

# Prequalification Qs & As

As in previous years, organizations that would like to receive publicly-funded influenza vaccine are required to complete the prequalification process and pass an annual vaccine refrigerator inspection by the local health unit, in order to participate in the Universal Influenza Immunization Program (UIIP) and to order, store, transport and administer influenza vaccine according to the appropriate Vaccine Storage & Handling practices. The following are a list of frequently asked questions for the UIIP prequalification process.

Q1: Do I have to complete the prequalification process if my organization would like to participate in the UIIP?

| <b>Organizations listed below DO NOT NEED to prequalify</b>  | <b>Organizations listed below MUST complete the prequalification process</b>  |
|--|---|
| 1. Community Health Centres  | 1. Workplaces   |
| 2. Long-Term Care Homes (LTCH)   | 2. Health Care Agencies   |
| 3. Public Hospitals  | 3. All Retirement Homes   |
| 4. Community Care Access Centres   | 4. Any organization that will have their employees (regulated health care professionals) storing and/or administering the influenza vaccine using a medical directive or direct medical orders.<br>Examples are: <ul style="list-style-type: none"> <li>• Private Hospitals</li> <li>• Provincial or federal government facilities</li> <li>• Schools (child care facilities, elementary, secondary and post secondary institutions). See Q2 regarding post secondary institutions.</li> <li>• Pharmacies with occupational health departments</li> <li>• Shelters (homeless, youth shelters) with occupational health departments or medical / nursing staff that will be providing immunizations</li> </ul> |
| 5. Physicians who bill OHIP  |   |
| 6. FHT's (Family Health Teams) with at least one affiliated physician in a blended capitation payment model or in a blended salary model   |   |
| 7. Any other organization that will arrange for physician(s) to administer the influenza immunization. Employees of the organization are NOT involved with the administration or storage of the vaccine, only physician(s) |   |
| 8. Provincial or federal government-run correctional and youth justice facilities  | 5. Correctional and youth justice facilities that are not government-run  |



NOTE: organizations not storing and/or administering must retain the services of an approved external health care agency that has completed the prequalification process or a physician that can administer vaccine and has completed and passed the required annual vaccine refrigerator inspection.

Q2: Do post secondary education institution with an onsite health and wellness services need to prequalify?

A: The answer depends on the following:

i) No. If the health and wellness service of your institution has a physician that provides influenza immunizations to the students (similar to a Doctor's Office), then you do not need to prequalify.

ii) Yes. If your institution is holding a mass influenza immunization clinic (similar to a workplace flu clinic open to all eligible Ontarians), by regulated healthcare professionals under a medical directive, then you are required to prequalify.

Q3: My organization does not bill OHIP. Can we still participate in the UIIP?

A: Yes; however, your organization must prequalify and meet the requirements outlined in the Prequalification Form and pass all steps involved in the prequalification process

Q4: Do private hospitals that receive ministry funding need to prequalify?

A: Yes. All private hospitals must prequalify. The ministry does not distinguish between private hospitals that receive ministry funding or private hospitals that do not receive ministry funding.

Q5: Can base hospitals physicians of paramedic services sign the Prequalification Form?

A: No. As for requirement #17 on the Prequalification Form:

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.

Therefore, the base hospital physician cannot sign the Prequalification Form.

Q6: Do retirement homes, workplaces, or other organizations that have arranged for a physician to provide immunizations for residents and/or employees need to prequalify?

A: Yes, all retirement homes/workplaces and/or other organizations are required to prequalify.

Q7: Can we partner with another organization or physician and lease/rent space in their vaccine refrigerator to store influenza vaccine?

A: No. As per requirement #6 on the Prequalification Form:

Leasing of space inside a refrigerator (i.e. shelves in a refrigerator) is not permitted.

Q8: Our employee works for our organization and for another organization, can we store our organization's vaccine in the other organization's refrigerator if our employee is responsible for monitoring the refrigerator?

A: No. As per requirement #6 on the Prequalification Form:

I/we understand that our vaccine refrigerator(s) must meet the following requirements:

physically located within our organization's premises.

Q9: Our organization provides occupational health services for another organization. Can our organization's vaccine refrigerator be used to store vaccines for all our influenza immunization clinics or can the other organization's vaccine refrigerator be used to store vaccine for all our influenza immunization clinics?

A: No. As per requirement #7 on the Prequalification Form:

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 my organization.

Therefore, you may NOT use any refrigerator as a "hub" to store vaccine for other community/workplace influenza clinics.

Q10: Our organization is owned by or owns a Long-Term Care Home. Can this vaccine refrigerator (located either on our organization's premise or in the Long-Term Care Home) be used to store vaccine for all our influenza immunization clinics?

A: As per requirement #7 on the Prequalification Form:

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 my organization.

Therefore, you may NOT use any refrigerator as a “hub” to store vaccine for other community and/or workplace influenza clinics.

Q11: Our organization would like to provide influenza immunizations in a jurisdiction where we do not have a vaccine refrigerator. Will we be able to obtain vaccines from that jurisdiction to provide our influenza immunization clinics?

A: No. As per requirement #8 on the Prequalification Form:

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.

Q12: Can we make arrangements with the local health unit to store our vaccine for our clinics if we do not have a vaccine refrigerator within their jurisdiction?

A: No. As per requirement #8 on the Prequalification Form:

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.

Q13: Our organization has satellite or branch offices located in private dwelling house(s). Can we use this location to store vaccines?

A: No. As per requirement #6 on the Prequalification Form:

I/we understand that our vaccine refrigerator(s) must meet the following requirements:

not located in a private dwelling house.

Q14: Can our staff transport influenza vaccine from our approved and inspected vaccine refrigerator as listed in requirement #6 of the Prequalification Form and store the vaccine in a refrigerator in a private dwelling house?

A: No. As per requirement #8 on the Prequalification Form:

I/we agree to only store publicly-funded influenza vaccine in the refrigerators listed [on my/our prequalification form] (vaccines are not to be stored in refrigerators located in a private dwelling house).

Q15: Will we need to contact the health unit in our jurisdiction for a vaccine refrigerator (cold chain) inspection?

A: No, once the ministry receives a list of your organization's vaccine refrigerators (as per #8 on the Prequalification Form) we will forward this information to the health unit(s) for a cold chain inspection. The health unit will contact your organization to schedule an inspection.

Q16: Does our organization need to provide the ministry with a copy of our cold chain inspection results and/or temperature logs?

A: No, the ministry will receive the results of your cold chain inspection from the health unit. The health unit may request your temperature logs as a vaccine storage and handling requirement.

Q17: If our insurance is not effective from October 1, 2011 to March 31, 2012 can we still participate in the program?

A: No. As per requirement #19 on the Prequalification Form:

The policy of insurance must:

be effective during the time period from October 1, 2011 to March 31, 2012

Note; insurance must be effective during the time period noted above, however the ministry does recognize that renewal periods may vary. In this instance please ensure an updated certificate is provided to the ministry upon receipt.

Q18: Will the ministry notify us if they have received our Prequalification Form and proof of liability insurance?

A: No. As per requirement #24 on the Prequalification Form:

I/we understand that the ministry will not notify our organization if our prequalification package was received. If your prequalification package was received before August 26, 2011, you will be notified by your local public health unit to set up a cold-chain inspection. If your prequalification package was received after August 26, 2011 or not approved, you will receive a regret letter from the ministry.

Q19: Will I be able to participate in the UIIP if the ministry receives our prequalification after August 26, 2011 and/or our Prequalification Form is incomplete and/or we did not submit my proof of liability insurance?

A: No. As per requirements #23 and #24 of the Prequalification Form:

I/we understand that the Prequalification Form and proof of insurance received after August 26, 2011 will NOT be processed and/or prequalification packages received by fax or any other kind of electronic transmission will be NOT be accepted.

I/we understand that it is our responsibility to ensure that the Prequalification Form is complete (this includes initialing the bottoms of pages 1, 2 and 3) and the proof of insurance policy is submitted along with the Prequalification Form to the ministry. The ministry will not process incomplete prequalification packages (Prequalification Form and insurance policy) and will not contact us if the prequalification package is incomplete.

Q20: Can private hospitals host reimbursable community influenza clinics?

A: No, private hospitals cannot be reimbursed for community influenza clinics because they do not receive transfer payments directly from the ministry.

Q21: Who can our organization contact if we have additional questions?

A: Please email all questions to [UIIP.MOH@ontario.ca](mailto:UIIP.MOH@ontario.ca). Due to the large volume of emails, you will receive a response in 3 to 5 business days.