

AUTHORISED VACCINATORS INFORMATION SHEET

Reference: Appendices 3 and 4 of [Immunisation Handbook \(Health New Zealand | Te Whatu Ora\)](#)

1. Who can vaccinate?

Vaccines are prescription medicines. Vaccines can only be administered by:

- A medical practitioner;
- A designated prescriber (including nurses who meet prescribing criteria such as Nurse Practitioners);
- A person authorised to administer the medicine in accordance with a standing order; or
- An Authorised Vaccinator.

NB: There are two status of Authorised Vaccinator - Full or Deltoid-only.

1. Deltoid-Only Status. Those vaccinating adults-only are authorised to administer Deltoid-only vaccinations

2. Full Status. Full authorisation includes vastis lateralis as well as deltoid vaccinations

The question regarding your status for authorisation, whether Full or Deltoid-only, is asked on the Application form. Your status is determined by your Immunisation Coordinator when completing your Clinical Assessment.

Deltoid-only authorised vaccinators may vaccinate adults only.

You must vaccinate within your authorisation as detailed on your Letter of Authorisation.

***** IMPORTANT - Read your Letter of Authorisation *****

A change in status from Deltoid-only to Full is possible, with a Clinical Assessment by an Immunisation Coordinator, and a renewal application.

2. Can a Registered Nurse who has completed the Vaccinator Training course and written test give vaccines on the National Schedule?

- Yes, with a written Medical Practitioner's prescription; or
- Yes, under a Standing Order.

3. Can an Enrolled Nurse (EN) who has completed the Vaccinator Training course and written test give vaccines on the National Schedule?

Yes, however it is the enrolled nurse's and their employer's responsibility to ensure their practice environment allows them to practice within the EN scope. (introduced June 2022)

4. What is an Authorised Vaccinator?

Under the Medicines Regulations 1984, a Medical Officer of Health can authorise a person to administer vaccinations from an Approved Immunisation Programme, without the need for a medical prescription or standing order, nor the presence of a Medical Practitioner.

5. What is expected of an Authorised Vaccinator?

By accepting authorisation, the Authorised Vaccinator agrees to follow the Immunisation Standards ([Immunisation Handbook](#)) and work within their scope of practice as determined and monitored by the Nursing Council. Vaccinators should hold professional indemnity insurance – for example NZNO. Employers may provide cover, but this should be checked by applicants

6. **What should an Authorised Vaccinator do in the event of anaphylaxis?** Anaphylaxis is a severe adverse event of rapid onset, characterised by circulatory collapse.

Vaccinators must be able to recognise all the signs and symptoms of anaphylaxis. Early administration of adrenaline is essential. Appropriate emergency equipment must be immediately on hand whenever immunisations are given.

The Authorised Vaccinator will manage anaphylaxis through the appropriate administration of adrenaline and oxygen as outlined in the [latest version of the New Zealand Immunisation Handbook](#), and vaccinator authorisation permits the vaccinator to do this.

7. **How to apply to be an Authorised Vaccinator and information required.** Applicants need to apply to the local Medical Officer of Health responsible for the area they practice in. For the Canterbury, South Canterbury, and West Coast regions the applicant will complete the application form and provide the following documentation. Processing of applications may take up to four weeks.

Initial Authorisation (*first application only*)

- ☒ Application for Initial Approval as an Authorised Vaccinator form

And the following supporting documentation:

- ☒ Current Nursing Council of NZ Annual Practising Certificate
- ☒ CPR Certificate (current)
- ☒ IMAC Vaccinator Training Course Certificate (20 hours)
- ☒ Clinical Assessment (IMAC Form)
- ☒ Evidence of Indemnity Insurance (recommended)

(Authorisation is valid for a period of 2 years from date of vaccinator training course)

8. **What will be received after the application?** Once the Medical Officer of Health has reviewed the application and is satisfied the Applicant meets requirements for authorisation, the applicant will receive an authorisation letter. The authorisation letter will state the site of administration the applicant is authorised for (ie applicants who are vaccinating adults only will be authorised to administer “deltoid vaccinations only”. Full authorisation includes vastis lateralis as well as deltoid).
9. **What happens when Authorisation expires?** An Authorised Vaccinator can only give vaccines on the National Immunisation Schedule with a doctor’s written prescription, or under standing orders, until re-authorised.
10. **How to renew Authorisation** The Authorised Vaccinator will receive a reminder letter close to the expiry date, asking that they apply for re-authorisation. The renewal application form will need to be completed, and supporting documentation provided. Processing renewal applications may take up to 4 weeks.

Re-Authorisation (application every 2 years)

- ☒ Application for Renewal as an Authorised Vaccinator form

And the following supporting documentation:

- ☒ Current Nursing Council of NZ Practising Certificate (APC), showing expiry date
- ☒ CPR Certificate (current)
- ☒ Vaccinators Training update course certificate (4 hours)
- ☒ Evidence of Indemnity Insurance (recommended)
- ☒ Clinical Assessment (if previous authorisation has expired 1-3 months)

(Authorisation is valid for a period of 2 years from date of vaccinator training update course)

11. Clinical Assessment

When an Authorised Vaccinator is renewing their authorisation and the authorisation has expired:

- **0 to 1 months expired:** No clinical assessment is required;
- **>1 month expired:** A clinical assessment is required from an Immunisation Coordinator.

12. What if the Applicant has not renewed a previous authorisation? Vaccinator authorisation lapses if no documentation (or communication regarding why documentation is delayed) has been received at the end of the 2 year authorisation period. Requirements for re-authorisation depend on the length of time elapsed since last authorised:

- **If less than 1 month has expired since authorisation lapsed** – applying for re-authorisation is all that is necessary.
- **If more 1 month has expired since authorisation lapsed** – applying for re-authorisation with a clinical assessment is required.
- **If less than 5 years, but more 3 months has elapsed** – the applicant will need to attend Vaccinator Training update course and provide evidence of having attended vaccination education sessions of minimum 4 hours duration every 2 years. A Clinical Assessment will also be required.
- **If more than 5 years has elapsed since completion of initial Vaccinator Training course** – the Vaccinator Training foundation course will need to be repeated (the applicant will apply for initial authorisation).

13. What if an Applicant completed the vaccinator training but did not apply to become an Authorised Vaccinator? Vaccinator Authorisation is at the discretion of the Medical Officer of Health and dependent on Vaccinator Training updates attended, the number of vaccinations given, and a clinical assessment. If more than 5 years has elapsed since completion of initial Vaccinator Training course, the Vaccinator Training foundation course will need to be repeated (applicant will apply for initial authorisation).

14. What if an Applicant is currently authorised in a different region? The applicant will apply to Te Mana Ora (National Public Health Service) by completing an Initial Authorisation Application form.

Supporting documentation required in this instance is:

- ☒ a copy of Letter of Authorisation from the other region;
- ☒ a copy of CPR Certificate (current);
- ☒ a copy of a current NZ Annual Practising Certificate (or equivalent printout); and
- ☒ a copy of the most recent IMAC Vaccinator Training course certificate.

15. What if the Applicant changes jobs during the 2-year authorisation period, or wishes to administer vaccines not currently authorised for? The applicant will need to contact Te Mana Ora to notify the Medical Officer of Health of changes, so the Authorisation can be amended. If additional vaccines are requested this should be discussed with an Immunisation Coordinator as a further clinical assessment may be required.

16. **What is an Approved Immunisation Programme?** An individual programme approval is required for any situation where vaccinations are to be given off-site (away from a Medical Practice). Only Authorised Vaccinators can give vaccines under an off-site programme. (See paragraph 16 for further information regarding this.)

An Approved Immunisation Programme means:

- any vaccines from the New Zealand National Immunisation Schedule (*refer to the [latest version of the Immunisation Handbook](#)*); and/or
- any other vaccines from a Medical Officer of Health (such as influenza or Hepatitis B vaccination of workplace staff) can be given under the Immunisation Programme.

This does not include travel vaccines which must be prescribed by a doctor.

17. **When to apply for an Immunisation Programme Authorisation?**

The Medical Officer of Health can designate a specific immunisation programme as an “Approved Immunisation Programme”. Approval is required for all situations where a vaccine is to be given off-site (away from a medical practice).

Only authorised vaccinators can give vaccines under an off-site programme.

The person intending to manage the programme is required to submit an application form to the Medical Officer of Health that includes:

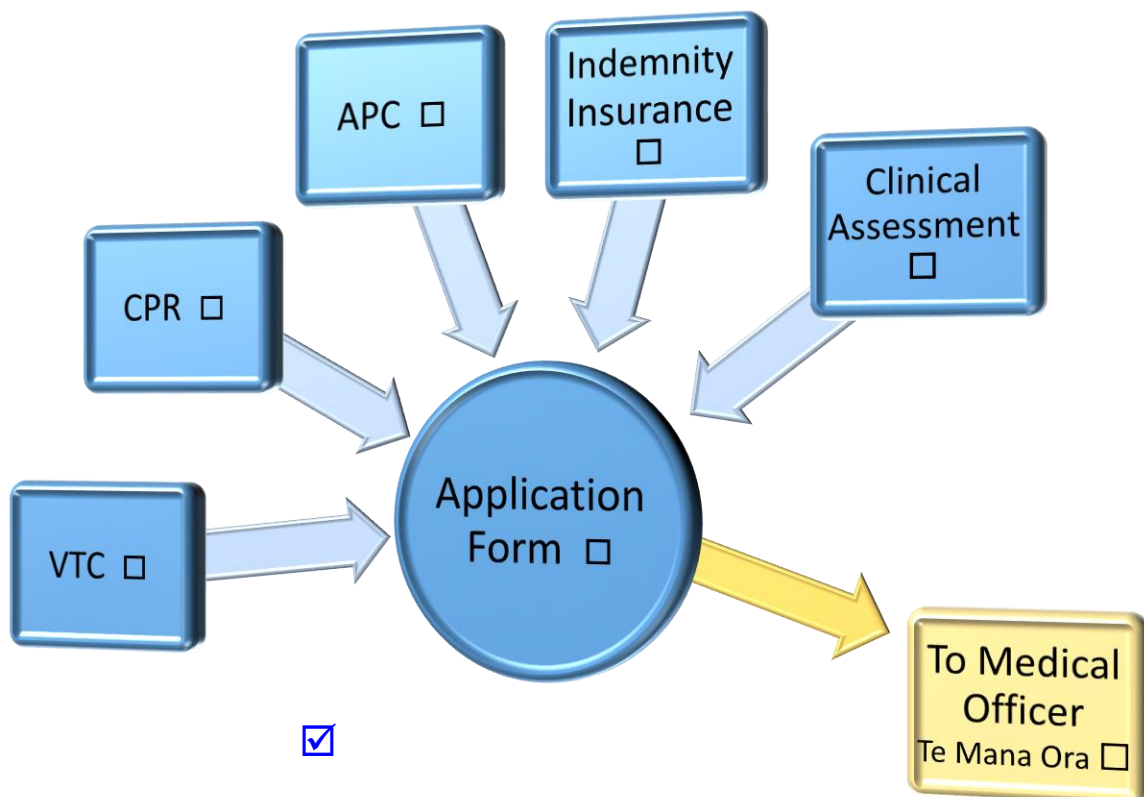
- the vaccine(s) to be given;
- the location(s) where they will be given;
- documentation that will be used;
- equipment that will be carried; and
- a list of Authorised Vaccinators who will be giving the vaccines.

Immunisation Programmes are approved for a 12-month period. On-going programmes need to be submitted annually.

Further information, forms, and contact details can be found on the Health NZ website: <https://www.tewhatauora.govt.nz/for-health-professionals/hospital-and-specialist-services/public-health/immunisation/vaccinator-authorisation-process>

Applications to be emailed to CW-NPHS-Vaccinator@tewhatauora.govt.nz

Application for Initial Approval as an Authorised Vaccinator



1. Application Form – available via link:

<https://www.tewhatauora.govt.nz/for-health-professionals/hospital-and-specialist-services/public-health/immunisation/vaccinator-authorisation-process>

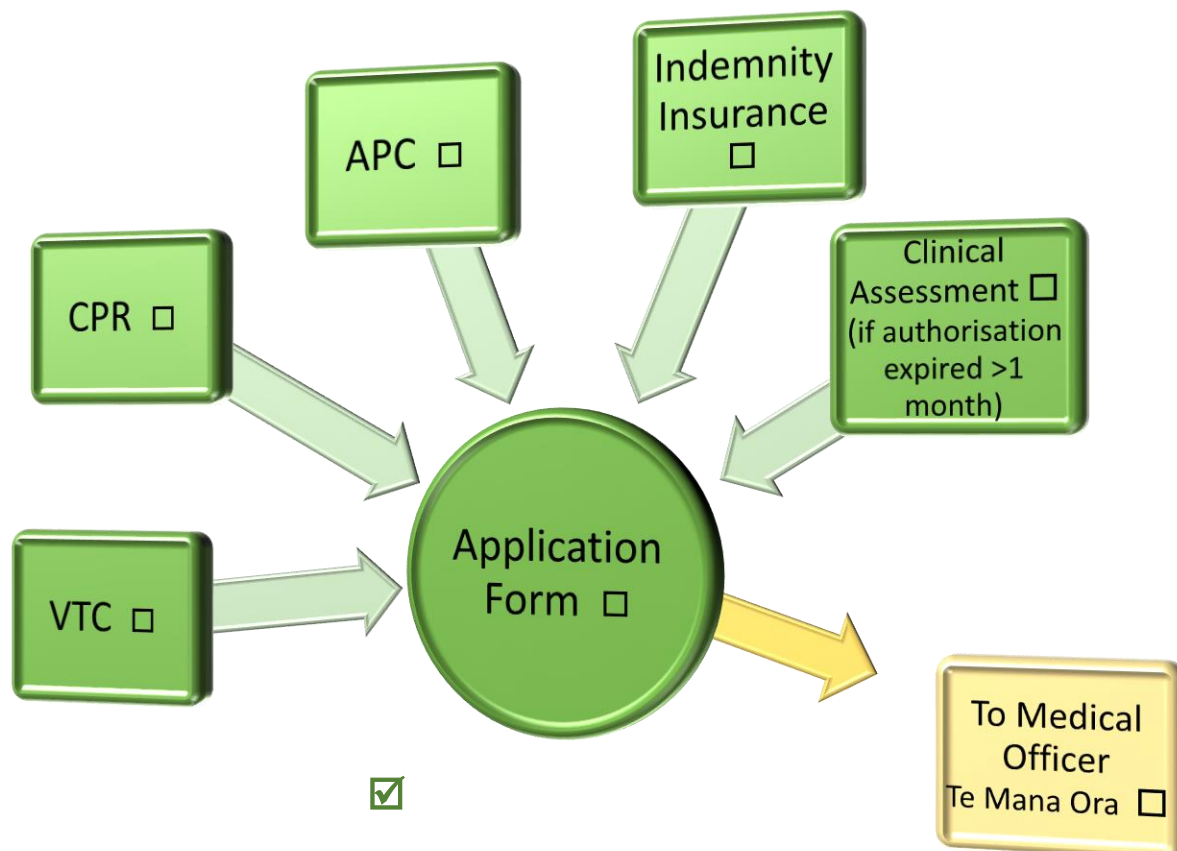
Gather the following documents and attach to the application form:

- ☒ Copy of certificate of attendance at a Vaccinator Training Course 20 hours (VTC).
- ☒ Copy of current CPR certificate, CORE, Immediate, Level 4 or above (CPR).
- ☒ Copy of current NZ Annual Practicing certificate, or equivalent printout (APC).
- ☒ Evidence of Indemnity Insurance (recommended).
- ☒ Clinical Assessment.

<https://www.immune.org.nz/factsheets/assessment-of-clinical-practice-for-vaccinators>

2. Scan and email to Medical Officer of Health Te Mana Ora, National Public Health Service (NPHS) – CW-NPHS-Vaccinator@tewhatauora.govt.nz.

Application for Renewal as an Authorised Vaccinator



1. Application Form – available via link:

<https://www.tewhatuora.govt.nz/for-health-professionals/hospital-and-specialist-services/public-health/immunisation/vaccinator-authorisation-process>

Gather the following documents and attach to the application form:

- ☒ Copy of certificate of attendance at IMAC Vaccinator Training Course 4 hours (VTC).
- ☒ Copy of current CPR certificate.
- ☒ Copy of current NZ Annual Practicing certificate, or equivalent printout (APC).
- ☒ Evidence of Indemnity Insurance (recommended).
- ☒ Clinical Assessment if required.

2. Scan and email to the Medical Officer of Health Te Mana Ora, National Public Health Service (NPHS) – CW-NPHS-Vaccinator@tewhatuora.govt.nz.