

# Facility using in-house immunization providers

## Planning guidelines for Outreach Immunizations: Working with in-house immunization providers

### General Planning

The Alberta Health Services' (AHS) Provincial Partner Oversight Team (PPO Team) appreciates your commitment to providing the Outreach Immunization Program to your facility's residents and staff.

This document has suggestions that may help with organizing and implementing your immunization program when using in-house immunizations (health practitioners employed by the facility authorized to immunize).

### Facility planning/preparation

- Assign your Immunization Coordinator(s) at your facility to lead the program.
- Review the [E-learning Vaccine Storage and Handling Course](#) and your cold chain management plan, if applicable.
- Review current seasonal immunization resources available:
  - [Influenza Immunization for Health Professionals | Alberta Health Services](#)
  - [The Alberta Outreach Immunization Program Policy](#)
  - [Immunization Program Standards Manual](#)
  - [Seasonal Immunization Program Orientation Requirements \(AlbertaHealthServices.ca\)](#)
- Attend or review the Fall 2024-2025 Outreach Immunization Program annual orientation. In some Zones this is offered during the Fall Forum presentation, which may also be recorded and posted by the program providing it. For more information contact the PPO Team at [congregatelivingimmsupport@albertahealthservices.ca](mailto:congregatelivingimmsupport@albertahealthservices.ca).

### Education and promotion

- Create a plan to educate all staff and residents on the importance of outreach immunizations. The [PPO webpage](#) has resources on immunization education and training resources.
- Place posters in key areas promoting importance of immunizations and outlining clinic dates/time. Education posters can be found on the [PPO webpage](#).
- Emphasize the importance of immunization for visitors via family email, newsletters or with signage in key areas such as elevators/entrances.

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## Consent

- It is the responsibility of all immunization providers to have a process in place to obtain informed consent from the individuals they are immunizing as per the Immunization Competencies for Health Professionals.
- For Alberta Health Services staff, please refer to the Informed Consent Standard information located on Insite and your zone specific standards.

## Getting ready to complete immunizations

- Arrange an area at the facility for the immunization clinics or organize supplies for a roving cart.
- Share outreach immunization clinic reminders with staff, for example send emails, provide reminders at staff meetings, or use word of mouth.
- Order and ensure availability of immunization supplies (such as needles, syringes, vaccine bags, gel packs, ice packs)
  - For AHS facilities, order through [iProcurement Insite \(AlbertaHealthServices.ca\)](https://procurement.albertahealthservices.ca)
  - For non-AHS facilities, order supplies through your usual supplier.
- Review after care instructions with immunizers using [AHS information sheets](#).

## Document Immunizations/Reporting Requirements

- Immunization reporting must be submitted electronically to the Provincial Immunization Repository (Imm/ARI) **no later than 7 days** after the immunization. Please refer to the requirements outlined in the [Immunization Regulation](#) and [Alberta Immunization Policy](#).
- Document each resident and staff's immunization event as per your facilities' processes. If you are an AHS facility, this may be through Connect Care. For non-AHS facilities, utilize [Immunization Direct Submission Mechanism \(IDSM\)](#). This system is operated by Alberta Health and is free to use.

## Vaccine storage and handling/Cold Chain

- The [Alberta Vaccine Storage and Handling Policy](#) outlines the roles and responsibilities for staff and immunizers who monitor, handle, or administer provincially funded vaccines.
- A comprehensive vaccine storage and handling e-learning course developed by AHS is available on AHS MyLearningLink (MLL) and ABSORB Platform (for external partners).

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## Vaccine ordering

- To order vaccine(s), use the online [Alberta Vaccine Inventory System \(VIMS-AVI\)](#). Vaccine orders will **only** be accepted through the VIMS-AVI system.
- Refer to the VIMS-AVI Log In page to find information on the required frequency for reconciliation of vaccines.

## Vaccine administration

- Identify a designated area to prepare and administer vaccine.
- Ensure you have the appropriate medications required to treat anaphylaxis. More information can be found at [Canadian Immunization Guide: Part 2. Vaccine safety - Canada.ca](#)
- Follow process for providing immunization handouts/records to residents and staff.
- Follow [Fit to Immunize Guidelines](#).

## Adverse Event Following Immunization (AEFI)

- All unexpected reactions must be reported to the AHS AEFI team. Report all unexpected reactions **within 3 days** of the health practitioner determining or being informed that a resident or staff member has had an unreported AEFI. Report to the AHS AEFI team:
  - Connect Care users complete the AEFI Report Form in Connect Care.
  - Non-Connect Care users, complete and submit the Online Form: [Adverse Event Following Immunization Reporting](#).
  - If unable to complete online, please call 1-855-444-2324 (1-855-444-CDCI).
- Additional information on AEFIs can be found in the following resources:
  - [Adverse Events Following Immunization \(AEFI\) policy for Alberta immunization providers - Open Government](#)

## Strategies to address vaccine hesitancy

- Promote immunizations as an important component of staying healthy for both residents and staff.
- Use the resources on the [PPO webpage](#) regarding Vaccine Hesitancy and Vaccine Fatigue.
- Encourage staff to support the outreach immunization program by sharing their reasons why they get immunized.

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## More information and resources

Contact the PPO team at:

- [congregatelivingimmsupport@albertahealthservices.ca](mailto:congregatelivingimmsupport@albertahealthservices.ca)
- 1-855-444-2324