Respiratory Immunization Tool Kit

This document outlines the processes and standards for staff when providing publicly funded respiratory immunizations. This document is to be used in conjunction with the BCCDC Immunization manual, and other Fraser Health policies and procedures where applicable.

1. Education and Resources	
Registered Psychiatric Nurses (RPNs) and Licensed Practical Nurses (LPNs) must complete the required BCCDC Immunization Education outlined below before independently providing immunizations. Registered Nurses (RNs) are strongly encouraged to complete BCCDC Immunization Education to ensure they meet the required immunization competencies. Please refer to the Fraser Health Requirements for Nurses to Administer Immunizations Toolkit for an overview of immunization practice requirements. Other healthcare professionals who will provide vaccines can refer to the BCCDC website	
Providing All Publicly Vaccines	The BCCDC Immunization Competency Course is recommended for new vaccine providers to be able to provide **all** publicly funded vaccines. • **Complete the FULL** Immunization Competency Course **(15 hours)**
Providing only COVID-19 vaccine	This comprehensive competency course is for new immunizers who will be providing **COVID-19 vaccines only** • **Complete the** COVID-19 Immunization Competency Course **(3 hours)**
Providing only Influenza vaccine	This comprehensive competency course is for new immunizers who will be providing **influenza vaccines only** • **Complete the** BCCDCs Influenza Immunization Competency Course **(3.5 hours)**
Annual Education for all Immunizers	• BCCDC Seasonal Influenza Update (45 minutes) recommended annually for immunizers that previously completed the **BCCDC Immunization Competency Course** or **BCCDCs Influenza Immunization Competency Course** • COVID-19 Vaccines Webinar (1 hour) COVID-19 updates recommended annually for immunizers that previously completed the **BCCDC Immunization Competency Course or BCCDCs COVID-19 Immunization Competency Course**
Immunization Questions	• If you have immunization questions, please call your local public health unit directly – Ask to speak to a Public Health Nurse

2. Vaccine Ordering	
COVID-19 and Influenza	Order via Checkbox (https://fhobservatory.checkbox.ca/pph-vaccine-requests) from the local Public Health Unit • Orders must be placed a minimum of 48 business hours prior to pick-up • Sites will need to pick up vaccine from their local health unit

3. Documentation – Inventory & Immunizations	
All immunizations need to be documented in either ImmsBC, eForms or using faxshare	
ImmsBC	Every facility should be onboarded to ImmBC and have the appropriate staff members obtain access and complete the training**.**

	• Ensure Clerks and/or immunizers have ImmsBC access For all LTC/AL/IL sites – **Immunization must be documented in ImmsBC**: **Please ensure for fill out your pre-clinic survey by Oct 12, 2026** • **Pre clinic survey** 1. **There is a combined Influenza and COVID-19 entry form available for your sites to use** a. Pulse FHA immunization resources b. Immunization resources for community vaccine providers website i. Under The ***"Reporting"*** drop down ***Fraser Health facilities*** 2. **For sites supported by Pharmacy, please remind the pharmacy partners to follow documenting all immunizations under the LTC/AL/IL SDL while selecting their pharmacy as the billing location.** For resident immunization, please select the reason for immunization of **"LTC or AL Resident"** **Please ensure the post clinic survey is completed within 24 hours of your clinic. This information is required for Ministry of Health reporting.** • **Post clinic survey**
eForms	For sites using eForms: Please login to eForm here: https://www.eforms.healthbc.org/login • If your account is deactivated, please email eFormsEnrolment@phsa.ca for reactivation. For support during regular hours: eFormsEnrolment@phsa.ca For after hours urgent support: Mon-Fri 4pm-7pm Weekend/Stats 8am-7am 604-877-2159
Faxshare	1. **Enter each immunization on the FHA combined Influenza and COVID-19 entry form found:** a. Pulse FHA immunization resources b. Immunization resources for community vaccine providers website **i.** Under The ***"Reporting"*** drop down ***Fraser Health facilities (such as acute care or Urgent and Primary Care Centres/UPCCs)*** ****Please ensure all forms are filled out legibly and that all fields are completed. Please ensure that if the immunization is for a health care worker, it is indicated in the checkbox**** 2. **Write the site location at the top of the form** a. This will enable Public Health to reconcile the vaccine stock in ImmsBC 3. **Send the completed forms at the end of each clinic day for entry into ImmsBC** Fax the completed forms to 604-528-5459

4. Storage and Handling	
All Vaccine	Thawed vaccine is to be kept between 2°C – 8°C in a temperature monitored refrigerator or correctly packed cooler When picking up vaccine, you must bring an appropriate cooler and supplies to maintain appropriate temperatures. **If vaccine will be in a cooler for more than 4 hours, it MUST BE TEMPERATURE Monitored** • BCCDC Vaccine Management website • BCCDC Immunization Manual – Appendix E – Management of Biologicals
COVID-19	COVID-19 expiry is impacted by storage temperature and vial puncture. Refer to the BCCDC Immunization manual – Part 4 Biological Products COVID-19 pages and review storage.
Cold Chain Incidents	**Any vaccine exposure to temperatures outside of the +2°C to +8°C range requires immediate action** • Refer to the ***COLD CHAIN INCIDENT (CCI) resources*** section of FHA website Immunization Resources for Community Vaccine Providers

5. Workplace vaccination for staff and medical staff	
Planning and promotion	All sites should offer multiple opportunities for staff and medical staff to get vaccinated at their workplace (e.g. on-site clinics supported by community pharmacies, peer immunizations, roving carts, or a combination). For FHA Staff: • Enter information on the vaccination opportunities you are offering at your site on this list: Workplace immunization calendar (click on "Edit in grid view" and "+Add new item" to enter your site's information). • This information will be posted on Pulse. Please add enough detail so that staff and medical will know how and when they can get immunized at your site. Population and Public Health will send each site contact promotional materials for workplace vaccination (poster and KYI templates; wallet cards to promote self-reporting after immunization).
Required reporting for FHA Staff	**All sites are required to report on the following monthly** (at the end of October, November and December): • Type of immunization opportunities offered to staff and medical staff • # of days immunization opportunities were offered • # of staff and medical staff immunized at the workplace • Submit your reports on the last day of each month here: Workplace vaccination reporting

6. Additional Support & Quick Links	
Adverse Event Following Immunization (AEFI)	Refer to the ***Adverse Event Following Immunization (AEFI)*** section of FHA website Immunization Resources for Community Vaccine Providers
Immunization Logistics Team Contact	Immunizationlogistics@fraserhealth.ca
Cold Chain Incidents	Refer to the ***COLD CHAIN INCIDENT (CCI) resources*** section of FHA website Immunization Resources for Community Vaccine Providers