**WellSouth Covid-19 Vaccination Programme Preparedness Checklist- Comirnaty JN.1 vaccines** for use from 20th January 2025

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| Name of provider: |  | | |
| Name of individual(s) completing the checklist |  | Designation: |  |
| Date: |  | | |
| Approval for Contract: |  | | |

**Preparing to Onboard / Re Onboard**

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| **Te Whatu Ora – Southern Requirements:** |  |
| Current Cold Chain Accreditation (CCA) CCA Expiry Date: |  |
| Authorised Vaccinators & Vaccinating Healthcare Workers IMAC Covid -19 trainings:   * Aotearoa NZ Covid-19 Vaccinator Course for **New Covid Vaccinators** * JN.1 Webinar: *January 2025* for **Existing Covid Vaccinators** * <https://www.immune.org.nz/education/webinars> |  |
| Covid-19 Vaccination Programme Letter of Agreement for WellSouth Practices with Back-to-Back Contracts in place   * + 684596/367940/9 &10   For Māori & Pacific Providers please contact *(to be confirmed)* for Contract confirmation |  |
| NZ Immunisation Handbook: Covid-19 Chapter <https://www.tewhatuora.govt.nz/for-health-professionals/clinical-guidance/immunisation-handbook/5-coronavirus-disease-covid-19> |  |
| Access to current Covid Vaccine Guidelines *Version 63; January 2025* <https://www.tewhatuora.govt.nz/health-services-and-programmes/vaccine-information/vaccine-service-delivery/covid-19-vaccine-delivery/vaccine-operating-and-planning-guidelines>  *Updated : If providers are to be offering off-site vaccination services, the Immunisation Co-ordinator should be contacted to offer guidance and ensure that any local sign off is completed prior to starting the service* |  |
| **WellSouth / Programme Requirements:** |  |
| AIR Access – especially for use with non-enrolled / casual patients  Request from AIR Engagement: [AIR.engagement@health.govt.nz](mailto:AIR.engagement@health.govt.nz)> |  |
| CIR Portal Access – for Stock Ordering & Management  An updated *New Facility and Site Set Up* form for accessing the Health NZ Inventory Management System for COVID-19 vaccine for all providers and scheduled vaccine for non-GP providers is now available in [Dropbox – New Facility and Site Set Up Form](https://aus01.safelinks.protection.outlook.com/?url=https%3A%2F%2Ftwo-nationalimmunisationprogramme.cmail19.com%2Ft%2Fi-l-fhukhhk-tkjhthdiki-q%2F&data=05%7C02%7Cjillian.boniface%40wellsouth.org.nz%7Ceac8df2598414e778e5d08dd9e5cfedd%7Cf4cab298285940c9b7a21c7888ea0f08%7C0%7C0%7C638840844459998881%7CUnknown%7CTWFpbGZsb3d8eyJFbXB0eU1hcGkiOnRydWUsIlYiOiIwLjAuMDAwMCIsIlAiOiJXaW4zMiIsIkFOIjoiTWFpbCIsIldUIjoyfQ%3D%3D%7C0%7C%7C%7C&sdata=%2BQcX8Rk4ORV4o7bRhBB%2Fwx5RTOjQF2qsyP7m7TYBCnA%3D&reserved=0).  New providers wishing to access vaccine via the Health NZ Inventory Management System must provide this form to NPHS Health NZ prior to any initial vaccine deliveries. The information is required to enable Health NZ to set up an inventory facility for ordering vaccine. |  |
| Current JN.1 Resources:   * + Draw Up Instruction Sheet   + Pre-Vaccination Screening   + Consent Form   + What you need to know about the Covid-19 Vaccine’   + ‘After your Covid-19 Vaccination’   + COVID-19\_Myo-pericarditis for health professionals   [Dropbox – National Immunisation Programme – Vaccine resources – Simplify your life](https://aus01.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.dropbox.com%2Fsh%2Fvllk5cpjzfzt6yc%2FAACZU6otVLK_-JxhkB-3KRD8a%3Fdl%3D0&data=05%7C01%7CJudy.Walker%40southerndhb.govt.nz%7Ccdb55b14b1c94488e9d708db147f2d91%7C45107a8c6d7c411e9a7f787684a303df%7C0%7C0%7C638126308675666044%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C3000%7C%7C%7C&sdata=6Nn8gU65KQ7cUGvg7kxANc30Chg%2BxFRY50KDSnCBE%2F4%3D&reserved=0)  [Immunisation Advisory Centre (immune.org.nz)](https://www.immune.org.nz/) |  |
| Please Contact your Immunisation Coordinator for Final Review:   * Reviewed by Immunisation Coordinator * further assistance identified, eg further education or IC support at first event/ clinic | Y/N  Y/N |

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| Immunisation Coordinator Name:  Comments: |

**Quick Tips: Q & A**

If our Practice has previously Covid vaccinated do we need to reapply for CIR Portal Access via Appendix B?

*If the sites haven’t vaccinated Covid for a while then best to complete the form to ensure information is all up to date/correct.*

*And they will likely need a password reset to access any existing inventory accounts.*

Copy to WellSouth Contracts [<contracts@wellsouth.org.nz](mailto:%3ccontracts@wellsouth.org.nz)>

Copy to Te Whatu Ora – Southern VPD Team: Attention: CCA Administrator [vpdimmunisation@southerndhb.govt.nz](mailto:vpdimmunisation@southerndhb.govt.nz)