

## Pharmacist Vaccinators

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### Welcome to the Workforce Requests Portal

The Workforce Requests Portal will allow you to sign in securely to apply for vaccinator authorisation, upload and access your vaccinator authorisation documentation, and access your vaccinator authorisation letters.

Access the Workforce Requests Portal via the hyperlink, URL or QR code:

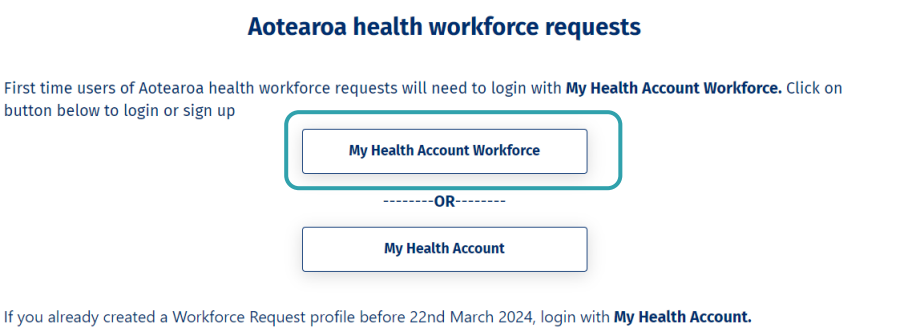
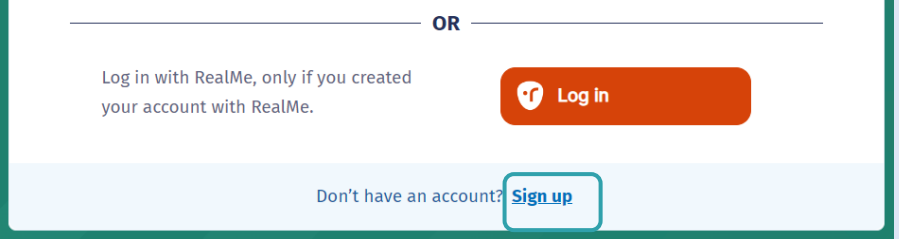
[Workforce requests](#)

<https://workforcerequest.powerappsportals.com/SignIn?ReturnUrl=%2F>



# Sign up to the Workforce Requests Portal

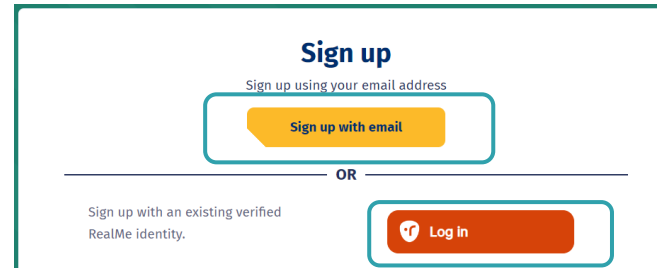
You'll need to sign up and create a My Health Account Workforce to access the Workforce Requests Portal. Find out more at [About My Health Account Workforce – Health New Zealand | Te Whatu Ora](#).

Step	Action	Screen shot guidance
1	<b>Access the Workforce Requests Portal</b> via the link or QR code on the cover page  Tip: You can use any browser such as Edge, Chrome or Safari	
2	<b>Click My Health Account Workforce</b> button  This will take you to sign up for a My Health Account Workforce account	
3	<b>Click Sign up</b>  Tip: If you have a My Health Account Workforce already you can go to page 7 to log in then you'll be directed to create Workforce Requests Portal profile steps 16 – 18 below	

4 Click **Sign up with email** to create an account linked to your email

Or

Click **Log in** to create an account using an existing RealMe account



If you used RealMe or RealMe Verified to sign up for your personal My Health Account, you will need to sign up for My Health Account Workforce using an email address and password.

You'll need your own email address. It must be unique to you and not one you share with someone else. It also must be a different email address from the one you used when you created a My Health Account as a health consumer.

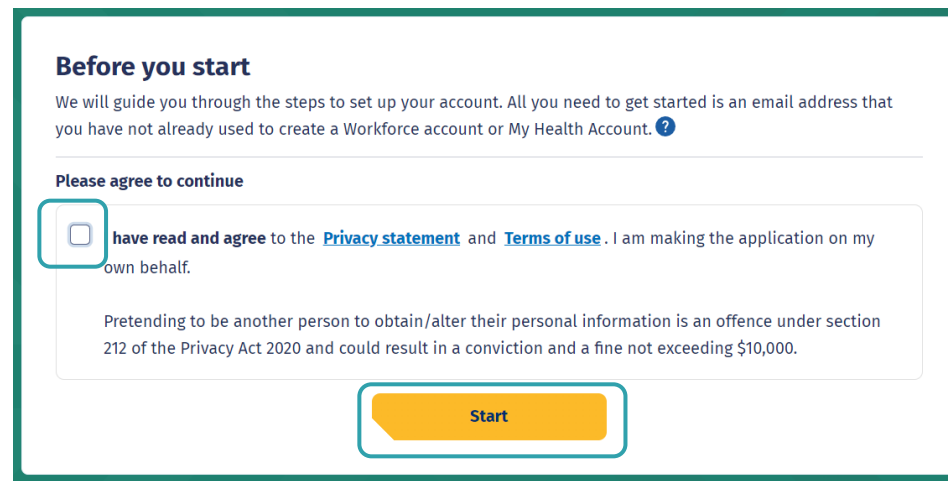
**Not sure if you have a My Health Account?** If you have accessed My Covid Record to create a vaccine pass or enter RAT test results, you will have set up a My Health Account

5 Click **hyperlinks** to open and read the Privacy statement and Terms of use

6 **Tick the box** to confirm:

- you have read and agree to the Privacy statement and Terms of use
- you are making this application on your own behalf

7 Click **Start**



8 Enter your email address

9 Click **Send verification**

### Let's verify your email address

You will use this email to log in to your Workforce account. It must be an email address you have not already used to create a Workforce account or My Health Account. ?

Email address

testemail@pharmacy.co.nz

**Send verification**

10 **Open** your email application (e.g. outlook, gmail etc) in a new tab

**Open** the email

From: My Health Account

Subject: Here's your My Health Account Workforce verification code

**Note** your verification code

From: **My Health Account (INT)** <[no-reply-int@np-identity.health.nz](mailto:no-reply-int@np-identity.health.nz)>

Date: Wed, 20 Mar 2024, 2:09 pm

Subject: Here's your My Health Account Workforce verification code

#### Kia ora

Please verify your email address.

Enter the following code into the **Verification code** box on your screen. The code will expire in 20 minutes, so please enter it as soon as possible. If the code expires, please go back to the My Health Account Workforce screen and click on the 'Send new verification code' link, and a new code will be emailed to you.

Your verification code is:

**920306**

If you have any questions or need a hand, please get in touch with our support team. Our contact details are below.

Ngā mihi  
Health New Zealand

11 Return to **My Health Account Workforce** portal tab

Enter your **Verification code**

12 Click **Continue**

### Enter your verification code

Verification code

9 2 0 3 0 6 |

Continue

13 Enter a **password**

Tip: Note the criteria provided to guide you creating a strong password

14 Click **Continue**

### Create a password

Passwords are easily guessed. We recommend using passphrases and avoid using the same password you've used on other websites.

Enter password

Show 

Password

Continue


15 Click **Allow**

### Allow Workforce Requests to access your Workforce account details

Workforce Requests uses your details to verify who you are, so you can access your information.


Read Workforce Requests' [Privacy Policy](#) and [Terms](#)

Workforce Requests wants to access your:

- Level of identification 
- Email address.

Deny

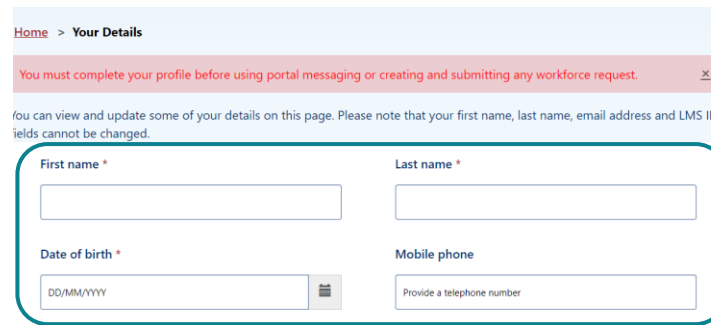
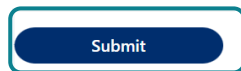
Allow

 When you add any of these details to your account, this application will ask for access:  
First, middle and last names.

16 You'll now be taken to the Workforce Requests Portal to set up your profile

Complete **Your Details** form fields (see Tips below)

17 Once you have completed the form fields, click **Submit**

A screenshot of a web form titled "Home > Your Details". At the top, there is a red banner with the text "You must complete your profile before using portal messaging or creating and submitting any workforce request." Below this, a note states: "You can view and update some of your details on this page. Please note that your first name, last name, email address and LMS ID fields cannot be changed." The form contains four input fields: "First name \*" (with an asterisk), "Last name \*" (with an asterisk), "Date of birth \*" (with an asterisk and a calendar icon), and "Mobile phone" (with the placeholder text "Provide a telephone number").

**Date of birth** - use DD/MM/YYYY format.

**Alternate email address** - you may like to add your personal / alternative email address here. Notifications and reminders from Workforce Requests will be sent to your sign-up email address and the alternate email address you provide (from June 2024).

**Ethnicity** - use the drop-down list on the right to select your ethnicity, you can select more than one ethnicity.

**LMS ID** - this is your Immunisation Advisory Centre (IMAC) Learning Management System (LMS) identity number, you'll find the alpha-numeric identification on your IMAC certificate.

**APC** – this is your Annual Practicing Certificate number.

**CPN / HPI** – this is your Health Provider Index Common Person Number, known as CPN or HPI number.

**Employer and Employer email address** - if you provide details the portal may include your employer in notifications of when your vaccination authorisation is due for renewal.

For more information go to [Getting the most from your account – Health New Zealand | Te Whatu Ora](#)

**18** You are now signed up and taken to your **Workforce Requests Portal** home page

This is the page you'll use to view your messages, submit vaccinator authorisation requests and ultimately download your vaccinator authorisation letter

Kia ora, welcome to your Workforce Requests home page. Here you can view new messages, create new messages, and view details of your message history, your draft requests, and submitted requests. You can also update your contact details by clicking on the dropdown arrow next to your name on the top right.

For further assistance, please call us on [0800 222 478](tel:0800222478) or [+64 9 307 6155](tel:+6493076155) during standard office hours, 8 am to 5 pm Monday to Friday.

You can also email your query and/or feedback about the service to [workforcerequests@health.govt.nz](mailto:workforcerequests@health.govt.nz). Please include the make and model of your PC or phone, which operating system you're running and, if your query relates to an issue you're experiencing, a brief description of the issue.

### New messages

[New message](#)

<a href="#">Subject</a>	<a href="#">Posted on</a> ↓
There are no records to display.	

### Message history

[Subject](#) [Posted on](#) ↓

There are no records to display.	
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### Draft requests / More information required

[New request](#)

<a href="#">Request number</a>	<a href="#">Request type</a>	<a href="#">Request sub-type</a>	<a href="#">Regulation</a>	<a href="#">Current status</a>	<a href="#">Created on</a>
There are no records to display.					

### Submitted requests

<a href="#">Request number</a>	<a href="#">Request type</a>	<a href="#">Request sub-type</a>	<a href="#">Regulation</a>	<a href="#">Submitted on</a> ↓	<a href="#">Download</a>
					<a href="#">Current status</a> <a href="#">authorisation letter</a>
There are no records to display.					

If you need to:

- Submit a new authorisation request – Transition to whole-of-life vaccinator – go to page 10

# Log in to the Workforce Requests Portal

When you are returning to the **Workforce Requests Portal** after initially signing up, you'll need to log in to get to your home page.

Step	Action	Screen shot guidance
1	<b>Access the Workforce Requests Portal</b> via the link or QR code on the cover page  Tip: You can use any browser such as Edge, Chrome or Safari	
2	Click <b>My Health Account Workforce</b> button	
3	Enter your <b>Email address</b> and <b>Password</b>	
4	Click <b>Log in</b>	



## 5 You'll be taken to your **Workforce Requests Portal** home page

This is the page you'll use to view your messages, submit vaccinator authorisation requests and ultimately download your vaccinator authorisation letter

Kia ora, welcome to your Workforce Requests home page. Here you can view new messages, create new messages, and view details of your message history, your draft requests, and submitted requests. You can also update your contact details by clicking on the dropdown arrow next to your name on the top right.

For further assistance, please call us on [0800 222 478](tel:0800222478) or [+64 9 307 6155](tel:+6493076155) during standard office hours, 8 am to 5 pm Monday to Friday.

You can also email your query and/or feedback about the service to [workforcerequests@health.govt.nz](mailto:workforcerequests@health.govt.nz). Please include the make and model of your PC or phone, which operating system you're running and, if your query relates to an issue you're experiencing, a brief description of the issue.

### New messages

[New message](#)

<a href="#">Subject</a>	<a href="#">Posted on</a> ↓
There are no records to display.	

### Message history

[Posted on](#) ↓

<a href="#">Subject</a>	<a href="#">Posted on</a> ↓
There are no records to display.	

### Draft requests / More information required

[New request](#)

<a href="#">Request number</a>	<a href="#">Request type</a>	<a href="#">Request sub-type</a>	<a href="#">Regulation</a>	<a href="#">Current status</a>	<a href="#">Created on</a>
There are no records to display.					

### Submitted requests

<a href="#">Request number</a>	<a href="#">Request type</a>	<a href="#">Request sub-type</a>	<a href="#">Regulation</a>	<a href="#">Submitted on</a> ↓	<a href="#">Current status</a>	<a href="#">Download authorisation letter</a>
There are no records to display.						

If you need to:

- Update your profile – go to page 9
- Submit a new authorisation request – Transition to whole-of-life vaccinator – go to page 10
- Upload your post authorisation requirements documents – go to page 17
- Download your Authorisation letter – go to page 20

# Update your personal profile

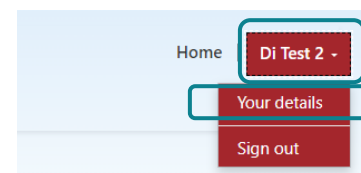
If you need to make changes to your personal details after your initial sign up. You can do this by updating your details in your My Health Account Workforce account by going to [My Health Account Workforce | Health New Zealand | Te Whatu Ora](#). See [Getting the most from your account – Health New Zealand | Te Whatu Ora](#) for more information and trouble shooting.

If you want to update personal details only in your **Workforce Requests Portal**, follow the steps below.

Step	Action	Screen shot guidance
1	<b>Log in</b> to your <b>Workforce Requests Portal</b> via the link or QR code on the cover page (page 7)  Tip: You can use any browser such as Edge, Chrome or Safari	

2 Click the **down arrow by your name** (top right of the page)

3 Click **Your details**



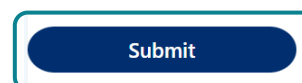
4 Amend your personal details

Tip: You **can't** change your:

- First or last name
- Primary email address
- LMS ID

A screenshot of a personal details update form. The form is white with a light blue background. It contains several input fields: 'Date of birth \*' (25/05/1978), 'Mobile phone' (0115984012), 'Email address' (suzystubbs79-test@gmail.com), 'Alternate email address', 'Ethnicity \*' (Other), 'LMS ID \*' (123-C), 'APC number \*' (12345), and 'CPN' (187345). There are also dropdown arrows for 'Date of birth', 'Ethnicity', 'LMS ID', and 'APC number'.

5 Once you've updated your details, click **Submit** (bottom left of the screen)

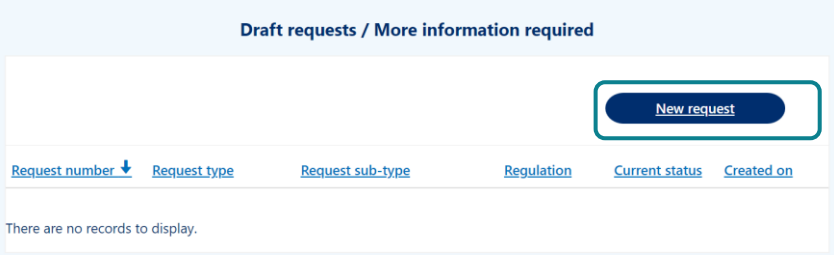


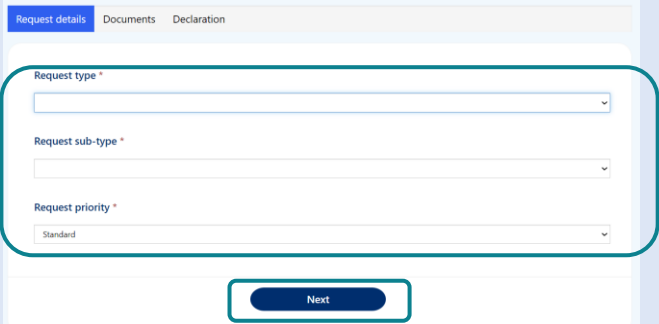
# Submit a new authorisation request – Transition to whole-of-life vaccinator

When you have completed the Transition to whole-of-life vaccinator training you can submit a new authorisation request. This will go to a Medical Officer of Health (MOoH) for review.

Step	Action	Screen shot guidance
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1	<b>Log in</b> to your <b>Workforce Requests Portal</b> via the link or QR code on the cover page (page 7)  Tip: You can use any browser such as Edge, Chrome or Safari	
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2	From your home page, scroll down to <b>Draft requests / More information required</b>	
3	Click <b>New request</b>	

4	Complete the drop-down fields <ul style="list-style-type: none"><li>Request type – select <b>Authorised Vaccinator</b></li><li>Request sub-type – select <b>Transition to whole-of-life vaccinator</b></li><li>Request priority – select <b>Standard</b> (approx. 7 working days) or <b>Urgent</b> (if you need authorisation sooner than 7 days. You'll be prompted to add a reason for the urgent request)</li></ul> Click <b>Next</b>	
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5 Upload the following documents:

- Current CPR certificate
- Foundation Course or Update Training Certificate
- Copy of original clinical assessment
- Extending vaccinator skills (whole-of-life) Course Certificate
- Current APC

Click **Upload file** alongside the document you wish to upload

The screenshot shows a web application interface with three tabs: 'Request details' (checked), 'Documents', and 'Declaration'. The 'Documents' tab is active, displaying a table of documents to be uploaded. The table has columns for 'Request number', 'Request type \*', 'Request sub-type \*', and 'Status'. Below this, there is a table with columns for 'Document type', 'Issued by organisation', 'File Name', and 'Record created on'. Each row in this table has an 'Upload file' button. The first button is highlighted with a red box. At the bottom of the interface, there are three buttons: 'Previous', 'Save as a draft', and 'Next'.

Request number	Request type *	Request sub-type *	Status
Req-025880	Authorised Vaccinator	Transition to whole-of-life vaccinator	Draft

Document type	Issued by organisation	File Name	Record created on	Upload file
A current CPR certificate			22/03/2024 8:36 AM	<input type="button" value="Upload file"/>
Foundation Course or Update Training Certificate			22/03/2024 8:36 AM	<input type="button" value="Upload file"/>
Copy of original clinical assessment			22/03/2024 8:36 AM	<input type="button" value="Upload file"/>
Extending vaccinator skills (whole-of-life) Course Certificate			22/03/2024 8:36 AM	<input type="button" value="Upload file"/>
Current APC			22/03/2024 8:36 AM	<input type="button" value="Upload file"/>

Navigation buttons:

- 6 Enter the name of the organisation who issued the document in the **Issued by organisation** field
- 7 Click **Choose file** to select file from your device  
  
Tip: you can upload pdf or image files
- 8 Click **Upload**
- 9 Repeat steps 5 – 9 for each document type required

**Request sub-type**  
Transition to whole-of-life vaccinator

**Document type**  
A current CPR certificate

**Issued by organisation**

Please attach one or multiple documents to the Te Whatu Ora - Health New Zealand as evidence of your request. The document can be in .PDF or image format and can't be more than 10MB

Choose Files No file chosen

Upload

Tip: you can upload more than one file against each document type.


You can delete a file if you make a mistake.

- Click **Upload file**
- Click **drop down** arrow by the file you want to delete
- Click **Delete**
- Confirm you want to **Delete**
- Click **Upload** to save the change

**Request sub-type**  
Transition to whole-of-life vaccinator

**Document type**  
A current CPR certificate

**Issued by organisation**

less than a minute ago Suzanne Stubbs 

Delete

Please attach one or multiple documents to the Te Whatu Ora - Health New Zealand as evidence of your request. The document can be in .PDF or image format and can't be more than 10MB

Choose Files No file chosen

Upload

**10** Once you have uploaded all your documents click **Next** to continue

Tip: You can **Save as a draft** if you need to return to upload further documents at a later time

Request number	Request type *	Request sub-type *	Status
Req-025880	Authorised Vaccinator	Transition to whole-of-life vaccinator	Draft

Document type	Issued by organisation	File Name	Record created on	
A current CPR certificate		CPR certificate 2024.pdf	22/03/2024 8:36 AM	<a href="#">Upload file</a>
Foundation Course or Update Training Certificate		Foundation course certificate 2024.pdf	22/03/2024 8:36 AM	<a href="#">Upload file</a>
Copy of original clinical assessment		Clinical Assessment 2024.pdf	22/03/2024 8:36 AM	<a href="#">Upload file</a>
Extending vaccinator skills (whole-of-life) Course Certificate		Whole of life course certificate 2024.pdf	22/03/2024 8:36 AM	<a href="#">Upload file</a>
Current APC		APC 2024.pdf	22/03/2024 8:36 AM	<a href="#">Upload file</a>

Previous Save as a draft **Next**

**11** To complete and submit your request, **check the box** to confirm your declaration

**12** Click **Submit**

I acknowledge I am:

- Competent and adhere to the requirements as per the Immunisation Handbook
- Have evidence of a current CPR certificate and treatment of anaphylaxis
- Aware it is recommended that I carry indemnity insurance
- Aware of the scope of my role as an Authorised Vaccinator to work within my scope of practice in accordance with regulation 44A(2) of the Medicines Regulation 1984.

Please check this tick box to confirm your acceptance of this declaration and then click the 'Submit' button below.

Previous **Submit**

13

You'll return to your **Workforce Requests Portal** home page

Your request will now be sitting under your **Submitted requests**

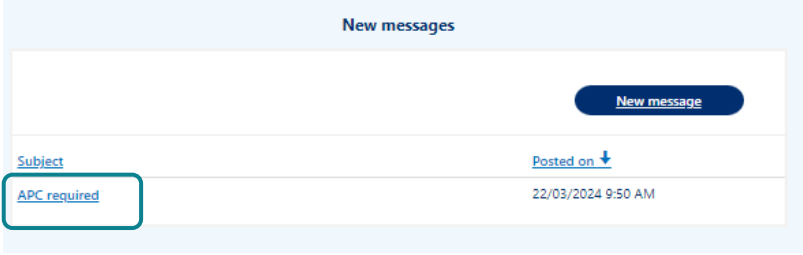

Submitted requests						
<a href="#">Request number</a>	<a href="#">Request type</a>	<a href="#">Request sub-type</a>	<a href="#">Regulation</a>	<a href="#">Submitted on</a> ↓	<a href="#">Current status</a>	<a href="#">Download authorisation letter</a>
<a href="#">Req-025880</a>	Authorised Vaccinator	Transition to whole-of-life vaccinator	Reg 44A(2)	22/03/2024	Submitted	

Your request will now be reviewed by Health NZ – Te Whatu Ora. Once your request has been reviewed you will receive a notification via email of:

- More information required – go to page 15
- Authorisation letter – go to page 20

## More information required

Following an authorisation submission, Te Whatu Ora – Health NZ may request more information. This can occur when the information provided is not complete (e.g. a document is missing or in-complete). You'll receive an email from **Workforce Requests** letting you know you have a notification in your Workforce Requests Portal.

Step	Action	Screen shot guidance												
1	<p><b>Log in</b> to your <b>Workforce Requests Portal</b> via the link or QR code on the cover page (page 7)</p> <p>Tip: You can use any browser such as Edge, Chrome or Safari</p>													
2	You'll see a message in the <b>New messages</b> section													
3	<p>Click the <b>Subject hyperlink</b> to open and read the message, we'll let you know what information is needed</p>													
4	<p>Your request will now be under the <b>Draft requests / More information required</b> section</p> <p>Click the <b>Req-number</b> hyperlink to open the request and upload the required information</p>	 <table border="1"> <thead> <tr> <th>Request number</th> <th>Request type</th> <th>Request sub-type</th> <th>Regulation</th> <th>Current status</th> <th>Created on</th> </tr> </thead> <tbody> <tr> <td><a href="#">Req-025881</a></td> <td>Authorised Vaccinator</td> <td>Transition to whole-of-life vaccinator</td> <td>Reg 44A(2)</td> <td>More Information Requested</td> <td>22/03/2024 9:41 AM</td> </tr> </tbody> </table>	Request number	Request type	Request sub-type	Regulation	Current status	Created on	<a href="#">Req-025881</a>	Authorised Vaccinator	Transition to whole-of-life vaccinator	Reg 44A(2)	More Information Requested	22/03/2024 9:41 AM
Request number	Request type	Request sub-type	Regulation	Current status	Created on									
<a href="#">Req-025881</a>	Authorised Vaccinator	Transition to whole-of-life vaccinator	Reg 44A(2)	More Information Requested	22/03/2024 9:41 AM									



- 5 Click **Next** to confirm the Request type, sub-type and priority

The screenshot shows a form titled 'Request details' with a 'Documents' tab. It contains three dropdown menus: 'Request type \*' (set to 'Authorised Vaccinator'), 'Request sub-type \*' (set to 'Transition to whole-of-life vaccinator'), and 'Request priority \*' (set to 'Standard'). Below these is a 'Status Reason' section with the text 'More Information Requested'. A blue 'Next' button is highlighted with a red box at the bottom of the form.

- 6 Click **Upload file** against the required information to select file to upload

Once all required files have been uploaded, click **Submit**

The screenshot shows a table with two rows of document information. The first row is 'Extending vaccinator skills (whole-of-life) Course Certificate' with a file named 'Whole of life course certificate 2024.pdf' and a timestamp of '22/03/2024 9:41 AM'. The second row is 'Current APC' with a timestamp of '22/03/2024 9:41 AM'. Both rows have an 'Upload file' button highlighted with a red box. A blue 'Submit' button is highlighted with a red box at the bottom of the section.

- 7 Your request will now be displayed under the **Submitted requests** section again

Submitted requests						
<a href="#">Request number</a>	<a href="#">Request type</a>	<a href="#">Request sub-type</a>	<a href="#">Regulation</a>	<a href="#">Submitted on</a>	<a href="#">Current status</a>	<a href="#">Download authorisation letter</a>
<a href="#">Req-025881</a>	Authorised Vaccinator	Transition to whole-of-life vaccinator	Reg 44A(2)	22/03/2024	In Progress	

# Uploading post authorisation requirement documents

After you have submitted a new authorisation request you will need to complete post authorisation requirements, and when you have successfully met these requirements you'll need to upload post authorisation requirement documents as evidence of this. Post authorisation requirements documents are your:

- workbook sign off sheet
- completed and signed clinical assessment on a person under two years old

Step	Action	Screen shot guidance
1	<p><b>Log in</b> to your <b>Workforce Requests Portal</b> via the link or QR code on the cover page (page 7)</p> <p>Tip: You can use any browser such as Edge, Chrome or Safari</p>	

2 From your home page, scroll down to the **Post authorisation** section. If you have Post authorisation requirements to complete and upload this will show here

<a href="#">Request number</a> ↓	<a href="#">Request title</a>	<a href="#">Current status</a>	<a href="#">Created on</a>
<a href="#">Req-025882</a>	Post authorisation requirements to become whole of life vaccinator	Draft	22/03/2024 10:30 AM

3 Click the **Req-number** hyperlink

4 Click **Next** to confirm Request details

Request details Documents

Request type \*

Request sub-type \*

Request priority \*

Status Reason  
 Draft

**Next**

5 Upload the listed documents:

- completed and signed clinical assessment
- Sign off sheet from workbook

Click **Upload** alongside the document you wish to upload

Request number	Request type *	Request sub-type *	Status Reason
Req-025882	Authorised Vaccinator	Transition to whole-of-life vaccinator	Draft

Title	Issued By	File Name	Created On	
A completed and signed clinical assessment on a person under two years old			22/03/2024 10:30 AM	<input type="button" value="Upload"/>
Sign off sheet from workbook			22/03/2024 10:30 AM	<input type="button" value="Upload"/>

You can upload one or both documents before Submitting.

If you Submit with just one document uploaded, then you'll receive an updated authorisation letter with remaining conditions included.

Once you have successfully complete and uploaded **both** post authorisation requirements documents you'll receive an authorisation letter with no conditions.

6 Once you have uploaded the post authorisation requirements document(s)

Click **Submit**

Repeat steps 1 – 6 to upload additional post authorisation requirements documents to a request.

Tip: If you upload a document in error, see page 12 for steps to delete the upload.

Request number	Request type *	Request sub-type *	Status Reason
Req-025858	Authorised Vaccinator	Transition to whole-of-life vaccinator	Draft

Title	Issued By	File Name	Created On	
A completed and signed clinical assessment on a person under two years old		Clinical Assessment.pdf	18/03/2024 11:49 AM	<input type="button" value="Upload"/>
Sign off sheet from workbook		Workbook Sign off.pdf	18/03/2024 11:49 AM	<input type="button" value="Upload"/>

7

Once you have Submitted you'll see this request in the **Submitted requests** section of your Workforce Requests Portal homepage

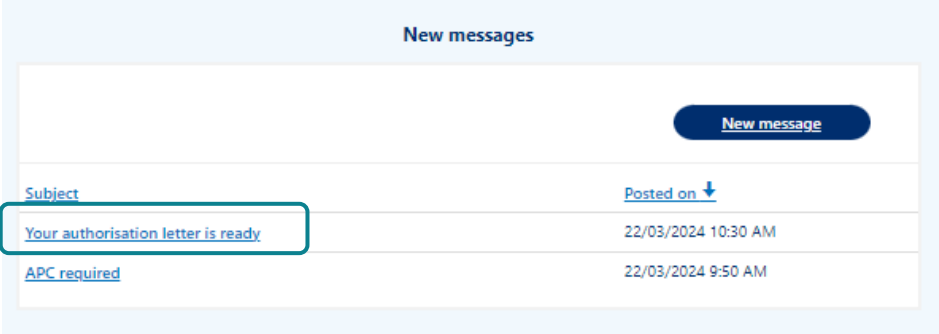
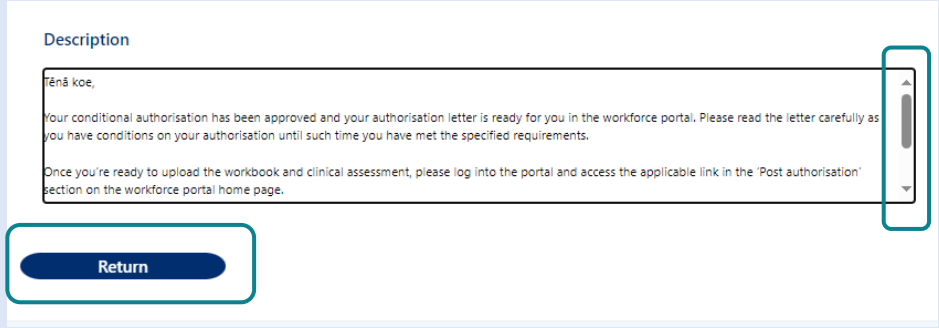
Submitted requests						
Request number	Request type	Request sub-type	Regulation	Submitted on	Current status	Download authorisation letter
<a href="#">Req-025882</a>	Authorised Vaccinator	Transition to whole-of-life vaccinator	Reg 44A(2)	22/03/2024	Submitted	
<a href="#">Req-025881</a>	Authorised Vaccinator	Transition to whole-of-life vaccinator	Reg 44A(2)	22/03/2024	Letter Sent	<a href="#">Download</a>

Once your request has been reviewed you will receive notification via email of:

- More information required – go to page 15
- Authorisation letter – go to page 20

# Download your current authorisation letter

You'll receive an email from **Workforce Requests** to let you know you have a new notification when an authorisation letter is ready for you.

Step	Action	Screen shot guidance
1	<p><b>Log in</b> to your <b>Workforce Requests Portal</b> via the link or QR code on the cover page (page 7)</p> <p>Tip: You can use any browser such as Edge, Chrome or Safari</p>	
2	<p>Under the New messages section click the <b>Subject line / message title</b> hyperlink</p>	
3	<p>Use the <b>scroll bar</b> to read the message</p> <p>Once you have read the message click <b>Return</b></p> <p>Tip: Your initial authorisation will have conditions on your practice. It's important that you read your authorisation letter to understand these conditions</p>	

4 Scroll down to the **Submitted requests** section

Click **Download** to download your approval letter

Tip: You'll only be able to download the most current approval letter. Once a letter is superseded, you'll no longer have access to the Download button

<a href="#">Request number</a>	<a href="#">Request type</a>	<a href="#">Request sub-type</a>	<a href="#">Regulation</a>	<a href="#">Submitted on</a> ↓	<a href="#">Current status</a>	<a href="#">Download authorisation letter</a>
<a href="#">Req-025881</a>	Authorised Vaccinator	Transition to whole-of-life vaccinator	Reg 44A(2)	22/03/2024	Letter Sent	<a href="#">Download</a>

5 You may have conditions on your authorisation

It's important that you read your authorisation letter to understand these conditions

Go to **Uploading post authorisation requirements** (page 17) once you have successfully completed your post authorisation requirements and are ready to upload these documents as evidence

**Health New Zealand**  
Te Whaitu Ora

22/03/2024  
Suzanne Stubbs  
suzstubb79hest@gmail.com  
LMS: 123-C

**Re: Authorised Vaccinator – transitioning to whole-of-life**

Under regulation 44A of the Medicines Regulations 1984, I authorise you to administer any vaccine listed on the National Immunisation Schedule and for the purposes of an approved immunisation programme (including but not limited to the vaccination programmes pursuant to the National Immunisation Schedule.)

Your authorisation applies nationally and expires on 04/03/2026.

**Conditions of your authorisation**  
Your authorisation is subject to the following conditions:

- You must work under the direct supervision of an experienced vaccinator when administering vaccines to people aged 2-5 years old.
  - This condition will be removed in the event:
    - you successfully complete the Vaccinator Practical Workbook Extending Vaccinator Skills (Whole-of-Life);
    - submit it to Health New Zealand; and
    - receive confirmation in writing that this condition is removed.
- You must work under the direct supervision of an experienced vaccinator when administering vaccines to people under 2 years of age.
  - This condition will be removed in the event:
    - you successfully complete an independent clinical assessment from an approved clinical assessor that includes the vaccination of at least one child aged under 2 years; and
    - submit the clinical assessment document to Health New Zealand; and
    - receive confirmation in writing that this condition is removed.
- You must work within your scope of practice.
- You must comply with the Immunisation Standards set out in the Immunisation Handbook 2020 (as updated from time to time.)
- You must maintain a current practising certificate for the duration of your authorisation under regulation 44A(2).
- You must hold a current CPR certificate for the duration of your authorisation under regulation 44A(2).
- As a vaccinator, it is your responsibility to stay up to date and undertake update courses as appropriate to remain current.

**Dr**  
**Medical Officer of Health**  
Health New Zealand – Te Whaitu Ora

TeWhaituOra.govt.nz  
133 Molesworth St, Thorndon, Wellington 6011  
Email: vaccinatorauthorisations@health.govt.nz

**Te Kāwanatanga o Aotearoa**  
New Zealand Government

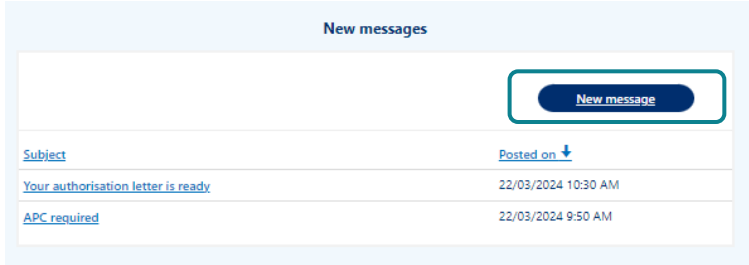
## Get help

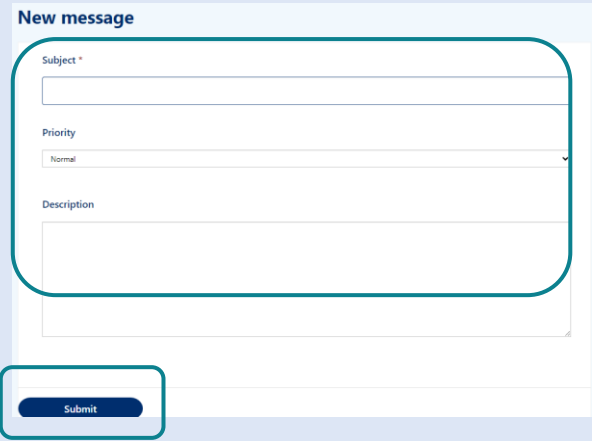
If you need help with:

- Setting up or accessing a **My Health Account Workforce**
  - Check out My Health Account Workforce information, help and FAQs at [My Health Account Workforce – Health New Zealand | Te Whatu Ora](#)
  - Contact the My Health Account Workforce team, contact details located at [About My Health Account Workforce – Health New Zealand | Te Whatu Ora](#)
- Applying for vaccinator authorisation in the **Workforce Requests Portal**
  - Contact the Vaccinator Authorisation team at [vaccinatorauthorisations@health.govt.nz](mailto:vaccinatorauthorisations@health.govt.nz)
  - Send us a message via your Workforce Requests Portal home page (see steps below)

Step	Action	Screen shot guidance
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1	<p><b>Log in</b> to your <b>Workforce Requests Portal</b> via the link or QR code on the cover page (page 7)</p> <p>Tip: You can use any browser such as Edge, Chrome or Safari</p>	
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2	<p>Under the New messages section click <b>New message</b></p>	 <p>The screenshot shows a 'New messages' section with a 'New message' button. Below it is a table with two columns: 'Subject' and 'Posted on'. The first row has the subject 'Your authorisation letter is ready' and the date '22/03/2024 10:30 AM'. The second row has the subject 'APC required' and the date '22/03/2024 9:50 AM'.</p>
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3	<p>Complete the fields:</p> <ul style="list-style-type: none"> <li><b>Subject</b> - if your message is in relation to a submitted request please include the Req-number in the subject line</li> <li><b>Priority</b> – select from the drop down</li> <li><b>Description</b> – type your message, please provide as much detail as you can</li> </ul>	 <p>The screenshot shows a 'New message' form with three main fields: 'Subject *', 'Priority', and 'Description'. The 'Priority' field is a dropdown menu currently set to 'Normal'. The 'Description' field is a large text area. A 'Submit' button is located at the bottom of the form.</p>
4	<p>Click <b>Submit</b></p>	

Your message will:

- appear in your **Workforce Requests Portal, Message history** section.
- be sent to an administrator at Health NZ – Te Whatu Ora for action and response.

You'll receive an email notification from **Workforce Requests** when you have a response to your message. Log in to your **Workforce Requests Portal** to view the response under the **New messages** section.



