

# Accessing Government Funded Vaccines

## Vaccine Account Registration Checklist

To access government funded vaccines from the Vaccine Distribution Centre your facility must be sufficiently equipped to:

- receive and store vaccines according to the [National Vaccine Storage Guidelines 'Strive for 5'](#)
- administer vaccines according to [State and National Immunisation Programs](#)
- transmit each individual encounter record to the [Australian Immunisation Register \(AIR\)](#)

The following checklist can be used as a guide for prospective immunisation providers to ensure they have the appropriate information available for the registration process.

Does the facility have a <b>vaccine purpose built fridge</b> and a <b>data logger</b> ? <i>These are mandatory requirements.</i>	
Does the facility have a written policy for staff to follow when managing a cold chain breach including instructions for downloading the data logger into numerical readings?	
Does the facility have policies and procedures in place that comply with the <a href="#">National Vaccine Storage Guidelines – Strive for 5?</a>	
Is there a vaccine management training program available to staff involved in receiving and handling vaccines? For example the <a href="#">NSW Health Vaccine Storage and Cold Chain Management online training module</a>  This includes receipt, handling and storage of vaccines; reading and interpreting temperature monitoring equipment such as in-built fridge temperature gauge, portable min/max thermometer, and data loggers; and responding appropriately to all temperature deviations outside +2°C and +8°C.	
Are staff familiar with a back-up plan to implement, including alternative storage, to preserve vaccines in the event of equipment or power failure?	
Is there a policy for staff to safely and correctly transport vaccines in an esky/cooler including conditioning of ice packs, positioning of min/max thermometers, and ensuring adequate insulation?	
Is there appropriate signage visible to prevent accidental disconnection of the vaccine fridge from its power source?	
Are all immunisation providers aware of the eligibility requirements for the State and National Immunisation Programs?	
Is your organisation registered with the <a href="#">Australian Immunisation Register (AIR)</a> ?	
Is there a training process in place for relevant staff to ensure correct information is submitted to the national registers?	

### For more information

**Vaccine Distribution Centre**  
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