



## Prequalification Form for Organizations Requesting Influenza Vaccine 2011/2012

(Head Office Company Mailing Address)

**Return this form on or before August 26, 2011 to:**

Attention: UIIP Coordinator  
Ministry of Health and Long-Term Care

Public Health Division  
Public Health Protection & Prevention Branch  
1075 Bay St., 11th Floor  
Toronto ON M5S 2B1

1. I/we acknowledge the publicly-funded influenza vaccines that are received as a part of the Universal Influenza Immunization Program (UIIP) will only be administered to persons aged 6 months or older who live, work or attend school in Ontario, unless medically contraindicated based on an individual assessment;
2. I/we shall ensure that the publicly-funded influenza vaccine will be administered **free of charge** to all eligible recipients (vaccine recipients should not pay for influenza immunization) regardless of whether:
  - a. it is administered by our organization; or
  - b. we are retained by an organization to administer the vaccine;
3. I/we shall ensure that the publicly-funded influenza vaccine will be administered to all eligible recipients as recommended by the National Advisory Committee on Immunization (NACI) *Statement on Influenza Vaccination for the 2011-2012 Season*, to the extent that notice is provided to you of this requirement (which includes healthy pregnant women and children 6 months of age or older), unless medically contraindicated based on an individual assessment;
4. I/we will ensure that all Adverse Events following Immunization (AEFI) are reported to the local medical officer of health as required by section 38 of the *Health Protection and Promotion Act*; Organizations must report an adverse event following immunization (AEFI) with an influenza vaccine to their local medical officer of health **within 1 business day** after the reportable event is recognized; I/we will ensure all AEFIs are reported the local medical officer of health by filling out the AEFI report form located on the Public Health Agency of Canada's website at the following link: <http://www.phac-aspc.gc.ca/im/aeifi-form-eng.php>.
5. I/we understand and agree to follow all Ministry of Health and Long-Term Care ("ministry") cold chain requirements for storage and handling of publicly-funded vaccine as detailed in the **Vaccine Storage and Handling Guidelines** document. Premises storing publicly-funded vaccines will require a documented cold chain inspection of their vaccine refrigerator(s) that meets the requirements for vaccine storage and handling prior to being provided with publicly-funded vaccines;
6. I/we understand that our vaccine refrigerator(s) must meet the following requirements:
  - located within the health unit's jurisdiction where the vaccine is to be ordered, stored, transported and administered and must be inspected by the same health unit;
  - physically located within our organization's premises;
  - monitored by our employees;
  - not located in a private dwelling house; and
  - not located in a community pharmacy.
 Note: leasing of space inside a refrigerator (i.e. shelves in a refrigerator) is not permitted;
7. I/we understand that if our organization provides occupational health services to another organization or if our organization owns or is owned by a long-term care home (LTCH), the publicly-funded influenza vaccine will only be used for immunization clinics which are held within the physical premises of that organization / LTCH. I/we will not use the vaccine refrigerator to store publicly-funded influenza vaccine for other influenza community clinics held by our organization;
8. I/we will be planning to host influenza immunization clinics in the following jurisdictions and will require a cold chain inspection on the refrigerators listed below. I/we understand that if our organization does NOT have a refrigerator in the health unit's jurisdiction, we will not be able to obtain vaccine from the health unit and will not be able to provide influenza immunization clinics in that jurisdiction. I/we agree to only store publicly-funded influenza vaccine in the refrigerators listed below (vaccines are not to be stored in refrigerators located in private dwelling houses). I/we agree that at least ONE vaccine refrigerator location must be identified or the application will not be approved and that the vaccine refrigerator information listed below (on page 2) is final and refrigerator locations cannot be added or modified after the prequalification deadline. (*Attach an additional sheet if extra space is required*).

**I have read this page (INITIALS):**

Vaccine Refrigerator 1			
Name of Organization			
Name of Contact ( <i>First name, Last name</i> )		Telephone ( ) -	
Number	Street Name		
City		Province	Postal Code

Vaccine Refrigerator 2			
Name of Organization			
Name of Contact ( <i>First name, Last name</i> )		Telephone ( ) -	
Number	Street Name		
City		Province	Postal Code

I/we understand that the refrigerator information will be released to the health unit in order to conduct the required cold chain inspections.

9. I/we will ensure that the vaccine is maintained under the required cold chain conditions at all times and the *Influenza Vaccine Storage and Handling Guidelines for Health Care Agencies and Workplaces* fact sheet is followed;
10. I/we agree to reimburse the ministry for the cost of any part of the vaccine inventory that is lost due to, what is in the ministry's sole opinion, a preventable cold chain incident;
11. Organizations **within** the "M" postal code: I/we agree that vaccine provided by the Ontario Government Pharmaceutical and Medical Supply Service (OGPMSS) will be administered in clinics held within Toronto's geographical boundaries (**within** the "M" postal code);
12. Organizations **outside** the "M" postal code: I/we agree that vaccine provided by the health unit will be administered in clinics held within that health unit's geographical boundaries;
13. I/we agree that publicly-funded influenza vaccine will NOT be taken outside the jurisdictional area of the health unit that provided the vaccine (or outside Toronto, for vaccine obtained from OGPMSS);
14. I/we agree to act in accordance with any direction in writing from the ministry respecting the timing and manner of immunization of high risk persons and immunization of the general population;
15. I/we agree that **we will not hold influenza immunization clinics until notified to do so by the ministry**;
16. I/we agree that **ALL retirement homes are required to complete prequalification for the UIIP by August 26, 2011**;
17. I/we agree that if our organization is defined as "Emergency Medical Services" (EMS) or "First Responders" or "Paramedics," the base hospital physician is not permitted to be the Affiliated Physician (as named below in 18a);
18. **ALL organizations except retirement homes must complete 18a; Retirement homes must complete either 18a, or 18b (whichever is applicable)**;
- 18a. I/we confirm that a physician will provide medical direction to the program and be responsible for the administration of the influenza vaccine (*"affiliated physician"*). The influenza vaccine will be administered by a regulated health professional under the *Regulated Health Professions Act, 1991*, under appropriate medical directives consistent with requirements as set out by the College of Physicians and Surgeons of Ontario (CPSO), the *Medicine Act, 1991*, and the *Regulated Health Professions Act, 1991*. The affiliated physician's OHIP billing number or CPSO Registration Number as well as contact information are provided below:

**PRINT in block letters using black or dark blue ink.**

Affiliated Physician ( <i>First Name, Last Name</i> )		OHIP Billing Number	CPSO Registration Number	
<b>Business address</b>				
Number	Street name	City	Province	Postal Code
Telephone ( ) -		Telephone ( ) -		

- 18b. I/we do NOT have a physician who will provide a medical directive to the program. Our organization will obtain direct medical orders from each resident's physician. The influenza vaccine will be administered by a regulated health professional under the *Regulated Health Professions Act, 1991*, under appropriate direct medical orders consistent with requirements as set out by the College of Physicians and Surgeons of Ontario (CPSO), the *Medicine Act, 1991*, and the *Regulated Health Professions Act, 1991*. I/we understand that the health unit can audit these direct medical orders;

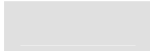
(Check here) This applies to our organization.

I have read this page (INITIALS):



19. I/we confirm that the organization administering the vaccine has put in effect and shall maintain, at its own costs and expense, a policy of comprehensive general liability insurance providing coverage for a limit of not less than five million dollars Canadian Dollars (\$5,000,000.00 CAD) for each occurrence that will protect and save harmless our organization and employees and Her Majesty the Queen in right of Ontario in the case of an adverse event or lawsuit related to the storage, handling or administration of the influenza vaccine by our organization. The policy of insurance must:
- be effective during the time period from October 1, 2011 to March 31, 2012;
  - indicate the effective and expiry dates;
  - indicate the name of our organization;
  - name Her Majesty the Queen in right of Ontario (or the Ministry of Health and Long-Term Care) as an additional insured; and
  - be electronically scanned OR mailed **together (sent at the same time)** with the signed and completed *Prequalification Form* to the ministry to the attention of: UIIP Coordinator, Ministry of Health and Long-Term Care, Public Health Division, Public Health Protection & Prevention Branch, 1075 Bay St., 11th Floor, Toronto ON M5S 2B1 by **August 26<sup>th</sup>, 2011**.
- NOTE: Ontario and federal government programs are NOT required to provide a copy of insurance policy to the ministry;
20. I/ we understand that statements of self-insurance will not be accepted as proof of liability insurance;
21. I/we understand that the Prequalification Form and proof of insurance received after August 26th, 2011 will NOT be processed and/or prequalification packages received by fax will be NOT be accepted;
22. I/we understand that the ministry will not provide legal counsel or legal advice to our organization for any reason, including, without limitation, if our question is regarding our liability insurance. I/we understand that our organization must seek advice from our own legal counsel.
23. I/we understand that it is our responsibility to ensure that this Prequalification Form is complete (this includes initialling the bottoms of pages 1, 2 and 3 of this *Prequalification Form*) and the proof of insurance policy is submitted along with the *Prequalification Form* to the ministry. The ministry will not process incomplete prequalification packages (which must include the *Prequalification Form* and insurance policy) and will not contact us if the prequalification package is incomplete;
24. I/we understand that the ministry will **not** notify our organization if our prequalification package was received; I/we understand that once the ministry receives our *Prequalification Form*, the ministry will not accept any amendments to our *Prequalification Form*.
25. I/we agree that the ministry and its officers, employees and agents shall not be liable to me/us or any of our personnel for any costs, losses, claims, liabilities and damages howsoever caused (including any incidental, indirect, special or consequential damages, injury or any loss of use or profit) arising out of or in any way related to our participation in the Universal Influenza Immunization Program (UIIP);
26. I/we agree to indemnify and hold harmless the ministry from and against any and all liability, loss, costs, damages and expenses (including legal, expert and consultant fees), causes of action, actions, claims, demands, lawsuits or other proceedings, by whomever made, sustained, incurred, brought or prosecuted, in any way arising out of or in connection with the administration of the influenza vaccine, unless solely caused by the negligence or wilful misconduct of the ministry;
27. I/we acknowledge that receipt of vaccine is subject to providing the ministry with any and all information as may be requested by the ministry and to provide that information to the ministry as required in the time-line and manner required by the ministry. This information will be used by the ministry for program evaluation, planning and other purposes as authorized under the *Health Protection and Promotion Act*, and shall not be used or disclosed for any other purpose;
28. I/we understand that the following information must be reported to the ministry **within ten (10) working days** of the immunization clinic on the *Vaccine Utilization Report Non-Reimbursable Clinics* form, the *Vaccine Utilization Invoice Reimbursable Clinics* form and/or the *Vaccine Utilization Invoice Pharmacy Based Clinic* form for all vaccine recipients at the clinic:
- All vaccine doses administered and wasted by lot number; and
  - Number of doses administered by gender, age and priority grouping breakdown (high priority group or general population);
- This information will be used by the ministry for program evaluation, planning and other purposes as authorized under the *Health Protection and Promotion Act*, and shall not be used or disclosed for any other purpose;
29. *For Private Hospitals and Retirement Homes only*. I/we agree to complete and report the *Influenza Immunization Rates* form and to send it to the ministry by November 14, 2011 or an alternative date as specified by the ministry in writing.
30. I/we agree that reimbursement for administering influenza vaccine will only be provided to the following authorized public clinic providers: health units, Long-Term Care Homes, public hospitals, Community Health Centres, Community Care Access Centres and pharmacies provided that **ALL** of the following conditions are met:
- Public influenza clinics will NOT occur until notification from the ministry is received to your organization.
  - *For pharmacies only*: pharmacy based clinics must be held within the physical boundaries of the pharmacy;
  - Open to the public (i.e. open and accessible to any eligible vaccine recipient who lives, works or attends school in Ontario);
  - Widely advertised in the community (i.e. pre-event promotion in areas visible/accessible to **all** members of the public);
  - Only publicly-funded vaccine must be used;
  - Publicly-funded vaccine must be both obtained and administered within the jurisdictional boundaries of the same health unit;
  - Influenza immunization must be provided free of charge to the vaccine recipients; and
  - The ministry must not be billed for these immunizations through another mechanism.

I have read this page (INITIALS):



31. I/we understand that any *Vaccine Utilization Invoice Reimbursable Clinics* forms and/or *Vaccine Utilization Invoice Pharmacy Based Clinic* forms submitted that do not have all fields completed or are missing the Authorized Signing Officers signatures will not be processed and will not be eligible for reimbursement.
32. I/we agree to obtain from each recipient, as a condition for receiving the vaccine, a **written consent** to receive the vaccine and to have the organization and/or attending regulated health professionals under the *Regulated Health Professions Act, 1991*, disclose to the ministry such personal information of the recipient as the ministry requires for health program evaluation and/or health planning purposes. Information disclosed to the ministry is subject to the *Personal Health Information Protection Act, 2004* and the *Freedom of Information and Protection of Privacy Act*, as applicable;
33. I/we agree that a written record of the influenza immunization, which includes our organization's contact information (name of organization, contact telephone number, address) will be provided to each vaccine recipient according to the Standards of the Regulated Health Professions Act (RHPA) and the Professional College to which I/we belong;
34. I/we agree to keep a record of every dose of influenza immunization administered. The record shall indicate the following: the time and date that the vaccine was administered, the name of the vaccine, lot number and the name of the vaccine recipient;
35. I/we agree to retain the records as noted in paragraph 33 and written consents as noted in paragraph 32 for not less than 5 years ("retention period") and shall be subject to review and audit by the ministry, at the ministry's own risk and expense, without prior notice, at any time during the retention period during regular business hours;
36. I/we agree that the ministry or the health units do not guarantee supply of the vaccine, nor that the vaccine will be delivered in a timely manner. In particular, there may be unanticipated restrictions on the availability of vaccine and/or delays in vaccine delivery. I/we agree that the ministry does not warrant or represent that the vaccine will be available at all times;
37. I/we will ensure that all persons who will be administering, transporting, handling and/or storing the influenza vaccine will be made aware of all the requirements of this Prequalification Form;
38. I/we understand that in order to receive up-to-date communication about the UIIP, our organization must have an active email account and internet access;
39. I/we understand that approval to participate in the UIIP is contingent on: 1) submission of a completed *Prequalification Form* and liability insurance to the ministry AND 2) an approved cold chain inspection from the health unit. If our organization is approved to participate in the UIIP we will also be given access to the UIIP implementation information packages.

This correspondence should be sent to:

Name of UIIP Contact ( <i>First Name, Last Name</i> )	Email Address
Telephone Number (     ) -	Facsimile Number (     ) -

I/we understand that I/we are responsible for updating the ministry via email at [UIIP.MOH@ontario.ca](mailto:UIIP.MOH@ontario.ca) if this information changes.

40. I agree, by my signature below, to comply with all the terms and conditions as set out in this Form. By signing this Form, I agree that I have authority to bind my Organization. I understand that failure to comply with the terms and conditions as set out in this Form by myself or by my organization may result in removal of me or my organization's access to publicly-funded vaccine, and removal from the Universal Influenza Immunization Program (UIIP).

Signature	Date ( <i>yyyy/mm/dd</i> )
Name ( <b><i>please print</i></b> )	
First Name	Last Name
Position Title	Telephone Number (     ) -

**For Internal Use Only**

Received by UIIP, Ministry of Health and Long-Term Care Signature	Date ( <i>yyyy/mm/dd</i> )
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<b>Vaccine Refrigerator 3</b>			
Name of Organization			
Name of Contact ( <i>First name, Last name</i> )		Telephone Number (    )    -	
Number	Street Name		
City		Province	Postal Code
<b>Vaccine Refrigerator 5</b>			
Name of Organization			
Name of Contact ( <i>First name, Last name</i> )		Telephone Number (    )    -	
Number	Street Name		
City		Province	Postal Code
<b>Vaccine Refrigerator 7</b>			
Name of Organization			
Name of Contact ( <i>First name, Last name</i> )		Telephone Number (    )    -	
Number	Street Name		
City		Province	Postal Code
<b>Vaccine Refrigerator 9</b>			
Name of Organization			
Name of Contact ( <i>First name, Last name</i> )		Telephone Number (    )    -	
Number	Street Name		
City		Province	Postal Code
<b>Vaccine Refrigerator 11</b>			
Name of Organization			
Name of Contact ( <i>First name, Last name</i> )		Telephone Number (    )    -	
Number	Street Name		
City		Province	Postal Code
<b>Vaccine Refrigerator 13</b>			
Name of Organization			
Name of Contact ( <i>First name, Last name</i> )		Telephone Number (    )    -	
Number	Street Name		
City		Province	Postal Code

<b>Vaccine Refrigerator 4</b>			
Name of Organization			
Name of Contact ( <i>First name, Last name</i> )		Telephone Number (    )    -	
Number	Street Name		
City		Province	Postal Code
<b>Vaccine Refrigerator 6</b>			
Name of Organization			
Name of Contact ( <i>First name, Last name</i> )		Telephone Number (    )    -	
Number	Street Name		
City		Province	Postal Code
<b>Vaccine Refrigerator 8</b>			
Name of Organization			
Name of Contact ( <i>First name, Last name</i> )		Telephone Number (    )    -	
Number	Street Name		
City		Province	Postal Code
<b>Vaccine Refrigerator 10</b>			
Name of Organization			
Name of Contact ( <i>First name, Last name</i> )		Telephone Number (    )    -	
Number	Street Name		
City		Province	Postal Code
<b>Vaccine Refrigerator 12</b>			
Name of Organization			
Name of Contact ( <i>First name, Last name</i> )		Telephone Number (    )    -	
Number	Street Name		
City		Province	Postal Code
<b>Vaccine Refrigerator 14</b>			
Name of Organization			
Name of Contact ( <i>First name, Last name</i> )		Telephone Number (    )    -	
Number	Street Name		
City		Province	Postal Code

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