

How to use the vaccine management policy and procedure template

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About this template

This template has been developed to assist Queensland vaccine service providers implement effective vaccine management policies and procedures. It draws upon information from the [National Vaccine Storage Guidelines: Strive for Five](#) 2005, which are considered best practice guidelines in vaccine management.

When you see the 'Strive for Five' image (see below), refer to the stated page(s) in the **National Vaccine Storage Guidelines: Strive for Five** available at www.immunise.health.gov.au.



Whenever you see a [blue underlined area](#) in the policy and procedure template, this is a hyperlink that will take you to the relevant section within the document or take you to an external website with helpful information.

General Practice Queensland (GPQ) and Queensland Health have developed other tools and resources including a vaccine management audit, question and answer document on choosing a purpose-built vaccine refrigerator and education modules which can be found at <http://vaccinemanagement.gpqld.com.au>.

Customising this template

To make the sure policies and procedures reflect what actually happens in your practice/clinic, you need to review and customise the document. To help you get started, we have created fields which prompt you to enter specific information. These areas are identified by the symbols [] and highlighted in purple for easy identification, for example [name of practice/clinic]. To jump from field to field, press **F11** and type over with your details.

Once you have finished customising the template, you need to update the **Table of Contents**. To do this, go to the very top of the document and press **F11** – this will highlight the entire **Table of Contents**. Then press **F9** and select **Update entire table**. The page number of the Table of Contents is also a hyperlink that takes you to the stated page.

RACGP Standards, accreditation and this document

The [RACGP Standards for General Practices](#) (3rd edition) requires in Criterion 5.3.2 that *our practice has appropriate processes that maintain the potency of vaccines*. It is important that practices follow the current published edition of *The Australian Immunisation Handbook* in relation to cold chain management and monitoring during storage, use, transfer and disposal of vaccines. The Handbook is available online at www.immunise.health.gov.au.

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Source of material

GPQ has sourced material from the following documents to compile this template:

- [Guidelines for immunisation practice in local governments](#), Section 7: Cold chain management, Victorian Government Department of Human Services, January 2006.
- [Immunization in practice](#), Module 3: The Cold Chain, World Health Organization, 2004.
- [National Vaccine Storage Guidelines: Strive for Five](#), Australian Government: Department of Health and Ageing, 2005, copyright Commonwealth of Australia reproduced by permission.
- [Outreach Immunisation Programs in Educational and Institutional Settings](#): A resource kit for vaccine service providers, Section 2: Conducting An Outreach Immunisation Clinic, August 2001.
- [Proceedings of the National Vaccine Storage Workshop](#), Queensland Government: Queensland Health, 2004.
- [The Australian Immunisation Handbook](#), 9th Edition, National Health and Medical Research Council, 2008.

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