

Prequalification Process Qs & As

As in previous years, organizations that would like to receive publicly-funded influenza vaccine are required to complete the prequalification process 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 seasonal UIIP?

A:

Organizations listed below DO NOT NEED to complete the prequalification process provided that the organization has passed the annual vaccine refrigerator inspection by the health unit	Organizations listed below DO NEED to complete the prequalification process if the organization will be storing and/or administering vaccine
1. Community Health Centres (http://www.health.gov.on.ca/english/public/contact/chc/chcloc_dt.html)	1. Workplaces
2. Long-Term Care Homes (LTCH) (http://publicreporting.ltchomes.net/en-ca/default.aspx)	2. Health Care Agencies
3. Public Hospitals (http://www.health.gov.on.ca/english/public/contact/hosp/hospcode.html)	3. All Retirement Homes
4. Community Care Access Centres (http://www.health.gov.on.ca/english/public/contact/ccac/ccacloc_mn.html)	4. Provincial or federal government (this includes correctional facilities, children and youth facilities)
5. Physicians who bill OHIP (http://www.cpsso.on.ca/docsearch/)	5. Schools (child care facilities, elementary, secondary and post secondary)
6. FHT's (Family Health Teams) with at least one affiliated physician in a blended capitation payment model or in a blended salary model	6. Pharmacies with occupational health departments
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)	7. Shelters (homeless, youth shelters) with occupational health departments or medical / nursing staff that will be providing immunizations
	8. 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.

NOTE: organizations not storing and/or administering must hire an approved organization 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: I am a retirement home/workplace and I/we have arranged for a physician to provide immunizations for our residents and/or employees. Do I need to prequalify?

A: Yes. As of 2010, **all retirement homes are required to prequalify.**

Q3: Can we partner with another organization or physician and lease/rent space in their vaccine refrigerator to store influenza vaccine?

A: As per requirement #6 on the *Prequalification Form*:

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

Q4: 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.

Q5: Our organization provides occupational health services for *another organization*. 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 this refrigerator as a "hub" and store vaccine for other community/workplace influenza clinics.

Q6: Our organization is owned by or owns a Long-Term Care Home. Can this vaccine refrigerator 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 this refrigerator as a "hub" and store vaccine for other community/workplace influenza clinics.

Q7: 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.

Q8: 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.

In previous years, some health units made special arrangements with specific agencies to accommodate this request. However, to ensure consistency with program implementation across Ontario for the 2010-2011 UIIP, health units will NOT be accommodating this request.

Q9: 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.

Q10: Can our staff transport influenza vaccine from our approved and inspected vaccine refrigerator as listed in requirement #8 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 below (vaccines are not to be stored in refrigerators located in a private dwelling house).

Q11: 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.

Q12: 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.

Q13: If our insurance is not effective from October 1, 2010 to March 31, 2011 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, 2010 to March 31, 2011.

Q14: Will the Ministry notify us if they have received our *Prequalification Form* and proof of liability insurance?

A: No. As per requirement #23 on the *Prequalification Form*:

I/we understand that the Ministry will not notify our organization if our prequalification package was received.

Q15: Will I be able to participate in the seasonal UIIP if the Ministry receives our prequalification after August 27, 2010 and/or our *Prequalification Form* is incomplete and/or we did not submit my proof of liability insurance?

A: No. As per requirements #22 and #23 of the *Prequalification Form*:

I/we understand that the *Prequalification Form* and proof of insurance received after August 27, 2010 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.

Q16: Who can our organization contact if we have additional questions?

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