-19 vaccine allergy risk.

Clients with the following reactions to prior COVID-19 vaccines can proceed to

Doctors' Guide for the COVID-19 Vaccination Programme at Clinics under VSS

receive the next dose with post-vaccination observation for at least **30 minutes** after vaccination:

- (i) superficial symptoms like rash, itchiness, urticaria, etc. that appear within an hour, but without other systemic allergic symptoms such as shortness of breath, wheezing, low blood pressure, etc.;
- (ii) symptoms that appear later than an hour that are self-limiting or resolve by an oral anti-allergy drug.

Please refer to the “An Interim Guidance Notes on Common Medical Diseases and COVID-19 Vaccination in Primary Care Settings” for further details.

(https://www.chp.gov.hk/files/pdf/guidance_notes.pdf)

- (a) To make the referral, VSS doctors are required to issue a referral letter to these cases and ask them to bring along the following documents for making appointment:
 - i. referral letter issued by a local registered medical practitioner within three months;
 - ii. the original or copy of valid identification document (e.g. HKID); AND
 - iii. address information
- (b) The methods of making appointment and details of the clinics are as follow:
 - i. in person / by authorized representative;
 - ii. by facsimile to Vaccine Allergy Safety Clinic;
 - iii. telephone booking by the referral doctor/ nurse; or
 - iv. through smartphone mobile application “BookHA”

- (c) The address and contacts of the clinics are as follow:

- Vaccine Allergy Safety Clinic at Grantham Hospital	
Address:	Rheumatology and Clinical Immunology Unit, G/F, Block A, Grantham Hospital, 125 Wong Chuk Hang Road, Aberdeen, Hong Kong
Tel. No.:	2518 2620
Fax No.:	2518 6716
Service Hours:	Mon to Fri: 08:30 to 17:00; Sat: Closed
- Vaccine Allergy Safety Clinic at Queen Mary Hospital	
Address:	6/F., S Block, Queen Mary Hospital, 102 Pokfulam Road, Hong Kong

Doctors' Guide for the COVID-19 Vaccination Programme at Clinics under VSS

Tel. No.:	2255 4186
Fax No.:	2255 3018
Service Hours:	Mon to Fri: 09:00 to 17:00; Sat: 09:00 to 13:00

6.4.3 VSS doctors may also refer children and adolescents in the prevailing age indications for inactivated vaccines who are deemed eligible for COVID-19 vaccination and are holders of Hong Kong birth certificates and/or identify cards with the following medical history to the Paediatric Allergy Clinics for further allergy assessment:

- (i) History of an immediate and severe allergic reaction to components of the COVID-19 vaccines ; or
- (ii) History of immediate allergic reaction to the previous dose of inactivated or mRNA vaccines

(a) VSS doctors may use the referral form accessible on the website of the Hong Kong Society for Paediatric Immunology Allergy and Infectious Diseases (HKSPIAID) (https://www.hkspiaid.org/download/COVID19_vaccination_referral_letter_20210804.pdf). It is required to specify the referral reason on the form and to submit it to the respective hospitals / clinics by fax. Paediatric Allergy Clinic staff would perform risk stratification on individual recipients, followed by a reply either to the referrers or via direct contact with recipients regarding the fitness for vaccination or for further arrangement of vaccine allergy safety assessment. More information could be found at HKSPIAID's website at <https://www.hkspiaid.org/covid19/>.

(b) Doctors, vaccine recipients and recipients' family are free to decide which hospital / clinic to be referred to and are not bound by geographical regions. The contact and fax numbers of the clinics are as follow:

Name of hospital / clinic	Contact number	Fax number
Prince of Wales Hospital Paediatric Specialist Out-patient Clinic	3505 4440	3505 4633
Queen Elizabeth Hospital Paediatric Specialist Out-patient Clinic	3506 6226	3506 6140
Queen Mary Hospital Paediatric & Adolescent Medicine Specialist Out-patient Clinic	2255 3237	2819 3655
Yan Chai Hospital Paediatrics and Adolescent Ambulatory Centre	2417 5817	2149 6039

Doctors' Guide for the COVID-19 Vaccination Programme at Clinics under VSS

6.4.4 Check vaccine recipient's eligibility, identity document, priority group and obtaining informed consent via eHealth System (Subsidies) [eHS(S)] before administration of vaccine. VSS doctor/ trained personnel under VSS doctor's supervision should always refer to the most update announcement from the Government and information on the website (<https://www.chp.gov.hk/en/features/106952.html>) for the eligibility and priority groups for vaccination.

- (a) Vaccine recipient must show or declare to the VSS doctor/ trained personnel under VSS doctor's supervision before vaccination for registration use and for creating a vaccination record. Under VSS, inactivated COVID-19 vaccine vaccination could be provided to Hong Kong residents and non-Hong Kong residents residing/ staying in Hong Kong*. Valid identity documents to be used for vaccination for Hong Kong residents are as follows:
- (i) Hong Kong Identity Card 香港身份證#
 - (ii) Consular Corps Identity Card 領事團身份證
 - (iii) Certificate of Exemption 豁免登記證明書 (For adults only)
 - (iv) Exit-entry Permit for Travelling to and from Hong Kong and Macao for official purposes 因公往來香港澳門通行證
 - (v) Diplomatic passport 外交護照
 - (vi) Non-Hong Kong Resident students who attend School Outreach
 - (vii) Hong Kong Birth Certificate 香港出生證明書 (for children 12 years or under only)
 - (viii) Certificate Issued by the Births and Deaths Registry for Adopted Children 生死登記處發出被領養兒童的領養證明書(for children 12 years or under only)
 - (ix) Hong Kong SAR Re-entry Permit 回港證 (for children 12 years or under only)
 - (x) Document of Identity for Visa Purposes 簽證身份書 (for children 12 years or under only)

Doctors' Guide for the COVID-19 Vaccination Programme at Clinics under VSS

- (xi) Permit to Remain in HKSAR (ID235B) 香港居留期許可證 (for children 12 years or under only)
- (xii) Non-Hong Kong Travel Documents (Permission to remain) 非香港旅遊證件 (有效逗留) (for children 12 years or under only)

Sample of documents for reference:

https://www.chp.gov.hk/files/pdf/vssdg_ch5_appendix_a.pdf

More details on the eligibility criteria for non-Hong Kong resident receiving COVID-19 vaccination at Hong Kong can be found at the following link:

<https://www.chp.gov.hk/en/features/106952.html>

Please refer to the eHS(S) Guide for a list of accepted document types and manual input instructions: <https://www.ehealth.gov.hk/en/covidvaccine/doc/quick-guide-for-using-manual-input-of-other-document.pdf>.

Please also see section 6.14.10 and the following website for some details of identity documents

(https://www.chp.gov.hk/files/pdf/vssdg_ch5_appendix_a.pdf)

In general, eligible adult Hong Kong residents should use the HKID Card for vaccination. However, when the client presented HKSAR passport but not HKID Card under special circumstances for vaccination, VSS doctor / staff may arrange the vaccination according to the following scenarios:

*Scenario 1: The client can provide a **photocopy of Hong Kong Identity Card (HKID card)** together with the HKSAR passport*

- Please verify the identity of the client with reference to both documents and allow the client to proceed further along the workflow HKID card should be selected for creation of eHS(S) record with manual input of information as provided by the photocopy of HKID.

- The VSS doctor / staff should advise the client to bring along HKID card for subsequent dose (where appropriate).

Doctors' Guide for the COVID-19 Vaccination Programme at Clinics under VSS

Scenario 2: The PBV uses solely HKSAR passport as the identity document for his/her first dose in eHS(S)

- For PCVS, please advise and assist the client to cancel his/her original booking made with HKID card (if any) to prevent system sending the wrong notification due to client's use of different identity document onsite.
- The VSS doctor / staff should select passport as the identity document used under eHS(S), manual input of the HKSAR passport number is required for creation the account for vaccine recipient or entering into his/her existing eHS(S) account.

The image contains two screenshots of the 'Health System COVID-19 DEMO (Subsidies)' web interface. The left screenshot shows the 'Document Type' selection screen. Under 'Document Type', 'Passport' is selected. A red dashed box highlights the 'Please input the information for eHealth (Subsidies) Account search' section, which includes fields for 'Document No.' and 'Date of Birth', and a 'Search' button. The right screenshot shows the 'Enter Details' form. A red dashed box highlights the 'Enter Details' section, which includes fields for 'Document No.', 'Issuing Country / Region', 'Name in English', 'Gender', and 'Date of Birth'. There are also radio buttons for 'Female' and 'Male' with corresponding icons. A 'Next' button is visible at the bottom right of the form.

- At the COVID-19 Vaccination programme landing page, VSS doctor / staff should check against, if any, pre-existing vaccination record, confirm the prior COVID-19 vaccination history with the vaccination recipient and other information as appropriate. The client's HKID number as listed in the HKSAR passport should be inputted under remarks.
- Please assist the client to bring along HKID for his/her subsequent dose and to complete the designated form on Personal Particular Amendment Form by then, so that a vaccination record (with HKID number) can be issued after completion of the change/amend of particulars

Scenario 3: The PBV uses solely HKSAR passport as the identity document for his/her subsequent dose in eHS(S)

(3A) Previous dose record created under HKID in eHS(S):

Doctors' Guide for the COVID-19 Vaccination Programme at Clinics under VSS

-The VSS doctor / staff should make reference to the HKID number documented on the HKSAR passport to enter the eHS(S) record of the vaccine recipient previously created for the previous dose under his/her HKID.

(3B) Previous dose record created under HKSAR passport in eHS(S):

- The VSS doctor / staff should make reference to the client's passport number to log into his/ her vaccination record for vaccine documentation and recording.

- Please assist the client to complete the Personal Particular Amendment Form when his/her HKID is available so that a vaccination record (with HKID number) can be issued after completion of his/her personal particular amendment.

- (b) To facilitate accurate capturing of personal particulars from the HKID, VSS doctor/ trained personnel under VSS doctor's supervision should use the Smart HKID Card Reader and let the vaccine recipient insert his/ her HKID into the card reader for registration, retrieving the vaccine recipient's page on eHS(S), for creating the vaccination record and acting as an electronic consent to receive COVID-19 vaccination and use vaccination subsidy. For Acknowledgement of Application for an Identity Card and Certificate of Exemption, VSS doctor/ trained personnel under VSS doctor's supervision should enter the document number and other personal information as required into the eHS(S) manually.
- (c) For recipients without prior account opened under eHS(S), the clinic / PCVS staff have to obtain verbal consent from the recipient and open an eHS(S) account for him/her through insertion of HKID into the Smart HKID Card Reader by the recipient.
- (d) Electronic consent should be used for recipients in VSS clinics and PCVS except for minors under 18 years old and exceptional cases such as mentally incapacitated persons. Hard copy of written consent (**Annex VI**) would be used for minors and these exceptional cases. Please refer to **section 6.14** for the vaccination arrangement for children and adolescents. In the "Remarks" field of the eHS(S), please record that the recipient is a minor or mentally incapacitated person and written consent has been obtained.
- (e) Vaccinator should collect and keep the signed consent forms for at least 7 years.

Doctors' Guide for the COVID-19 Vaccination Programme at Clinics under VSS

- (f) VSS doctor / clinic staff should select the appropriate category on eHS(S) for persons belonging to the priority groups mentioned in Section 2.2.1. Both VSS doctor in private clinic and PCVS should confirm the client fall under the high risk priority group for free vaccination in the confirmation page.

6.4.5 The user manual of using eHS(S) on COVID-19 programme is available at <https://www.ehealth.gov.hk/en/covidvaccine/ehs.html>.

6.4.6 The following information would be prefilled or required to be input into the vaccine recipient's page:

- (a) Practice (name of the VSS clinic / PCVS)
- (b) Name of vaccination scheme
- (c) Injection date
- (d) Category of target groups
- (e) Sub-Category of target groups
- (f) Vaccine (name and brand)
- (g) Lot number
- (h) Dose sequence
- (i) Contact No.
- (j) Remark

Please see the screen cap of the page for further information.

The screenshot displays the 'Vaccine Information' form in the eHS(S) system. The form fields are as follows:

- Practice: (mRNA) CHAN TAI MAN MEDICAL (Central) - PCVS
- Scheme: COVID-19 Vaccination Programme
- Injection Date: 14 Dec 2023
- Category: High risk priority groups
- Sub-Category: --- Please select ---
- Vaccine: --- Please select ---
- Lot No.: --- Please select ---
- Dose Sequence: 1st Dose
- Contact No.: (Please provide a contact number which can receive Hong Kong SMS notification)
- Remarks: --- Please select ---

A callout box titled 'Allow "8th dose"' shows the 'Dose Sequence' dropdown menu expanded, listing options from '1st Dose' to '8th Dose'.

Please refer to the following User Manual and Quick Guide for more information:

Doctors' Guide for the COVID-19 Vaccination Programme at Clinics under VSS

User Manual on COVID-19 Vaccination Programme:

<https://www.ehealth.gov.hk/en/covidvaccine/ehs.html>

Quick Guide for Private Clinics:

<https://www.ehealth.gov.hk/en/covidvaccine/doc/quick-guide-for-private-clinics.pdf>

6.4.7 Check vaccination record/ history

- (a) To ensure patient safety and assist assessment of vaccine recipient's suitability for COVID-19 vaccination, VSS doctor/ trained personnel under VSS doctor's supervision should check the vaccine recipient's COVID-19 vaccination history (local and overseas) and other vaccination history **BOTH with the vaccine recipient in-person AND against the eHS(S) BEFORE the administration of COVID-19 vaccine**. The doctor cannot make claim for vaccination subsidy if the recipient has already completed the vaccination course.

Vaccine recipient should provide his/ her identity document and proof of vaccination record with date, venue of vaccination and type of vaccine for checking by VSS doctor/ trained personnel under the VSS doctor's supervision. The vaccination information should be in English or Chinese, with the client's identity particulars matched. The VSS doctor/ trained personnel under the VSS doctor's supervision may consider case-by-case, according to the JSC recommendation, and assess on the interval, the contraindications, and provide further vaccination dose using the COVID-19 vaccines available in HK, as appropriate. Please refer to the latest recommendation by the JSC (<https://www.chp.gov.hk/en/static/24005.html>).

For such cases, vaccinator should **record the details of the dose(s) received outside Hong Kong including the date, place and type of vaccination under "Remarks" in the eHS(S)** while the vaccine provided by the vaccinator should be entered as the next dose(s) in eHS(S).

- (b) VSS doctors may exercise one's clinical judgement and provide a different brand of COVID-19 vaccine to vaccine recipients if deemed clinically appropriate. Please refer to the latest recommendation by the JSC regarding the use of different brands of COVID-19 vaccine for the 1st and 2nd dose: (<https://www.chp.gov.hk/en/static/24005.html>).

*The latest updates and implementation schedule will also be communicated to VSS doctor by means of email. VSS doctors should check their registered email

Doctors' Guide for the COVID-19 Vaccination Programme at Clinics under VSS

account for the latest updates. VSS doctors may also refer to the Government's thematic webpage for the latest updates

(<https://www.chp.gov.hk/en/features/106934.html>).

- 6.4.8 The VSS doctor/ trained personnel under the VSS doctor's supervision should check the recipient's personal particulars, vaccine name, type, and duration since last dose to ensure the type and interval of COVID-19 vaccination are correct.
- 6.4.9 The batches of COVID-19 vaccines delivered may have different lot numbers, VSS doctor/ trained personnel under the VSS doctor's supervision should **check the lot number of vaccines for each vaccine recipient and select a correct lot number** from the pull-down menu in the field "Lot No." in the eHS(S) to ensure accuracy of the vaccination record.
- 6.4.10 The VSS doctor/ trained personnel under the VSS doctor's supervision should verify the following as shown on eHS(S) and after verification tick the check box on eHS(S) for record:
- (a) The identity of the vaccine recipient has been verified;
 - (b) The vaccine recipient has read and understood the information in the Vaccination Fact Sheet and Supplementary Notes (if any) and information as published on CHP website in respect of the COVID-19 vaccine available under the Government COVID-19 Vaccination Programme for COVID-19 vaccine as documented above, including contraindications (and possible adverse events) of COVID-19 vaccination. The vaccine recipient understood that the provision, administration and use of the COVID-19 vaccine is subject to availability under the Government COVID-19 Vaccination Programme and that the vaccines are provided and administered in Hong Kong based on the following arrangements:
 - A) The vaccine product is registered under the Pharmacy and Poisons Ordinance (Cap.138); OR
 - B) The vaccine is permitted to be used under the Government COVID-19 Vaccination Programme; OR
 - C) The vaccine is used under circumstances not listed in the approved package insert of the vaccine product and this off-label use is permitted under the Government COVID-19 Vaccination Programme, having regard to the advice from panel(s)/ committee(s) of experts appointed by the Government upon review of the current and anticipated epidemic situation, as well as the relevant efficacy and

Doctors' Guide for the COVID-19 Vaccination Programme at Clinics under VSS

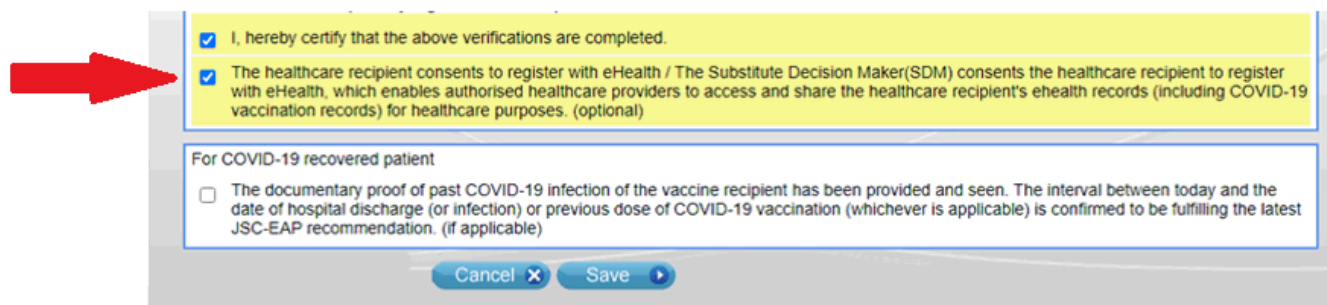
safety published.

The vaccine recipient has provided the medical history with regard to the contraindications of the type of COVID-19 vaccine selected. The vaccine recipient has had the opportunity to ask questions and all of his/her questions were answered to his/her satisfaction. The vaccine recipient also fully understood his/her obligation and liability under this consent form and the Statement of Purpose of Collection of Personal Data;

- (c) Suitability for vaccination has been confirmed with reference to previous COVID-19 vaccination record (if any) and the vaccine recipient fall under the high risk priority groups for free vaccination;
- (d) The vaccine recipient consent to the administration of COVID-19 Vaccination under the COVID-19 Vaccination Programme; and the access and use by Department of Health and the relevant organizations collaborated with the Government (including the University of Hong Kong) of his/ her clinical data held by the Hospital Authority and the relevant private healthcare facilities and healthcare professionals, for the purpose of continuously monitoring the safety and clinical events associated with COVID-19 Vaccination by the Department of Health insofar as such access and use are necessary for the purpose; and
- (e) If the recipient is not legally capable of giving consent to the administration of the vaccine, either a person who is legally capable of giving the relevant consent on the recipient's behalf or decision of vaccination is made considering the vaccination is necessary and in the best interest of the vaccine recipient by registered medical practitioner.

6.4.11 To facilitate the vaccine recipients to check their COVID 19 vaccination records, they are encouraged to join the eHealth (醫健通). With effect from 1 June 2022, the eHS(S) screen for COVID-19 vaccination input, will pre-set a "tick" in the box of join eHealth (醫健通). VSS doctors and clinic /PCVS staff must ask for consent from recipients and should remove the "tick" if recipient does not give consent. Joining eHealth (醫健通) is optional for recipients. The screen cap is attached for your easy reference.

Doctors' Guide for the COVID-19 Vaccination Programme at Clinics under VSS



I, hereby certify that the above verifications are completed.

The healthcare recipient consents to register with eHealth / The Substitute Decision Maker(SDM) consents the healthcare recipient to register with eHealth, which enables authorised healthcare providers to access and share the healthcare recipient's ehealth records (including COVID-19 vaccination records) for healthcare purposes. (optional)

For COVID-19 recovered patient

The documentary proof of past COVID-19 infection of the vaccine recipient has been provided and seen. The interval between today and the date of hospital discharge (or infection) or previous dose of COVID-19 vaccination (whichever is applicable) is confirmed to be fulfilling the latest JSC-EAP recommendation. (if applicable)

Cancel X Save ▶

6.5 Vaccination

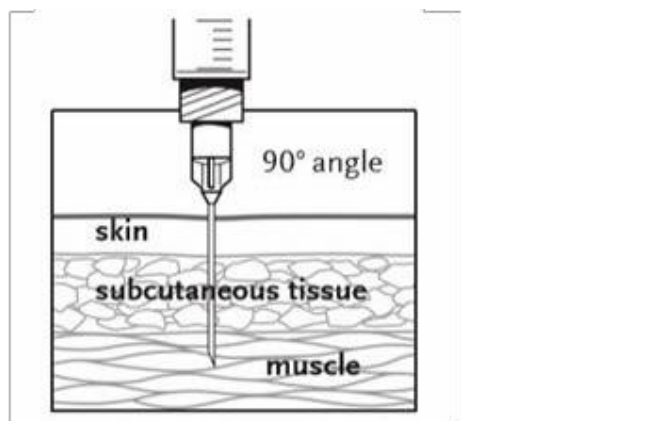
- 6.5.1 Before administering the vaccine, clinic/ PCVS staff should check the vaccine for any irregularity, e.g. damage, contamination, expiry date.
- 6.5.2 Exposing the vaccines to disinfectant should be avoided.
- 6.5.3 The vaccine should not be mixed with other vaccines in the same syringe.
- 6.5.4 Inactivated vaccine should be administered by intramuscular injection only, preferably into non-dominant deltoid region of the upper arm.
- 6.5.5 Checking of vaccines and rights of medication administration should be adopted, including:
- (a) 3 checks:
 - when taking out the vaccine from storage;
 - before preparing the vaccine and;
 - before administering the vaccine
 - (b) 7 rights:
 - The right patient;
 - The right vaccine or diluent;
 - The right time (e.g. correct age, correct interval, vaccine not expired);
 - The right dosage (Confirm appropriateness of dose by using current drug insert as reference.);
 - The right route, needle length and technique;
 - The right site; and
 - The right documentation (e.g. Document the name of recipient, vaccine provider, vaccine type/ name and date of vaccination on the vaccination card.)

Doctors' Guide for the COVID-19 Vaccination Programme at Clinics under VSS

6.6 Administration by the Intramuscular (IM) Route

- 6.6.1 The VSS doctor/ trained personnel under the VSS doctor's supervision should refer to the drug insert for complete vaccine administration information
- 6.6.2 Prepare the vaccine and inspect the vaccine vial for any manufacturing defect. Shake vaccines before use according to the drug insert, if necessary.
- 6.6.3 Shake well before use. It should be administered immediately after opening.
- 6.6.4 The VSS doctor/ trained personnel under the VSS doctor's supervision should use a new alcohol prep/ alcohol swab for skin disinfection, wipe the vaccination area from centre outwards, without touching the same area repeatedly; and allow the site to DRY completely before vaccination, and use a new dry clean gauze/ cotton wool ball for post vaccination compression of injection site.
- 6.6.5 Precautions should be taken to prevent sharps injury. Please refer to **section 5.3** for details.
- 6.6.6 To minimize spillage of the inactivated vaccine component to environment, the needle should remain inside the vial throughout the whole withdrawal procedure, including during expel of air bubbles from the syringe.
- 6.6.7 The skin should be spread between the thumb and forefinger to avoid injection into subcutaneous tissue.
- 6.6.8 To avoid inadvertent intravascular administration, please aspirate before injection of COVID-19 vaccine by pulling back on the syringe plunger after needle insertion but before injection. If blood is noticed in the hub of the syringe, the needle should be withdrawn immediately. Please explain to the vaccine recipient before discarding the needle and syringe including vaccine contents into the sharp box. A new needle and syringe with vaccine will need to be prepared and used.
- 6.6.9 The needle at 90-degree angle should be fully inserted into the muscle and inject the vaccine into the muscle.

Figure 4 – Intramuscular (IM) injection



Source: Immunization Action Coalition (IAC), U.S.A.

- 6.6.10 Withdraw the needle gently and quickly cover the injection site with a dry clean gauze/cotton wool ball after completion of injection;
- 6.6.11 Instruct the client to gently apply pressure for 1-2 minutes over the injection site or till bleeding stops;
- 6.6.12 Do not recap the needle. The used syringe and uncapped needle should be discarded directly into sharps box; and
- 6.6.13 Perform hand hygiene before documentation.
- 6.6.14 For conditions of incomplete dose during injection of inactivated vaccine to your clients due to various reasons such as leakage of vaccine from the syringe, please handle according to the following information:

	Action*
Less than half of the recommended dose or uncertain amount of vaccine given	To give a concomitant dose at the opposite arm on the same day of vaccination
More than half of the recommended dose given	No need concomitant dose

*With reference to information provided by CoronaVac Vaccine Manufacturer

Please submit the “Clinical incident notification form” (For private clinic: **Annex IXa** ; For PCVS: **Annex IXb**) within the same working day upon discovery of incident **AND** submit the “Clinical incident investigation report” (For private clinic: **Annex Xa** ; For PCVS: **Annex Xb**) within 1 week upon discovery of the "incomplete dose" incident.

Doctors' Guide for the COVID-19 Vaccination Programme at Clinics under VSS

6.7 Documentation and Medical Exemption Certificate

- 6.7.1 The vaccination record in eHS(S) and vaccination information for reimbursement claim should be input on the same day of the vaccination to ensure proper record and prevent duplicated dose.

Note on accurate data entry in eHS(S)

1) Correct entry of Service Provider ID / Username / Practice / Outreach Code (if applicable).

- Some doctors may work in more than one vaccination venue on different days and may wrongly use the code of another vaccination venue (e.g. CVC outreach versus VSS outreach, etc).
- VSS doctors should ensure all the relevant staff have inputted them correctly at the start of work every day.

2) Correct input of Lot number

- All your relevant staff should be immediately informed whenever there is a change of Lot number in your clinic/ setting.
- All doctors/ relevant staff should check the Lot number on each vaccine vial (for inactivated vaccine) before inputting each Lot number in eHS(S)

- 6.7.2 Upon saving the vaccination record, vaccination card should be printed directly from eHS(S) (**Annex VII**). Clinic /PCVS staff should use a printer for printing from eHS(S) and issue the vaccination card to the vaccine recipient after vaccination.
- 6.7.3 The COVID-19 vaccination paper record will contain information: name, date of birth and gender of the vaccine recipient, vaccine name, lot number and the manufacturer, date and place of vaccination.
- 6.7.4 According to the Principle 2 of Schedule 1 of Cap.486 Personal Data (Privacy) Ordinance, all practicable steps shall be taken to ensure that personal data is accurate having regard to the purpose (including any directly related purpose) for which the personal data is or is to be used. Please take all practicable steps to ensure data accuracy of the personal particulars in eHS(S).
- 6.7.5 The VSS doctor/ staff should **double-check the personal particulars manually inputted** into the eHS(S) and previously stored in eHS(S) before clicking the “Confirm” or “Next” button. The VSS doctor/ staff must always check the exact age / date of birth on the relevant identity documents carefully before proceed as it may

Doctors' Guide for the COVID-19 Vaccination Programme at Clinics under VSS

affect the dose required and / or the timing of the dose.

- 6.7.6 Please ask the clients to **check carefully the personal particulars on the paper vaccination records (e.g. “name”, “document type”, “date of birth” and “gender”)** before leaving the clinic / PCVS
- 6.7.7 Clinic /PCVS staff should use the "Reprint Vaccination Record" function at eHealth System (Subsidies) to print the paper record (or updated record) when handle requests to reprint the updated vaccination record. Please remind the clients to check carefully the personal particulars (mentioned in 6.7.7) in the vaccination record print-out.
- 6.7.8 For amendments of the personal information of vaccination records produced earlier, please notify PMVD at 2125 2299 or 3975 4806 in case the personal particulars in the print-out are incorrect.
- 6.7.9 All vaccinations given should be clearly documented on a vaccination log to be kept in the doctor's clinic/ medical organisation. The vaccination log should include:
- (a) Name list of all recipients receiving vaccination;
 - (b) Name of vaccine given together with the lot number and expiry date;
 - (c) The date of vaccination; and
 - (d) Names of personnel who administered the vaccine/ the doctor responsible.
- 6.7.10 The clinic /PCVS staff should remind the recipient to attend the scheduled appointment for subsequent dose(s) of vaccination at the specified interval for the relevant COVID-19 vaccine.
- 6.7.11 The Government has announced the arrangement of "Medical Exemption" on 27 Jan 2022. The relevant press release can be accessed at:
<https://www.info.gov.hk/gia/general/202201/27/P2022012700615.htm?fontSize=1>
and
<https://www.info.gov.hk/gia/general/202203/20/P2022032000438.htm?fontSize=3>

The government has lifted the Vaccine Pass arrangement since 29 December 2022, but registered medical practitioners can still issue the "Medical Exemption Certificate" via the eHealth System (Subsidies) (eHS(S)).

A Guidance Notes has been prepared to assist doctors in evaluating contraindications or precautions to COVID-19 vaccination that may warrant a medical exemption. The

Doctors' Guide for the COVID-19 Vaccination Programme at Clinics under VSS

Guidance Notes has been incorporated into the "Interim Guidance Notes On Common Medical Diseases and COVID-19 Vaccination In Primary Care Settings" and can be accessed at: https://www.chp.gov.hk/files/pdf/guidance_notes.pdf

It is important to emphasize to patients who are issued a Medical Exemption Certificate, that as they are not protected by the vaccine, it is advised to have good personal and environmental hygiene measures, including wear masks, maintain hand hygiene, go out less and reduce social activities, and maintain appropriate social distance with other people as far as possible. Doctors are also reminded to review their health condition at appropriate interval and advice on the best timing of vaccination.

COVID-19 vaccines may still be administered to the person after exercising clinical judgement by the doctor, clarification of the relevant medical conditions and an informed consent to vaccination is obtained. In such case, the vaccinators should input in the "Remark field" in eHS(S) the brief reason of overriding a "Medical Exemption Certificate". Please see Annex XII “ Summary of Remarks for Vaccine Recipients (For inactivated vaccine)” for further details.

6.8 Observation

- 6.8.1 Recipients should be observed for 15 minutes after vaccination. Those with a history of immediate allergic reaction of any severity to a vaccine or an injection, and those with a history of anaphylaxis due to any cause should be observed for 30 minutes.
- 6.8.2 If vaccine recipient experiences discomfort, clinic/ PCVS staff should give timely intervention, report to the doctor, and provide emergency management along with the doctor as indicated.
- 6.8.3 For adverse events following immunisation (AEFI), VSS doctor should conduct medical assessment and report to the Drug Office online at https://www.drugoffice.gov.hk/eps/do/en/healthcare_providers/adr_reporting/index.html (Please see **section 8**).

6.9 Emergency management

- 6.9.1 The doctor should arrange qualified personnel, who are trained in emergency management of severe immediate reactions, with qualification such as Basic Life Support, to standby for emergency management and give timely intervention.

Doctors' Guide for the COVID-19 Vaccination Programme at Clinics under VSS

- 6.9.2 The doctor should keep training of personnel responsible for emergency management up-to-date and under regular review.
- 6.9.3 Emergency equipment (with age-appropriate parts) is highly recommended and should include, but is not limited to:
- (a) Age-appropriate sized Bag Valve Mask
 - (b) BP monitor with Age-appropriate size cuff.
 - (c) AED Defibrillation Pads with age-appropriate pads (if applicable)

The clinic/ PCVS should be equipped with registered adrenaline ampoule [1:1000] (at least three) with 1mL syringes (at least three) and 25-32mm length needles (at least three) for adrenaline injection; or registered age-appropriate adrenaline auto-injector (150 micrograms and 300 micrograms) for management of anaphylaxis.

- 6.9.4 Ensure there is sufficient stock of all the emergency equipment, and that the equipment and drugs have not reached expiry.
- 6.9.5 Keep written protocol and training material in place for quick and convenient reference.
- 6.9.6 Dosage of Adrenaline required will depend on body weight (BW). The recommended dose for adrenaline is 0.01mg/kg body weight. Please refer to the following Reference Framework is taken from Chapter 5 Monitoring and Management of Adverse Events Following Immunization, Hong Kong Reference Framework for Preventive Care for Children in Primary Care Settings. ¹ Dosage of Jext: Jext (300 microgram) for persons over 30kg and Jext (150microgram) for persons with BW 15-30 kg

¹ Chapter 5 Monitoring and Management of Adverse Events Following Immunisation, Hong Kong Reference Framework for Preventive Care for Children in Primary Care Settings – Module on Immunisation (https://www.healthbureau.gov.hk/pho/rfs/english/pdf_viewer.html?rfs=PreventiveCareForChildren&file=ModuleOnImmunisation_Chapter5).

Doctors' Guide for the COVID-19 Vaccination Programme at Clinics under VSS

Table 22. Quick reference for dosage of adrenaline (The recommended dose for adrenaline is 0.01mg/kg body weight) (Adopted from Immunization Action Coalition³)

	Age group	Range of weight (kg)*	Range of weight (lb)	Adrenaline dose 1mg/ml injectable (1:1000 dilution) IM
<i>Infants and Children</i>	1-6 months	4-8.5 kg	9-19 lb	0.05 ml (or mg)
	7-36 months	9-14.5 kg	20-32 lb	0.1 ml (or mg)
	37-59 months	15-17.5 kg	33-39 lb	0.15 ml (or mg)
	5-7 years	18-25.5 kg	40-56 lb	0.2-0.25 ml (or mg)
	8-10 years	26-34.5 kg	57-76 lb	0.25-0.3 ml (or mg)†
<i>Teens</i>	11-12 years	35-45 kg	77-99 lb	0.35-0.4 ml (or mg)
	≥ 13 years	46+ kg	100+ lb	0.5 ml (or mg)‡

Note: If body weight is known, then dosing by weight is preferred. If weight is not known or not readily available, dosing by age is appropriate.

*Rounded weight at the 50th percentile for each age range

†Maximum dose for children

‡Maximum for teens

- 6.9.7 Should anaphylaxis happen, clinic/PCVS staff should take the following actions:
- Call ambulance;
 - Inform the doctor-in-charge immediately, and provide emergency management, e.g. adrenaline injection and airway management as appropriate;
 - Use bag valve mask to assist ventilation (give oxygen if available); and
 - Monitor all the vital signs, including blood pressure and pulse every 5 minutes and stay with patient until ambulance arrives; and
 - If no improvement within 5 minutes - repeat dose(s) of adrenaline injection if appropriate.
- 6.9.8 For details of management of anaphylaxis, please refer to Section 9 of the Online Training for COVID-19 Vaccination Programme provided by HKAM (<https://elearn.hkam.org.hk/en>).
- 6.9.9 Should there be cases with anaphylaxis or severe adverse reaction after vaccination requiring **on-site transferral to hospital via ambulance**, VSS doctors should report these cases to the Central Medical Team of the Department of Health, after immediate management, by phone (Tel: 3975 4859); followed by submitting the Report on Cases Referred to Hospitals (For private clinic, **Annex VIIIa** ; For PCVS, **Annex VIIIb**) to the Central Medical Team by email (email addresses listed in the form) with password protection of the file, or fax (Fax: 2544 3908) within the same day of occurrence of the incident.

Doctors' Guide for the COVID-19 Vaccination Programme at Clinics under VSS

6.10 Vaccination arrangement for persons recovered from previous COVID-19 infection

6.10.1 Recovered persons should take one dose less between an infection and a COVID-19 vaccination was at least 14 days. Recovery is defined as 14 days after the date of first positive test. The recovered persons should receive the remaining doses according to the interval for the next dose. The actual number of doses given would be marked as the dose sequence in the vaccination record. For further information, please refer to the factsheet on COVID-19 Vaccination for Persons with Prior COVID-19 Infection:

(https://www.chp.gov.hk/files/pdf/factsheet_priorcovid19infection_eng.pdf)

6.10.2 To facilitate the checking of previous COVID-19 history and the relevant interval between discharge and vaccination **BEFORE vaccination**, the eHS(S) has been enhanced with the following new features:

- (a) For persons who have used HKID as the identity document for admission to hospitals under the Hospital Authority and on the day of vaccination, previous COVID-19 discharge record, if any, would also be displayed when HKID is used to retrieve the vaccine recipient's page on eHS(S).

Please refer to the following User Manual and Quick Guide for more information:
User Manual on COVID-19 Vaccination Programme:

<https://www.ehealth.gov.hk/en/covidvaccine/ehs.html>

Quick Guide for Private Clinics:

<https://www.ehealth.gov.hk/en/covidvaccine/doc/quick-guide-for-private-clinics.pdf>

6.11 Documentary proof for assessing clients with prior COVID-19 infection

6.11.1 The Green box of "COVID-19 Discharge Record" will be displayed only for locally infected clients using HK Identify Card (HKIC) as identity document and was admitted to a HA hospital. Recipients' positive nucleic acid test results or reported positive rapid antigen test results since the fifth wave of COVID-19 would also be displayed. The Green box will not be shown for recovered patients who:

- (a) did not use HKIC as identity document during HA's hospital admission, e.g. foreign passports, two-way permits, etc
- (b) had COVID-19 infection outside HK
- (c) had not reported his/her local COVID-19 infection to Department of Health

Doctors' Guide for the COVID-19 Vaccination Programme at Clinics under VSS

- 6.11.2 The eHealth System (Subsidies) is enhanced to capture the “prior COVID-19 infection status” by adding a tick-box.
For details on vaccination to COVID recovered patients, please refer to “**Quick Guide for Recovered Patients**”
<https://www.ehealth.gov.hk/en/covidvaccine/ehs.html> (Slide 14 onwards)
- 6.11.3 The tick-box have to be ticked by the vaccinators **whenever the proof of past COVID-19 infection has been shown** by the client to the vaccinator and the recommended interval is fulfilled. If the **Green box of “COVID-19 Discharge Record”** is already displayed, there is **no need to tick** the tick-box.
- 6.11.4 The proof of past COVID-19 infection in paper or electronic format are equally acceptable. For the accepted supporting document types, please refer to https://www.chp.gov.hk/files/pdf/factsheet_priorcovid19infection_eng.pdf. If the proof is not in English or Chinese, it should be presented together with a written confirmation in English or Chinese, bearing all the relevant information with the client’s identity particulars matched.
- 6.11.5 When the tick-box is ticked, please enter the following information in the "Remark" field:
- (a) Recovered from COVID-19 infection
 - (b) Date of discharge (or infection)
 - (c) Place of discharge (or infection) (e.g. HK, mainland China, country name, etc)
- Example:** " Recovered from COVID-19 infection, 1 May 2021, UK "
- Please see Annex XII “ Summary of Remarks for Vaccine Recipients (For inactivated vaccine)” for further details.
- 6.11.6 If documentary proof cannot be provided, the provision of second and third dose (Inactivated or mRNA vaccine) as in general public can be acceded to.
- 6.11.7 The name on the documentary proof (if any), if not an exact match with HKID/ travel document presented for vaccination, should be identical to that in the client's relevant valid identity document or travel document. Any valid identity document or travel document that the client presented with name identical to the one shown on the documentary proof will be regarded acceptable.

Doctors' Guide for the COVID-19 Vaccination Programme at Clinics under VSS

6.12 Co-administration of COVID-19 vaccines with other vaccines

- 6.12.1 COVID-19 vaccines can be co-administered with, or at any time before or after, any other vaccines including live attenuated vaccines under informed consent. If clients/parents of children wish to space out COVID-19 vaccine with live attenuated vaccines (e.g. Measles, Mumps, Rubella & Varicella (MMRV), Live Attenuated Influenza Vaccine (LAIV)), an interval of 14 days is sufficient.

The above recommendation is also updated in FAQ#8

(<https://www.chp.gov.hk/en/features/106953.html>) and FAQ#8

(https://www.chp.gov.hk/files/pdf/faq_children_adolescents_eng.pdf) accordingly.

*The latest updates and implementation schedule will also be communicated to VSS doctor by means of email. VSS doctors should check their registered email account for the latest updates. VSS doctors may also refer to the Government's thematic webpage for the latest updates

(<https://www.chp.gov.hk/en/features/106934.html>).

For co-administration of SIV and COVID-19 vaccine in PCVS

- 6.12.2 Please refer to **the thematic webpage:** (<https://www.chp.gov.hk/en/features/106096.html>) and the Vaccination Guide for Co-Administration of Seasonal Influenza Vaccine and COVID-19 Vaccines at Same Visit : (https://www.chp.gov.hk/files/pdf/vssdg_ch5_appendix_h.pdf)
- 6.12.3 PCVS are encouraged to actively offer co-administration of seasonal influenza vaccine (SIV) and COVID-19 vaccine to Hong Kong residents of 50 years old or above (Year of Birth) the same visit. Starting from 22 March 2023, PCVSs may provide co-administration service of COVID-19 vaccines and SIV for Hong Kong residents aged 6 months to under 18 years old (Date of Birth).

To align with practice in Community Vaccination Centers (CVCs), PCVS should not charge the above mentioned group of person. The Government would reimburse to the enrolled doctor a subsidy of \$260 for each PCVS self-procured dose administered to the aforementioned eligible persons under the Vaccination Subsidy Scheme (VSS).

- 6.12.4 To allow more flexibility in PCVS, online booking will not be made available to

Doctors' Guide for the COVID-19 Vaccination Programme at Clinics under VSS

the public.

- 6.12.5 For other eligible groups or if the 2 vaccines are administered at different days for VSS eligible groups, extra charge is allowed. These extra charges would be shown in the online directory (<https://apps.hcv.gov.hk/public/en/SPS/Search>) as transparent information for the public.
- 6.12.6 To ensure clients receive correct information on the fee charged, please state clearly the extra charge on the price poster and give clear explanation by clinic staff whether your PCVS has stocked SIV for provision to the public, which types of clients are offered free SIV and which are not.
- 6.12.7 PCVS should obtain informed consent for both COVID-19 and SIV vaccines. Please use the VSS module in the eHS(S) to claim subsidy for vaccinations using the PCVS self-procured vaccines and CVCVSS module for vaccinations using the government supplied vaccines. CVCVSS module has been added to the existing PCVS practices providing COVID. The transaction number start with TC instead of TG.

eHealth System (Subsidies)

VO, VSS

Home Inbox Logout

醫健通 ehealth

20/03/2023 09:56:25

Claim

>>>1. Search eHealth (Subsidies) Account 2. Enter Details 3. Complete Claim

Search eHealth (Subsidies) Account

Practice Vaccination Office (1)

Scheme (CVC) Influenza Vaccination

Document Type

Hong Kong Identity Card Certificate of Exemption Consular Corps Identity Card

Holders of an acknowledgement of application for an identity card

Please input information OR read Smart ID Card to search eHealth (Subsidies) Account [Help](#)

Manual Input

HKIC No.

Date of Birth

[Search](#)

Read Smart ID Card

(Chip facing up)

You have not installed the software for reading Smart ID Card. Please click [HERE](#) to download and install.

[Read Card and Search](#)

6.13 Non-local Vaccination Declaration

- 6.13.1 Individuals could register the non-local vaccination records with the Government by

Doctors' Guide for the COVID-19 Vaccination Programme at Clinics under VSS

voluntary declaration for obtaining a local vaccination record QR code before 2 November 2023 via online system.

(<https://www.info.gov.hk/gia/general/202109/14/P2021091400572.htm?fontSize=1>).

The arrangement facilitates these persons to carry and view the records in electronic format.

6.13.2 **This QR code CANNOT replace the original non-local vaccination record as a proof of vaccination.** Thus, for arrangement of subsequent dose, recipients have to show the original non-local vaccination record, instead of this QR code, to the doctors for assessment. The vaccinator should input the non-local COVID-19 vaccination history [date, place and type of vaccination] under “Remarks” in the eHealth System. . Please see Annex XII “ Summary of Remarks for Vaccine Recipients (Inactivated vaccine)” for further details.

6.13.3 Also, recipients' self-declaration via this declaration channel **would NOT be reflected in eHS(S)**. Doctors should check with the recipients their COVID-19 vaccination history, including those given **outside Hong Kong** before vaccination.

6.13.4 If clients have declared his/her non-local vaccination record to the Government, and then received vaccination in Hong Kong as well as registered with eHealth by the same identity document, they can use the "Vaccines" function on the eHealth app to view both the local and non-local electronic vaccination records. They can also input their non-local vaccination record to the eHealth app for uploading to the eHealth system.

6.14 Vaccination arrangement for adolescents and children

6.14.1 Starting from 1 Jan 2022, the eligible age group to receive the inactivated vaccine is lowered to 5 years old, lowered to 3 years old on 15 Feb 2022 and lowered to 6 months old on 4 Aug 2022.

6.14.2 The dosage of Sinovac vaccine for children aged 6 months old to 17 years old is the same as adult, i.e. **0.5mL per dose**.

6.14.3 Please refer to the latest recommendation by the JSC (<https://www.chp.gov.hk/en/static/24005.html>) and the infographic (https://www.chp.gov.hk/files/pdf/poster_recommend_dose.pdf) for more information.

Doctors' Guide for the COVID-19 Vaccination Programme at Clinics under VSS

*The latest updates and implementation schedule will also be communicated to VSS doctor by means of email. VSS doctors should check their registered email account for the latest updates. VSS doctors may also refer to the Government's thematic webpage for the latest updates(<https://www.chp.gov.hk/en/features/106934.html>).

- 6.14.4 Immunocompromised persons have to bring with the relevant doctor's letter. An updated doctor's template can be downloaded here:
https://www.chp.gov.hk/files/pdf/medical_certificate_of_third_dose_eligibility_for_immunocompromised_persons.pdf
- 6.14.5 Children aged below 12 years must be accompanied by an adult (e.g. parent, grandparent, adult relative, helper or schoolteacher if the child receives vaccination via group arrangements by schools).
- 6.14.6 Children aged below 3 must be accompanied by their parents or guardians (e.g. grandparent, adult relative, helper)
- 6.14.7 In addition, only children aged 6months to 11 years and adolescents aged 12 to 17 years with a doctor's letter to certify their immunocompromised status are eligible for the 4th dose. Please refer to the latest JSC guideline at :
<https://www.chp.gov.hk/en/features/106959.html>
- 6.14.8 For all clients below age of 18 years, paper consent (**Annex VI**) should be completed and signed by parent/guardian before attending the clinic/ PCVS. The recipient should bring the signed consent to the clinic /PCVS on the day of vaccination, otherwise, clinic /PCVS staff should provide a blank consent form for parent/guardian to sign before vaccination. **For children below 3 years old, the parent / guardian should provide the original copy of the identity document (e.g. birth certificate) of the child, the signed consent form and accompany the child for vaccination. If the vaccination is arranged by the school / centre in group, the accompanying teacher or staff should bring the aforementioned required documents and be responsible in clearly indicating the identity of each child. The updated consent form (version as at 2 August 2022 or later) specifying the off-label use of COVID-19 vaccine in this age group MUST be used.**

ENG:

https://www.chp.gov.hk/files/pdf/consent_form_for_covid19_vaccination_eng.pdf

CHI:

Doctors' Guide for the COVID-19 Vaccination Programme at Clinics under VSS

https://www.chp.gov.hk/files/pdf/consent_form_for_covid19_vaccination_chi.pdf

- (a) VSS doctors should check if the signed consent form has been filled in completely and correctly: including identity document type (when the client has no HKID, then other identity document type should be used), and contact no. of parent/ guardian.
- (b) Please check the validity period of the identity document, if applicable.
- (c) Please check that the **right** person will be vaccinated before giving the vaccination. For example, if the identity document has no photo, e.g. birth certificate, crosscheck the client's identity with documents with photos (e.g. student handbook/student card).
- (d) Please note that another consent form for School Outreach to Kindergartens, Child Care Centres and Primary Schools is also acceptable if encountered. The form is available in the website (<https://www.edb.gov.hk/tc/sch-admin/admin/about-sch/diseases-prevention/early-vaccination.html>)
- (e) Please be reminded to check if the client has any non-local recovery or vaccination history, as usual.
- (f) In order to ensure the unique identifier to be used in different COVID-19 vaccination systems, please remind the recipient/ parent/ guardian to use the same identity document for vaccination.

6.14.9 Similar to the vaccination arrangement for adults, a smart card reader should also be used to capture the personal identifiers for HKID holders.

6.14.10 For eligibility and document types for non-HK residents, please refer to section 6.4.4(a) for details.

6.14.11 Input 6 additional types of identity documents for children under age 11 in eHS(S):

- HK Birth Certificate
- HKSAR Re-entry Permit
- HKSAR Document of Identity
- Permit to Remain in HKSAR (ID 235B)
- Non-HK Travel Document (e.g, Foreign passports)
- Certificate issued by the Births Registry for adopted children

6.14.12 **For children aged 6 months to 11 years with non-HK Travel Document (e.g, Foreign passports), they are eligible to receive COVID-19 vaccine if there is an Endorsement or relevant Landing Slip (if applicable) showing any one of (i) to**

Doctors' Guide for the COVID-19 Vaccination Programme at Clinics under VSS

(vii) in the Appendix A5 of

(https://www.chp.gov.hk/files/pdf/vssdg_ch5_appendix_a.pdf); with Visa/Reference No. and within the validity period. Please check before vaccination. Please be reminded to input the Visa/Reference No. in eHS(S) when handling children with non-HK Travel Document

6.14.13 For samples of the above identity documents, please refer to:

https://www.chp.gov.hk/files/pdf/vssdg_ch5_appendix_a.pdf (Appendix A1, A3 to A7)

For information on the input of documents for children below 11 years old in eHS(S), please refer to the Quick Guide:

<https://www.ehealth.gov.hk/en/covidvaccine/doc/quick-guide-for-using-manual-input-of-other-document.pdf>

6.14.14 Please check if the child has any non-local recovery or recent local and overseas vaccination history, as in adults

6.14.15 Please also see the Points to Note and FAQs on COVID-19 vaccination for Children and Adolescents:

https://www.chp.gov.hk/files/pdf/faq_children_adolescents_chi.pdf

https://www.chp.gov.hk/files/pdf/faq_children_adolescents_eng.pdf

6.14.16 For parents to register eHealth for their children (of age below 16 years old) via COVID-19 Vaccination Programme, please find the details in the leaflet:

<https://www.ehealth.gov.hk/filemanager/content/pdf/common/eHealth-covid-19-adolescents-leaflet.pdf>. Children should bring the following for vaccinators to check

before tick the box of enrol eHealth

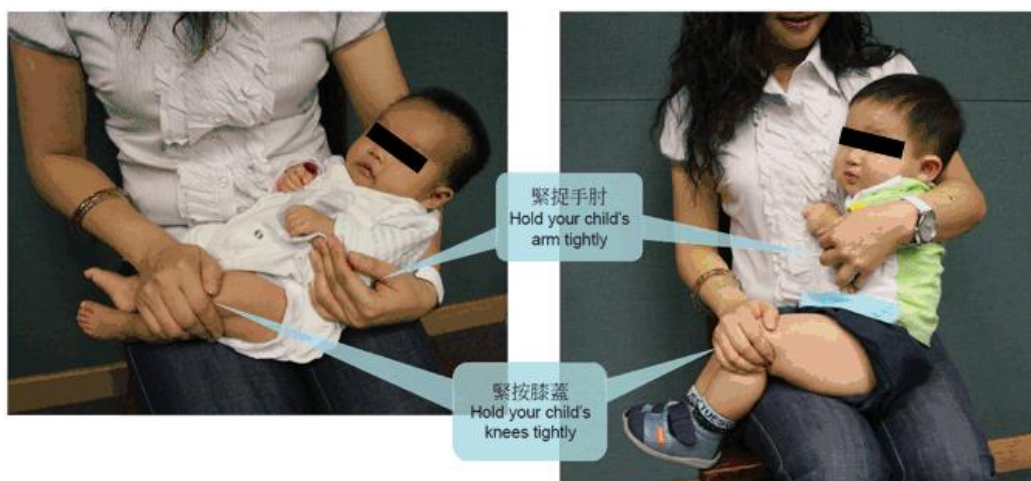
- (a) Printout of the online submission confirmation
- (b) Identity document of the child
- (c) Consent to administration of COVID-19 vaccination

6.14.17 Client preparation (if needed) and injection preparation

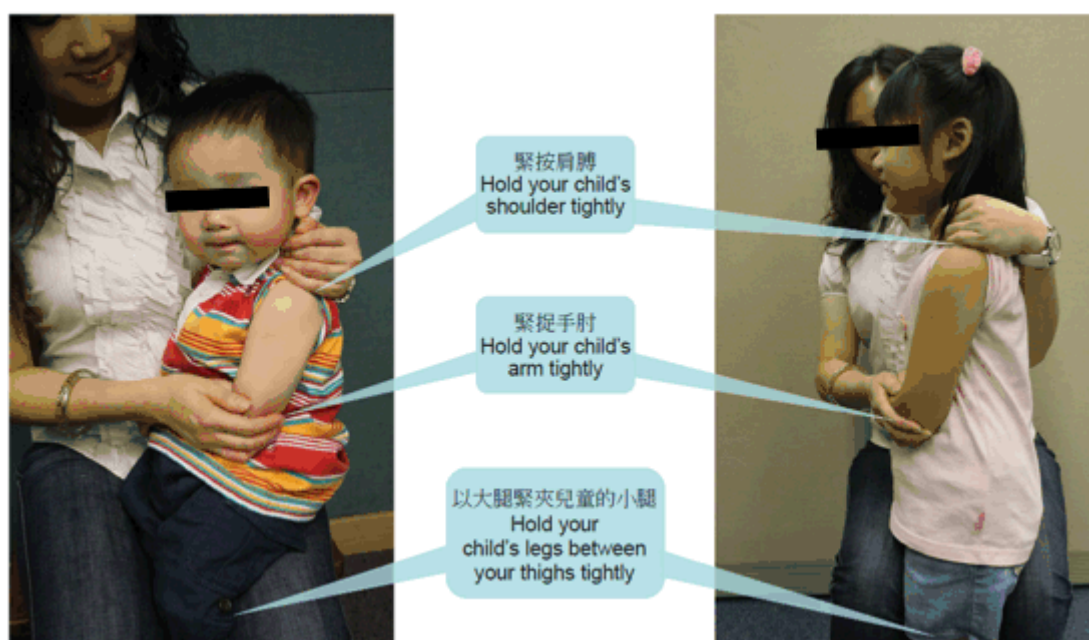
- (a) Invite the client to sit down;
- (b) For young child, invite the accompanying adult to secure the student on his/her lap;

Doctors' Guide for the COVID-19 Vaccination Programme at Clinics under VSS

Injection site: thigh



Injection site: upper arm



- (c) Confirm the identity by asking the client to state his/her name and if find necessary, cross check document with photo e.g. school booklet, to confirm identity
- (d) Inform the client, and the accompanying adult if available, of the type of vaccine to be given;
- (e) Ensure the injection site (deltoid muscle or anterolateral thigh) is exposed properly; and
- (f) Take out the vaccine from the storage.
- (g) The standard 1ml syringes with 25G 1" needles currently used for older children can be used for Children aged 6 months to below 3 years old.
- (h) Commonly recommended injection sites for IMI:

Doctors' Guide for the COVID-19 Vaccination Programme at Clinics under VSS

- anterolateral aspect of thigh (*for children <18 months*)
- deltoid muscle of upper arm (*for children \geq 18 months*)

The picture of proper position of holding a child during injection is recommended to display in the vaccination booths of PCVS for vaccinators' and accompanying adults' easy reference.

6.14.18 Please see **section 6.6** for administration by the Intramuscular (IM) Route.

6.14.19 Emergency management

Vaccination may cause untoward reactions. Some recipients may even develop allergic reactions to the vaccine(s). Failure to give timely intervention may result in serious consequences. Please refer to **section 6.9** for management of emergency conditions.

6.15 Immunocompromised persons

Immunocompromised persons should provide a medical proof of immunocompromised status (or doctor's letters in other formats with valid contents) signed by a registered medical practitioner, should be presented for inspection by the vaccinator before administering of the third dose (second dose for COVID-19 recoverer) and onward doses of COVID-19 vaccine. The proof or doctor's letter should be returned to the client after inspection. A sample template of the medical certificate could be found at

https://www.chp.gov.hk/files/pdf/medical_certificate_of_third_dose_eligibility_for_immunocompromised_persons.pdf.

Please enter the following standard wordings in the "Remark" field in eHS(S):

"Doctor's letter for additional booster in 2023/24 seen"

Please see Annex XII " Summary of Remarks for Vaccine Recipients (For inactivated vaccine)" for further details.

6.16 Vaccination for pregnant and lactating women

Pregnant women are at high risk of developing complications from COVID-19 infections.

COVID-19 vaccine can be safely given at any time during pregnancy. The World Health Organization(WHO) recommended that COVID-19 vaccination in mid-second trimester is preferred to optimize protection of the pregnant women, the foetus and the infant.

Doctors' Guide for the COVID-19 Vaccination Programme at Clinics under VSS

WHO does not recommend discontinuing breastfeeding because of vaccination as an inactivated COVID-19 vaccine is not a live vaccine, it is biologically and clinically unlikely to pose any risk to the breastfeed child.

7 Waste management

- 7.1.1 Regulation of clinical waste handling is under the purview of Environmental Protection Department (EPD). Please find details in the website: (<https://www.epd.gov.hk/epd/clinicalwaste/en/information.html>). All clinical waste generated should be properly handled and disposed (including proper package, storage and disposal) in accordance with the Waste Disposal (Clinical Waste) (General) Regulation. For details, please refer to the EPD's Code of Practice (CoP) for the Management of Clinical Waste (Small Clinical Waste Producers) (http://www.epd.gov.hk/epd/clinicalwaste/file/doc06_en.pdf).
- 7.1.2 Clinical waste generated (mainly used needles, syringes, ampoules and cotton wool balls fully soaked with blood) should be disposed of directly into sharps box with cover. Clinical waste must not be collected or disposed of as municipal solid waste or other types of wastes.
- 7.1.3 Alcohol swabs and cotton wool balls slightly stained with blood, which are not clinical waste by definition, should also be properly handled and disposed of as general refuse. For details, please refer to the CoP published by the EPD (http://www.epd.gov.hk/epd/clinicalwaste/file/doc06_en.pdf).
- 7.1.4 Discard the used vials in the sharp boxes and be handled as clinical waste, or to discard as chemical waste and handled in accordance with EPD guidelines.
- 7.1.5 The specifications of a typical sharps box are given in Annex B of Code of Practice for the Management of Clinical Waste (Small Clinical Waste Producers) (the CoP) published by the EPD (http://www.epd.gov.hk/epd/clinicalwaste/file/doc06_en.pdf).
- 7.1.6 Every container of clinical waste must bear a label. Please find details in Annex B of Code of Practice for the Management of Clinical Waste (Small Clinical Waste Producers) (the CoP) published by the EPD (http://www.epd.gov.hk/epd/clinicalwaste/file/doc06_en.pdf).
- 7.1.7 Clinic / PCVS staff should provide suitable area for temporary storage of clinical waste. Please find details in the Code of Practice for the Management of Clinical Waste (Small Clinical Waste Producers) (the CoP) published by the EPD (http://www.epd.gov.hk/epd/clinicalwaste/file/doc06_en.pdf).

Doctors' Guide for the COVID-19 Vaccination Programme at Clinics under VSS

- 7.1.8 When the licensed collector comes to collect clinical waste stored on-site, the clinic/PCVS staff should sign on the Clinical Waste Trip Ticket.

- 7.1.9 The Waste Producer Copy (pink copy) of the Clinical Waste Trip Ticket should be forwarded to the doctor / medical organization (of the venue) representative for record.

8 Reporting of adverse events following immunisation

8.1 Adverse events following immunisation (AEFIs)

8.1.1 Adverse events following immunisation (AEFIs)¹ are any untoward medical occurrence which follows immunisation and which does not necessarily have a causal relationship with the usage of the vaccine. The adverse event may be any unfavourable or unintended sign, abnormal laboratory finding, symptom or disease. The early detection will decrease the negative impact of these events on the health of individuals.

8.1.2 The very common possible side effects include inoculation site pain, headache and fatigue. Please refer to relevant package inset or consult healthcare providers for details.

8.1.3 For more information on the possible side effects of COVID-19 vaccines, please refer to the website at <https://www.chp.gov.hk/en/features/106934.html>.

8.2 Reporting of AEFIs

8.2.1 Clinic/ PCVS staff should inform the vaccine recipients what to expect after receiving the vaccine (common side effects) and advise them to read the factsheet in Annex I for the relevant information. Clinic/ PCVS staff should also encourage vaccine recipients to tell healthcare professionals such as doctors and pharmacists of the suspected adverse event occurred after immunisation so that they can report to DH the suspected adverse event after vaccination. Informed consent should also be obtained from the recipient that the DH would continue to access the relevant information and medical records for continue monitoring of the medical outcome of the vaccination.

¹ Vaccine Safety Basics by WHO (<https://iris.who.int/handle/10665/340576?locale-attribute=en&>)

Doctors' Guide for the COVID-19 Vaccination Programme at Clinics under VSS

8.2.2 VSS Doctors are encouraged to report the following AEFIs:

- (a) All suspected serious² adverse events, even if the adverse event is well known;
- (b) Suspected drug interactions including vaccine-drug and vaccine-herb interactions;
- (c) Non-serious adverse events but the adverse events are deemed medically significant by the healthcare professional (e.g. increased frequency or unusual presentation of a known adverse event);
- (d) Unexpected adverse events, i.e. the adverse events are not found in the product information or labelling (e.g. an unknown side effect).

8.2.3 Please conduct medical assessment and report to the Drug Office online at https://www.drugoffice.gov.hk/eps/do/en/healthcare_providers/adr_reporting/index.html.

² An AEFI will be considered serious, if it:

- results in death,
- is life-threatening,
- requires in-patient hospitalization or prolongation of existing hospitalization,
- results in persistent or significant disability/incapacity,
- is a congenital anomaly/birth defect,
- requires intervention to prevent one of the outcomes above (medically important)

9 Management of clinical incident

- 9.1.1 Clinical incident is defined as any events or circumstances that caused injury to vaccine recipients or posed risk of harm to vaccine recipients in the course of provision of clinical service.
- 9.1.2 VSS doctor should have plans to handle clinical incidents (e.g. incorrect vaccine administered). Appropriate actions should be taken, including inform the recipients/ parents/ guardians as appropriate, attend to the concerned clients as soon as possible and make necessary arrangements.
- 9.1.3 VSS doctor should attend all clinical incident immediately and provide appropriate interventions. Clear documentation of clinical assessment and interventions, including but not limited to medications used, should be done according to the practice of VSS doctor.
- 9.1.4 Following all necessary immediate interventions, the doctor in private clinic should inform the PMVD and the doctor in PCVS should inform Central Medical Team (CMT) at the earliest possible by phone, followed by the Clinical Incident Notification Form (For private clinic: **Annex IXa** ; For PCVS: **Annex IXb**). The form should be returned to the PMVD or CMT by fax or email with password protection of the file within the same day of occurrence of the incident.
- 9.1.5 Summary of the incident, with preliminary assessment and immediate remedial actions should be included in the notification form.
- 9.1.6 The doctor should conduct a full investigation of the medical incident and submit the Clinical Incident Investigation Report (For private clinic: **Annex Xa** ; For PCVS: **Annex Xb**) to the PMVD or CMT within 7 days from the occurrence of the incident.

Doctors' Guide for the COVID-19 Vaccination Programme at Clinics under VSS

List of Annexes

Annex I	Factsheet on COVID-19 Vaccination (To Vaccine recipients)
Annex II	Package insert of inactivated vaccine
Annex III	Checklist of items during onsite inspection
Annex IV	Daily Fridge Temperature Chart
Annex V	Temperature Excursion Incident Report Form (COVID-19), Vaccine Report Form Relating to Discrepancy/Defective
Annex VI	Consent Form
Annex VII	Sample of a COVID-19 Vaccination Card
Annex VIIa	Report on Cases Referred to Hospitals (For Private clinic)
Annex VIIb	Report on Cases Referred to Hospitals (For PCVS)
Annex IXa	Clinical Incident Notification Form (For Private clinic)
Annex IXb	Clinical Incident Notification Form (For PCVS)
Annex Xa	Clinical Incident Investigation Report (For Private clinic)
Annex Xb	Clinical Incident Investigation Report (For PCVS)
Annex XI	Summary of Remarks For Vaccine Recipients (For inactivated vaccine)
Annex XII	Useful link of the document about the vaccination programme

Doctors' Guide for the COVID-19 Vaccination Programme at Clinics under VSS

Annex I

Factsheet on COVID-19 Vaccination (To Vaccine recipients)

Please download the latest version available at

CHI: https://www.chp.gov.hk/files/pdf/factsheet_covidvaccine_inactivated_chi.pdf

ENG: https://www.chp.gov.hk/files/pdf/factsheet_covidvaccine_inactivated_eng.pdf

Package Insert of inactivated vaccine

Please download the latest version at

<https://www.chp.gov.hk/en/features/106959.html>

Doctors' Guide for the COVID-19 Vaccination Programme at Clinics under VSS

Annex III

Checklist of items during onsite inspection for COVID-19 Vaccination Programme under the VSS

- A) Have the Doctors' Guide in place for easy reference**
- B) With the Certificate of online training for COVID-19 Vaccination Programme offered by the Hong Kong Academy of Medicine**
- C) Have the Interim Guidance Notes On Common Medical Diseases and COVID-19 Vaccination In Primary Care Settings for easy reference**
- D) Understand other useful information will be sent to VSS doctor through email**
- E) With the latest version of factsheets and publicity materials**

F) Medical consumables and equipment

- Adrenaline auto-injector or 1:1000 adrenaline ampoule for injection and 1mL syringes and 25-32mm needles
- Age-appropriate sized Bag Valve Mask (highly recommended)
- BP monitor with Age-appropriate size cuff (highly recommended)
- 70%-80% alcohol-based hand rub
- Alcohol preps/ alcohol swab for skin disinfection before vaccination
- Dry sterile gauzes/ cotton wool balls for post-injection compression
- Sharps boxes/ clinical waste containers
- Card reader
- Printer

G) Vaccine/ Vaccines storage

- Use of purpose-built vaccine refrigerators
- Maintain cold chain of the vaccines (+2 °C to +8°C)
- Check and record temperature on the Daily Fridge Temperature Record or temperature log/chart.
- Use of appropriate temperature monitoring device
- Stock level vs consumption record of vaccines
- Label and appearance of vaccines
- Disposal of vaccine vials and packaging materials

Doctors' Guide for the COVID-19 Vaccination Programme at Clinics under VSS

H) Administrative procedures before vaccination

- Check identity of recipient
- Check COVID-19 infection history and vaccination record in eHealth System (Subsidies) [eHS(S)]
- Check if the clients has any non-local recovery or local/ overseas vaccination history

I) Obtaining informed consent

- Provide factsheet of the COVID-19 vaccine to recipients and go through the contents
- Handle enquiries about COVID-19 vaccination
- Verify the verification checklist and tick the check box

J) Checking before vaccine administration

- Check for contraindications and assess suitability to receive vaccine.
 - 3 checks
 - when taking out the vaccine from storage
 - before preparing the vaccine
 - before administering the vaccine
 - 7 rights
 - The right patient
 - The right vaccine
 - The right time (e.g. correct age, correct interval, vaccine not expired)
 - The right dosage
 - The right route, needle length and technique
 - The right site
 - The right documentation (e.g. Document the name of recipient, vaccine provider, vaccine type/ name and date of vaccination on the vaccination card.)

K) Observation and reminder to recipients after vaccine administration

- Arrange recipients to have rest for at least 15-30 minutes before leaving the clinic.
- Remind recipients to attend the appointment for the next dose if applicable.

Doctors' Guide for the COVID-19 Vaccination Programme at Clinics under VSS

L) Vaccination record

- Confirm correct details printed on vaccination record and issue to the recipient

M) Infection Control

- Follow the Guideline on Preventing COVID-19 Vaccine-strain Environmental Contamination

The above checklists are by no means exhaustive. Please refer to the Doctors' Guide for more information on details of the guidelines.

Doctors' Guide for the COVID-19 Vaccination Programme at Clinics under VSS

Annex IV

Daily Fridge Temperature Chart

The acceptable temperature range is +2°C to +8°C but *Strive for five!* (+5°C). Should check the current, the maximum and the minimum temperatures inside the refrigerator **three times daily** (once in **am**, once at **noon** and once in **pm**) and record in the form. Please reset the maximum/minimum temperature thermometer after recording

Fridge Model:	Serial no.:	Location:
---------------	-------------	-----------

MONTH _____

YEAR _____

Date	Morning (Fridge temp.)			Comments, if any*	Initials	Noon (Fridge temp.)			Comments, if any*	Initials	Afternoon (Fridge temp.)			Comments, if any*	Initials
	Current	Min.	Max.			Current	Min.	Max.			Current	Min.	Max.		
	1														
2															
3															
4															
5															
6															
7															
8															
9															
10															
11															
12															
13															
14															
15															
16															
17															
18															
19															
20															
21															
22															
23															
24															
25															
26															
27															
28															
29															
30															
31															

* If the fridge temperature is abnormal during checking, please fill the relevant code in the comments column and inform PMVD.

DO	Door opened for extended time	TTD	Thermostat turned down	PF	Power failure
----	-------------------------------	-----	------------------------	----	---------------

Doctors' Guide for the COVID-19 Vaccination Programme at Clinics under VSS

Part III

List of COVID-19 vaccines affected:

Vaccine name	Lot no.	Quantity

Part IV

Probable cause(s) for the temperature excursion:

<input type="checkbox"/>	Power not plugged in or not turned on
<input type="checkbox"/>	Power failure
<input type="checkbox"/>	Prolonged opening of refrigerator door
<input type="checkbox"/>	Refrigerator door cannot be properly closed
<input type="checkbox"/>	Unit's temperature knob setting is incorrect
<input type="checkbox"/>	Other:

Part V

Remedial action taken to restore the cold chain to the recommended range (2°C -8°C)

--

Part VI (To be completed by the Department of Health)

Consideration for affected vaccines to be released or disposed:

--

Doctors' Guide for the COVID-19 Vaccination Programme at Clinics under VSS

Vaccine Report Form Relating to Discrepancy/Defective

To: Pharmacist (Department of Health) Tel No.: 2125 2583 Fax. No.: 3693 4431 Ref. No.: 2125 2590
Email: pharm_cmt@dh.gov.hk

Part I

Name of Doctor: _____
Name of Clinic: _____ Telephone Number: _____
Address of Clinic: _____

Part II

Date & Time of Occurrence: _____
Brand of Vaccine: _____
Batch Number (and/or BPR): _____
Expiry Date (and/or Use-by date): _____
Quantity: _____

Reason:

Date of Reporting: _____ Signature: _____
Position: _____
Name of Contact: _____

=====

*For Department of Health to fill in

Date: _____ Signature: _____
Reference Number: _____ Position: _____
Name of Contact: _____

Vaccination Consent Form under the Government Programme

English:

https://www.chp.gov.hk/files/pdf/consent_form_for_covid19_vaccination_eng.pdf

Traditional Chinese:

https://www.chp.gov.hk/files/pdf/consent_form_for_covid19_vaccination_chi.pdf

Sample of a COVID-19 Vaccination Card

Please refer the sample of vaccination card:

https://www.chp.gov.hk/files/pdf/sample_covidvaccinationrecord.pdf

NOTIFICATION TO CENTRAL MEDICAL TEAM
REPORT ON CASES REFERRED TO HOSPITAL

(RESTRICTED)

Annex VIIIa

To: Central Medical Team
Email: nurse_cmt@dh.gov.hk
duty_ro_cmt@dh.gov.hk

From: _____ clinic
Name: _____ (Doctor / Nurse)
Tel: _____
Date: _____

Report on Cases Referred to Hospital (To be completed by clinic)

Points to Note:

- For all cases which required medical attention and referral to hospital, clinic should inform the Central Medical Team after immediate management by phone (3975 4859); followed by this written Report on Cases Referred to Hospital.
- The completed form should be returned to the Central Medical Team by email (nurse_cmt@dh.gov.hk and duty_ro_cmt@dh.gov.hk) or fax (2544 3908) as soon as possible and within the same day after the incident.

I. Particulars of the person who was referred to hospital

Name: _____ Sex: _____ Age: _____ ID number: _____

Date sent to hospital (dd/mm/yyyy): _____ Time (24 hr format): _____:_____

Hospital (if known): _____

Reason(s)/ Preliminary Diagnosis:

II. COVID-19 vaccine given to the person on the day

Vaccine Not given

Vaccine given

- Name of COVID-19 vaccine: _____
- Dose sequence: _____ dose
- Time given: _____:_____ am / pm*

III. Details

Details of event:

**NOTIFICATION TO CENTRAL MEDICAL TEAM
REPORT ON CASES REFERRED TO HOSPITAL**

(RESTRICTED)

Symptoms & Time of onset:

Others:

IV. Management provided at clinic

V. Condition of the patient on leaving clinic

Awake / Verbal / Pain / Unresponsive *

Vital Signs : BP

/Pulse

SaO2

VI. Information given to relatives (if applicable)

VII. Other information if applicable

VIII. Reporter's Information

Name (in Full) : Mr / Ms _____

Post: Please tick the appropriate box below:

Phone: _____

Doctor

Email: _____

Nurse

Pharmacist/ dispenser

Clerk

Other healthcare professionals, please specify:

Name of clinic: _____

Name of enrolled doctor: _____

Date: _____ **(dd/mm/yyyy)** **Time (24 hr format):** _____ : _____

NOTIFICATION TO CENTRAL MEDICAL TEAM
REPORT ON CASES REFERRED TO HOSPITAL

PCVS

(RESTRICTED)

Annex VIIIb

Email: nurse_cmt@dh.gov.hk
duty_ro_cmt@dh.gov.hk

From: _____ PCVS
Name: _____ (Doctor / Nurse)
Tel: _____
Date: _____

Report on Cases Referred to Hospital (To be completed by PCVS)

Points to Note:

- For all cases which required medical attention and referral to hospital, PCVS should inform the Central Medical Team after immediate management by phone (3975 4859); followed by this written Report on Cases Referred to Hospital.
- The completed form should be returned to the Central Medical Team by email (nurse_cmt@dh.gov.hk and duty_ro_cmt@dh.gov.hk) or fax (2544 3908) as soon as possible and within the same day after the incident.

IX. Particulars of the person who was referred to hospital

Name: _____ Sex: _____ Age: _____ ID number: _____
Date sent to hospital (dd/mm/yyyy): _____ Time (24 hr format): _____ : _____
Hospital (if known): _____
Reason(s)/ Preliminary Diagnosis:

X. COVID-19 vaccine given to the person on the day

Vaccine Not given
 Vaccine given

- Name of COVID-19 vaccine: _____
- Dose sequence: _____ dose
- Time given: _____ : _____ am / pm*

XI. Details

Details of event:

Symptoms & Time of onset:

**NOTIFICATION TO CENTRAL MEDICAL TEAM
REPORT ON CASES REFERRED TO HOSPITAL**

(RESTRICTED)

XII. Management provided at PCVS

XIII. Condition of the patient on leaving PCVS

Awake / Verbal / Pain / Unresponsive * Vital Signs : BP /Pulse SaO2

XIV. Information given to relatives (if applicable)

XV. Other information if applicable

XVI. Reporter's Information

Name (in Full) : Mr / Ms _____ Post: Please tick the appropriate box below:

Phone: _____

Email: _____

- Doctor
- Nurse
- Pharmacist/ dispenser
- Clerk
- Other healthcare professionals, please specify:

Name of PCVS: _____

Name of enrolled doctor: _____

Date: _____ (dd/mm/yyyy) Time (24 hr format): _____ : _____

Doctors' Guide for the COVID-19 Vaccination Programme at Clinics under VSS

Annex IXa

COVID-19 Vaccination Programme under the VSS CLINICAL INCIDENT NOTIFICATION FORM

Notification Form for Suspected Clinical Incident						
Points to Note:	<ul style="list-style-type: none"> - Clinical Incident is defined as any events or circumstances (i.e. with any deviation from usual medical care) that caused injury to client or posed risk of harm to client in the course of direct patient care or provision of clinical service - Clinical incident could be notified by any staff - It is not required to get all details confirmed to make a notification. - Notification should be made as soon as possible (by phone to the PMVD at 2125 2299 And followed by fax (Fax Number: 2713 9576) or email in form of with password encrypted file (Email: covid19_vss@dh.gov.hk) after completion of this form, within the same working day upon discovery of (suspected) incident - A follow up full investigation report by the VSS Doctor should be submitted within 1 week upon discovery of (suspected) incident 					
XVII. Brief Facts						
Name of VSS clinic involved: _____						
Date of discovery (dd/mm/yyyy): _____			Time (24 hr format): _____			
Date of occurrence (dd/mm/yyyy): _____			Time (24 hr format): _____			
Place of occurrence:		<input type="checkbox"/> At the VSS clinic <input type="checkbox"/> Others, please specify: _____				
Stage of care when incident occur		<input type="checkbox"/> Pre-vaccination <input type="checkbox"/> During vaccination <input type="checkbox"/> Post-vaccination				
Number of vaccine recipient(s) affected: _____						
Demographics of clients affected:						
Person (1, 2, 3 ...)	Gender (M/F)	Age	Type of harm/ injury	Level of injury as per initial assessment by medical team (M, 1, 2, 3) (See next page)	Consequence (e.g. referred to AED/ other specialties/ repeat or additional procedure and investigation, etc.)	Name and lot number of vaccine involved

Doctors' Guide for the COVID-19 Vaccination Programme at Clinics under VSS

Summary of the incident: *(including what happened, how it happened, and what actions were taken etc. Do not put in any personal information of the persons affected in the incident; And Do not put in any name, post or rank of staff involved in the incident.)*

Any property damage? Yes, details: _____
 No

XVIII. Reporter's Information

Name (in Full) : Dr / Mr / Ms _____ Phone: _____ Email: _____	Post: Please tick the appropriate box below: <input type="checkbox"/> Doctor <input type="checkbox"/> Nurse <input type="checkbox"/> Pharmacist/ dispenser <input type="checkbox"/> Clerk <input type="checkbox"/> Other healthcare professionals, please specify: _____
---	--

Name of organisation/ service provider:

Name of enrolled doctor: _____

Date: _____ (dd/mm/yyyy) Time (24 hr format):

Classification of level of Injury

Level of Injury	The level of injury is defined as follows, Level M -- Near miss OR incidents that caused no or minor injury, which may or may not require repeat of investigation, treatment or procedure, or additional monitoring (including telephone follow-up). Level 1 -- No or minor injury was resulted AND additional investigation or referral to other specialty (including AED) was required for the client. Level 2 -- Significant injury was resulted AND additional investigation or referral to other specialty (including AED) was required for the client. Level 3 -- Significant injury was resulted AND resulted in death or arrest or requiring resuscitation or permanent loss of function was resulted or expected.
------------------------	--

**Private Clinic Vaccination Station
CLINICAL INCIDENT NOTIFICATION FORM
(RESTRICTED)**

Case Number (assigned by Central Medical Team): _____

Notification Form for Suspected Clinical Incident

(To be completed by organisation / service provider)

- Points to Note (for Medical operator):**
- **Clinical Incident is defined as any events or circumstances (i.e. with any deviation from usual medical care) that caused injury to client or posed risk of harm to client in the course of direct patient care or provision of clinical service**
 - Clinical incident could be notified by any staff of any rank
 - It is not required to get all details confirmed to make a notification
 - Notification should be made **as soon as possible** (by phone to the Central Medical Team at 3975 4859) And followed by this written Clinical Incident Notification Form
 - The completed form should be returned to the Central Medical Team by email (nurse_cmt@dh.gov.hk and duty_ro_cmt@dh.gov.hk and mo_cmt@dh.gov.hk) or fax (2544 3908) as soon as possible and within the same day after the incident.
 - A follow up full investigation report by the Doctor in-charge of the PCVS should be submitted to the Central Medical Team by email **within 1 week** upon discovery of (suspected) incident.

XIX. Brief Facts

Name of Private Clinic Vaccination Station involved:

Date of discovery (dd/mm/yyyy): _____ **Time (24 hr format):** _____

Date of occurrence (dd/mm/yyyy): _____ **Time (24 hr format):** _____

Place of occurrence: At the private clinic vaccination station
 Others, please specify: _____

Stage of care when incident occur Pre-vaccination
 During vaccination
 Post-vaccination

Number of vaccine recipient(s) affected: _____

Demographics of clients affected:

Doctors' Guide for the COVID-19 Vaccination Programme at Clinics under VSS

Classification of level of Injury

Level of Injury	<p>The level of injury is defined as follows,</p> <p>Level M -- Near miss OR incidents that caused no or minor injury, which may or may not require repeat of investigation, treatment or procedure, or additional monitoring (including telephone follow-up).</p> <p>Level 1 -- No or minor injury was resulted AND additional investigation or referral to other specialty (including AED) was required for the client.</p> <p>Level 2 -- Significant injury was resulted AND additional investigation or referral to other specialty (including AED) was required for the client.</p> <p>Level 3 -- Significant injury was resulted AND resulted in death or arrest or requiring resuscitation or permanent loss of function was resulted or expected.</p>
------------------------	---

**COVID-19 Vaccination Programme under the VSS
CLINICAL INCIDENT INVESTIGATION REPORT**

Clinical Incident Investigation Report

(To be completed by the VSS Doctor)

- Points to Note:**
- Report should be made within 1 week upon discovery of the incident
 - Do not put in any personal information of the persons / staff affected involved in the incident

XXI. Brief Facts

Name of VSS clinic involved: _____

Date of discovery (dd/mm/yyyy): _____ **Time (24 hr format):** _____

Date of occurrence (dd/mm/yyyy): _____ **Time (24 hr format):** _____

Place of occurrence:

At the VSS clinic

Others, please specify: _____

Stage of care when incident occur

Pre-vaccination

During vaccination

Post-vaccination

Number of vaccine recipient(s) affected: _____

Demographics of clients affected:

Person (1, 2, 3 ...)	Gender (M/F)	Age	Type of harm/ injury	Level of injury as per initial assessment by medical team (M, 1, 2, 3)	Consequence (e.g. referred to AED/ other specialties/ repeat or additional procedure and investigation, etc.)	Name and lot number of vaccine involved

Summary of the incident: (including what happened. how it happened)

Doctors' Guide for the COVID-19 Vaccination Programme at Clinics under VSS

Actions taken for this incident:

Remedial measures to prevent future similar occurrences:

Other recommendations and comments:

Reporter's Information

Name (in Full) : Dr _____

Phone: _____

Email: _____

Date: _____

Doctors' Guide for the COVID-19 Vaccination Programme at Clinics under VSS

Annex Xb

Private Clinic Vaccination Station
CLINICAL INCIDENT INVESTIGATION REPORT
(RESTRICTED)

Case Number (assigned by Central Medical Team): _____

Clinical Incident Investigation Report

(To be completed by the Doctor in-charge of the PCVS)

- Points to Note:**
- Report should be made within 1 week upon discovery of the incident
 - Do not put in any personal information of the persons / staff affected involved in the incident
 - The completed form should be returned to the Central Medical Team by email
 ((nurse_cmt@dh.gov.hk and duty_ro_cmt@dh.gov.hk and mo_cmt@dh.gov.hk) fax (2544 3908)

XXII. Brief Facts

Name of Private Clinic Vaccination Station involved:

Date of discovery (dd/mm/yyyy): _____ **Time (24 hr format):** _____

Date of occurrence (dd/mm/yyyy): _____ **Time (24 hr format):** _____

Place of occurrence:

At the private clinic vaccination station

Others, please specify: _____

Stage of care when incident occur

Pre-vaccination

During vaccination

Post-vaccination

Number of vaccine recipient(s) affected: _____

Demographics of clients affected:

Person (1, 2, 3 ...)	Gender (M/F)	Age	Type of harm/ injury	Level of injury as per initial assessment by medical team (M, 1, 2, 3) (See Annex II)	Consequence (e.g. referred to AED/ other specialties/ repeat or additional procedure and investigation, etc.)	Name and batch of vaccine involved

Doctors' Guide for the COVID-19 Vaccination Programme at Clinics under VSS

Summary of the incident: *(including what happened. how it happened)*

Actions taken for this incident:

Remedial measures to prevent future similar occurrences:

Doctors' Guide for the COVID-19 Vaccination Programme at Clinics under VSS

--

Reporter's Information

Name (in Full) : Dr _____

Phone: _____

Email: _____

Date: _____

--

















Summary of Remarks For Vaccine Recipients (For inactivated vaccine)

Type of recipients	Scenarios	Input in "Remark" in eHS(s)
HK residents	Recipients use solely HKSAR passport as the identity document for the 1st dose	HKID number as listed in the HKSAR passport. E.g. HKID: G1234567.
Persons with different identity document	Different identity documents registered in the previous vaccination	State the identity document used in the previous vaccination E.g. HKSAR passport was used for the 1st dose.
Persons with Medical Exemption Certificate	Administer to recipients before the expiry of a Medical Exemption Certificate	Brief reason of overriding a "Medical Exemption Certificate". E.g. The recipient is suitable for vaccination after assessment by the Allergy Clinic.
COVID-19 recovered persons	With history of COVID-19 infection (local and non-local)	Recovered from COVID-19 infection, Date of discharge (or infection), Place of discharge (or infection)[e.g. HK, mainland China, country name, etc) E.g. Recovered from COVID-19 infection, 1 May 2021, UK.

Doctors' Guide for the COVID-19 Vaccination Programme at Clinics under VSS

	Previous vaccination is less than 14 days apart from infection	COVID-19 infection was fewer than 14 days from the X dose. E.g. COVID-19 infection was fewer than 14 days from the 1st dose.
	Recipients denied COVID-19 infection but eHealth displays the history	E.g. No prior COVID-19 infection according to the recipient. Explained to the recipient and consent obtained.
Persons with non-local vaccination record	-	Date, place and type of vaccination E.g. Last dose (5 th) Pfizer on 1 Jan 2023 in USA.
Immunocompromised persons	Immunocompromised persons who request to vaccinate	"Doctor's letter for x dose seen" E.g. Doctor's letter for additional booster in 2023/24 seen














Useful links of the document about the vaccination programme

Document type	Document name	QR code of the link		
		ENG	CHI	SChi
Webpage	COVID-19 Thematic website			
	About the Vaccines			
	About the Programme			
	FAQs			
Eligibility for receiving vaccination	Persons eligible for receiving vaccination			
	Samples of identity documents (Annex A of "Quick Guide to joining RVP")			









Doctors' Guide for the COVID-19 Vaccination Programme at Clinics under VSS

Package Insert of vaccines	Sinovac			
Vaccination fact sheet	Inactivated COVID-19 vaccine			
Consent form	Applicable to all mRNA / inactivated COVID-19 vaccines under the Government COVID-19 Vaccination Programme			
Expert Opinion	Expert Opinion			
	Recommendations from the Scientific Committee on Emerging and Zoonotic Disease and Scientific Committee on Vaccine Preventable Diseases			
Recommendation on number of doses and intervals	How many doses of COVID-19 vaccine recommended for me?			
Information for children and adolescents	COVID-19 Resources from the Hong Kong Society for Paediatric Immunology Allergy and Infectious Diseases			
	Referral letter for Paediatric COVID-19 Vaccine Allergy Safety Assessment			

Doctors' Guide for the COVID-19 Vaccination Programme at Clinics under VSS

	FAQ - children and adolescents			
Information for persons with diseases or allergy	Interim Guidance Notes On Common Medical Diseases and COVID-19 Vaccination in Primary Care Settings			
	3 Important Considerations for individuals with chronic diseases			
	Examples of Chronic Diseases			
	Certification for Immunocompromised Persons			
Information for recovered persons	Factsheet on COVID-19 Vaccination For Persons with Prior COVID-19 Infection			
eHealth	User Manual of eHealth System (Subsidies) for COVID-19 Vaccination Programme			
	Quick Guide of Manual Input of Other Documents in the eHealth System (Subsidies) for COVID-19 Vaccination Programme			
	Consent form for eHealth			

Doctors' Guide for the COVID-19 Vaccination Programme at Clinics under VSS

	Register eHealth for your child			
Infection control	ICB Infection Control Guidelines			
	Recommendations on Hand Hygiene and Use of Gloves in Health Care Settings			
	Recommendations on the Management and Postexposure Prophylaxis of Needlestick Injury or Mucosal Contact to HBV, HCV and HIV			
	Prevention of Sharps Injury and Mucocutaneous Exposure to Blood and Body Fluids in Healthcare Settings			
	Code of Practice for the Management of Clinical Waste			
Others	COVID-19 Vaccination Online Training Platform			
	Reporting Adverse Drug Reactions	