

Northwest Territories Community Health Nursing Administrative Policies & Guidelines

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GUIDELINE

- Documentation of care is a legal requirement. Documentation requirements may be satisfied by an approved single documentation method.
- The population health benefit of pandemic immunization programs lies in the ability to deliver vaccination to as many eligible individuals as possible within a short period of time. Administrative barriers to achieving this goal must be minimized.
- Documentation of vaccination during mass campaigns for seasonal and/or pandemic influenza may be recorded on a campaign register.
- A copy of this register must be kept with the responsible health facility in the community where the vaccine was administered.
- The Department of Health and Social Services (DHSS) may compile register data to provide epidemiological and operational support and analysis to HSSAs. This process is allowed under the *Disease Surveillance Regulations* and/or data sharing agreements.

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- Documentation of immunization on a register must collect the following data:

Demographic Elements	Administrative Elements
First and Last Name	Community of Administration
Date of Birth	Date of Administration
Gender	Vaccine Type
Community of Residence (when the client does not reside in the community of immunization)	Vaccine Lot Number
Health Care Number, when available	

DHSS may request additional data elements for collection for epidemiology or statistical purposes.

- This register will fulfill legal documentation requirements as well as capture epidemiologic data.
- The client's personal health number (health care number) serves as a unique identifier for the individual. To ensure data integrity this information should be collected where possible.
- The efficacy of influenza vaccines is limited to the season in which the vaccine is developed and administered.
- The main objective of documenting immunization is to track the occurrence of adverse events and to prevent

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unnecessary repeated immunizations. Most Canadian jurisdictions currently use a simplified documentation system for seasonal influenza and other mass immunization campaigns.

- Electronic documentation methods provide an accurate, reliable, secure, and retrievable record of immunization.
- Epidemiological data is easily compiled from electronic data.
- There is little risk and little benefit of documenting on each individual's permanent health record whether or not he or she received a seasonal or pandemic influenza vaccine as this data is captured in the campaign register.

SEE ALSO 260 Health Records
 250 Quality Documentation

REFERENCES *Disease Surveillance Regulations R-096-2009.*

Public Health Act S.N.W.T. 2009, c.17.

Public Health Agency of Canada. (2006). *Canadian Immunization Guide*. (7th ed.). Ottawa, ON.

APPROVAL	Paddy Meade, Deputy Minister Scott Robertson, Chief Nursing Officer	EFFECTIVE April 1, 2010
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