

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

Public Health Division
Public Health Protection &
Prevention Branch
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Toronto ON M5S 2B1

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**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^e étage 1075, rue Bay
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JUL 19 2010

MEMORANDUM

To: Health Care Agencies, Retirement Homes and Workplaces Hosting Seasonal Influenza Immunization Clinics

RE: PREQUALIFICATION PROCESS FOR THE 2010 - 2011 SEASONAL UNIVERSAL INFLUENZA IMMUNIZATION PROGRAM (UIIP)

Dear Colleague:

I am writing to inform you about the prequalification process to participate in Ontario's 2010 - 2011 Seasonal Universal Influenza Immunization Program (UIIP).

As in previous years, health care agencies, retirement homes and workplaces wishing to participate in the seasonal UIIP are required to complete the annual prequalification process in order to receive publicly-funded influenza vaccine. 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) that is located in the jurisdiction where you intend to order, store, transport and administer influenza vaccine. The inspection must be completed by the health unit located in the jurisdiction where you intend to order influenza vaccine.

NOTE: submission of a completed and signed prequalification form and proof of liability insurance does not guarantee participation in the seasonal 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 MOHLTC by August 27, 2010. 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 2010-2011.

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

Completed prequalification forms and proof of liability insurance should be sent to:

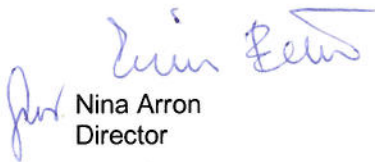
Universal Influenza Immunization Program (UIIP)
Attention: UIIP Coordinator
Ministry of Health and Long-Term Care
Public Health Division
Public Health Protection & Prevention Branch
1075 Bay Street, 11th Floor
Toronto ON M5S 2B1

Please ensure that the agency, retirement home or workplace is identified on all correspondence being submitted to the Ministry.

Your agency, retirement home or workplace will be notified if you have met the requirements to participate in the delivery of the seasonal UIIP and you will be provided access to the 2010-2011 UIIP implementation information packages located online at www.ontario.ca/flu.

Questions or concerns regarding the UIIP prequalification process for the 2010-2011 UIIP season should be directed to UIIP.MOH@ontario.ca. Please allow 3 – 5 working days for a response due to high volume of communications.

Sincerely,


Nina Arron
Director

Enclosures:

- Prequalification Form for the 2010-2011 UIIP
- Influenza Vaccine Storage and Handling Guidelines for Health Care Agencies and Workplaces
- Prequalification Questions and Answers
- Prequalification Envelope Label
- Prequalification Checklist

c. VPD Program Managers, Health Units

Rohini Basur, (A) Manager Customer Service, Ontario Government Pharmaceutical and Medical Supply Services,