

**Ministry of Health  
and Long-Term Care**

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

Telephone: 416 314-5487  
Facsimile: 416 327-7438

**Ministère de la Santé  
et des Soins de longue durée**

Division de la santé publique  
Direction de la protection de la santé publique  
et de la prévention  
11<sup>e</sup> étage 1075, rue Bay  
Toronto ON M5S 2B1

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Télécopieur : 416 327-7438

**MEMORANDUM**

**To: Health Care Agencies, Retirement Homes, Workplaces and Other Organizations Hosting Influenza Immunization Clinics**

**RE: PREQUALIFICATION PROCESS FOR THE 2011-2012 UNIVERSAL INFLUENZA IMMUNIZATION PROGRAM (UIIP)**

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Dear Colleague:

I am writing to inform you about the prequalification process to participate in Ontario's 2011-2012 Universal Influenza Immunization Program (UIIP).

As in previous years, health care agencies, retirement homes, workplaces and other organizations (e.g. educational institutions, shelters, private hospitals, paramedics, etc.) wishing to participate in the UIIP in order to receive publicly-funded influenza vaccine are required to complete the annual prequalification process. The annual prequalification process includes:

1. providing proof of five million Canadian dollars (\$5,000,000.00 CAD) liability insurance
2. completing and signing the *Prequalification Form*; and
3. having a documented cold chain inspection of your vaccine refrigerator(s) completed by the health unit and located in the jurisdiction where you intend to order, store, transport and administer influenza vaccine.

NOTE: Submission of a completed and signed prequalification form and proof of liability insurance does not guarantee participation in the UIIP. Participation is also contingent on an approved cold chain inspection by the health unit located in the jurisdiction where you intend to order influenza vaccine.

**The completed and signed prequalification form AND the proof of liability insurance must be received together by mail to the UIIP at the Ministry of Health and Long-Term Care (the ministry) by August 26, 2011. Please ensure sufficient mailing time and postage.** Prequalification forms and liability insurance submitted after this date, submitted separately or sent by fax or any other kind of electronic transmission will **not** be accepted and your agency, retirement home, or workplace will **not** be permitted to participate in the UIIP for 2011-2012.

To assist you with completing the prequalification package, we have included a questions and answers document and a check list. Please review these documents carefully along with the prequalification form.

Please be aware that it is the responsibility of the individual in the health care agency, retirement home, workplace or other organization who signs the prequalification form to ensure that all persons who will be administering, transporting, handling and/or storing the influenza vaccine are made aware of all the requirements of the prequalification form.

By signing the prequalification form, you and your agency, retirement home, workplace or other organization have agreed to comply with all terms and conditions as set out in the prequalification form. Failure to comply may result in removal of you or your organization's access to publicly-funded influenza vaccine, and removal from participating in the delivery of the UIIP.

Completed *Prequalification Forms* and proof of liability insurance should be sent to:

Universal Influenza Immunization Program (UIIP)  
Attention: UIIP Coordinator  
Ministry of Health and Long-Term Care  
Public Health Division  
Public Health Protection & Prevention Branch  
1075 Bay Street, 11<sup>th</sup> Floor  
Toronto, ON M5S 2B1

**Please ensure that your organization is clearly identified on all correspondence being submitted to the ministry.**

Your organization will be notified if you have met the requirements to participate in the delivery of the UIIP and you will be provided access to the 2011-2012 UIIP implementation information packages located online at [www.ontario.ca/flu](http://www.ontario.ca/flu).

Questions or concerns regarding the UIIP prequalification process for the 2010-2011 UIIP, or whether or not your organization needs to prequalify to participate, should be directed to [UIIP.MOH@ontario.ca](mailto:UIIP.MOH@ontario.ca). Please allow 3 – 5 working days for response due to high volume of communications. Alternatively you can review the UIIP Manual located online at [www.ontario.ca/flu](http://www.ontario.ca/flu) in the “health care professionals” section.

Sincerely,

**Original signed by**

Nina Arron  
Director

Enclosures:

- *Prequalification Form* for the 2011-2012 UIIP
- Influenza Vaccine Storage and Handling Guidelines for Health Care Agencies, Retirement Homes, Workplaces and Other Organizations Participating in the UIIP
- Prequalification Questions and Answers
- Prequalification Envelope Label
- Prequalification Checklist

c. VPD Program Managers, Health Units  
Rohini Basur, Manager Customer Service, Ontario Government Pharmaceutical and Medical Supply Services,