



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

**Ministère de la Santé
et des Soins de longue durée**

Public Health Division
Public Health Protection &
Prevention Branch
Prevention and Control Section
8th Floor, 5700 Yonge Street
Toronto ON M2M 4K5

Division de la santé publique
Direction de la protection de la santé publique
et de la prévention
Section de la prévention et du contrôle
5700, rue Yonge, 8^e étage
Toronto ON M2M 4K5

Telephone: (416) 327-3508
Facsimile: (416) 327-7439

Téléphone: (416) 327-3508
Télécopieur: (416) 327-7439

JUL 30 2009

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

RE: PREQUALIFICATION PROCESS FOR THE 2009-2010 SEASONAL UNIVERSAL INFLUENZA IMMUNIZATION PROGRAM (seasonal UIIP)

Dear Colleague:

I am writing to inform you about the prequalification process to participate in Ontario's 2009-2010 Seasonal Universal Influenza Immunization Program (seasonal UIIP). **Note: This prequalification process does not apply to the novel H1N1 vaccine.** The Ministry of Health and Long-Term Care (MOHLTC) is currently planning for the delivery and distribution of the forthcoming novel H1N1 vaccine, and information will be made available once confirmed. This prequalification process applies **strictly** to the 2009-2010 seasonal influenza vaccine.

As in previous years, health care agencies and workplaces that would like to participate in the seasonal UIIP and receive publicly-funded influenza vaccine are required to complete the annual prequalification process. The annual prequalification process includes:

1. providing proof of five million Canadian dollars (\$5,000,000.00 CAD) liability insurance to the Ministry of Health and Long-Term Care;
2. completing and signing the prequalification form; and
3. having a documented cold chain inspection of your vaccine refrigerator(s) completed by the health unit and located in the jurisdiction where you intend to order influenza vaccine.

NOTE: submission of a completed and signed prequalification form and providing 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 and 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 submitted together by mail to the UIIP at the MOHLTC by August 24, 2009.

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 or workplace will **not** be permitted to participate in the seasonal UIIP for 2009-2010.

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.

It is the responsibility of the individual in the health care agency 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 or workplace has agreed 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 or workplace's access to publicly-funded influenza vaccine, and removal from the seasonal UIIP.

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

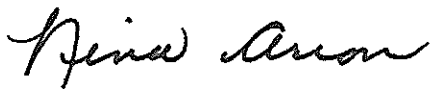
Universal Influenza Immunization Program (UIIP)
Attention: UIIP Coordinator
Ministry of Health and Long-Term Care
Public Health Division
Public Health Protection & Prevention Branch
5700 Yonge Street, 8th Floor
Toronto, ON M2M 4K5

NOTE: Please ensure that the agency or workplace is identified on all correspondence being submitted to the Ministry.

Your agency or workplace will be notified if you have met the requirements to participate in the seasonal UIIP and you will be provided access to the 2009-2010 seasonal UIIP implementation information packages located online at www.gettheflushot.ca.

Questions or concerns regarding the updated UIIP prequalification process for the 2009-2010 seasonal UIIP season should be directed to UIIP.MOH@ontario.ca. Please allow 3 – 5 working days for response due to high volume of communications.

Sincerely,



Nina Arron
Director

Enclosures:

- Prequalification Form for the 2009-2010 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
R. Basur, (A) Manager, OGPMS, Customer Service