

Immunisation Onboarding Guide for New Providers

Prevention | National Public Health Service

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Health New Zealand
Te Whatu Ora

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Section A: Key information

1.1 National Immunisation Schedule¹

The National Immunisation Schedule		
From – 1 JULY 2024		
Stages	Disease to protect against	Vaccine
Pregnancy	Tetanus + diphtheria + whooping cough (pertussis)	Boostrix®
	Influenza	Brand varies
6 weeks	Rotavirus	Rotarix® (oral) (first dose must be given before 15 weeks)
	Diphtheria + tetanus + whooping cough (pertussis) + polio + hepatitis B + Haemophilus influenzae type b (Hib)	Infanrix® hexa
	Pneumococcal disease	Prevenar 13®
3 months	Rotavirus	Rotarix® (oral) (second dose must be given before 25 weeks)
	Diphtheria + tetanus + whooping cough + polio + hepatitis B + Haemophilus influenzae type b (Hib)	Infanrix® hexa
	Meningococcal B	Bexsero® (can be given at 8 weeks)
5 months	Diphtheria + tetanus + whooping cough + polio + hepatitis B + Haemophilus influenzae type b (Hib)	Infanrix® hexa
	Pneumococcal disease	Prevenar 13®
	Meningococcal B	Bexsero® (can be given at 4 months)
12 months	Measles + mumps + rubella	Priorix®
	Pneumococcal disease	Prevenar 13®
	Meningococcal B	Bexsero®
15 months	Haemophilus influenzae type b (Hib)	Act-HIB®
	Measles + mumps + rubella	Priorix®
	Chickenpox (varicella)	Varilrix®
4 years	Diphtheria + tetanus + whooping cough + polio	Infanrix® IPV
9-13 years	Human papillomavirus (HPV)	Gardasil®9 (2 doses, 6 months apart)
	Tetanus + diphtheria + whooping cough	Boostrix® (from 11 years)
45 years	Tetanus + diphtheria + whooping cough	Boostrix®
65 years	Tetanus + diphtheria + whooping cough	Boostrix®
	Influenza	Brand varies
	Shingles	Shingrix® (2 doses, 2 - 6 months apart)

Influenza- <https://www.tewhatauora.govt.nz/for-health-professionals/clinical-guidance/diseases-and-conditions/influenza>

COVID-19- <https://www.tewhatauora.govt.nz/for-health-professionals/clinical-guidance/communicable-disease-control-manual/covid-19>

¹<https://www.tewhatauora.govt.nz/for-health-professionals/clinical-guidance/immunisation-handbook/national-immunisation-schedule>

1.2 Quick links & resources

RESOURCES FOR CONSUMERS

Consumer-focused information

The [Immunisations page](#) on the Health Information and Services website is an excellent source for whānau centred information covering the National Immunisation Schedule and to create a child's personalised immunisation schedule.

The [Healthify website](#) also provides consumer focused immunisation information.

Consumer collateral & resources

A wide variety of free consumer collateral and immunisation resources are available, including vaccine-specific consent forms, vaccination information as well as post vaccination advice. Additional formats are available for some resources including audio, braille and large print.

- Set up a [Bluestar account](#) to have printed resources sent to your immunisation site.
- [HealthEd](#) has a variety of resources available to download.
- The [NIP Dropbox](#) has a range of resources, including social media tiles available for download.
- The AIR [webpage](#) has consumer privacy resources available for download, which can also be ordered from [HealthEd](#) for free.

RESOURCES FOR HEALTHCARE PROFESSIONALS

Cold Chain resources

The [Health NZ website](#) provides information on the [Cold Chain National Standards](#) and offers resources to develop cold chain management policies, including self-assessment forms and policy templates.

The [Immunisation Advisory Centre \(IMAC\)](#) also has cold chain resources and guidance available [online](#).

Clinical and training

IMAC provides training and clinical support to vaccinators and clinicians.

IMAC also provides information specific to the [pharmacy](#) and [midwifery](#) sectors.

Resources specific to vaccines and vaccinator screening tools can be found on the IMAC [website](#).

Aotearoa Immunisation Register (AIR)

The AIR [webpage](#) on the Health NZ website is a useful resource for information on topics such as signing up to use the AIR, privacy, reporting, and accessing documentation.

1.3 Key contacts

General information

If you have any questions or comments, or would like to be linked with a regional contact, please reach out to the National Public Health Service (NPHS) Immunisation team at immunisation@tewhatuora.govt.nz

Regional Prevention Development and Delivery Leads

These roles are key links for coordinating immunisation activities within health regions. Please email the Immunisation team (as above) to be linked to the appropriate lead in your area.

Clinical and training queries

Providers who wish to contract IMAC to provide personalised team training directly to their kaimahi should contact IMAC directly for estimated costs. IMAC's contact details are:

- **Phone:** 0800 IMMUNE (0800 466 863). Weekdays 8:30am to 5:00pm
- **Email:** 0800immune@auckland.ac.nz

AIR Technical Support Desk

For support when using the AIR, please use this [link](#) to access the AIR service desk portal or call the team on 0800 855 066 (press 2 and then 1). These channels are currently monitored 8am – 5pm, Monday to Friday (from 9.30am on Wednesdays).

Immunisation coordinators

Immunisation coordinators are listed [here](#).

Midwife claiming and onboarding support

All vaccinating LMC midwives who use Midwifery and Maternity Providers Organisation Ltd (MMPO) to claim for maternity services, and LMC midwives who claim for maternity services with another provider, can contact the MMPO for claiming and onboarding support via email vaccsupport@mmpo.org.nz or call 03 377 2485 and select Option 3 – Vaccination Service Support. For regional support, please contact:

Te Tai Tokerau (Northland)

Raewyn Smith

Raewyn.Smith@TeWhatuOra.govt.nz

Te Toka Tumai (Auckland) / Waitemata

Catherine Roscoe

Catherine.Roscoe1@TeWhatuOra.govt.nz

Counties Manukau

Maliasita Moala

Maliasita.Moala@TeWhatuOra.govt.nz

Te Manawa Taki

Tamati Peni

tamati.peni@tewhatauora.govt.nz or

Nicky Nelson

nicky.nelson@tewhatauora.govt.nz

Te Ikaroa

Bronwyn Stoneley

Bronwyn.Stoneley@TeWhatuOra.govt.nz

Te Waipounamu

Catherine Crichton

catherine.crichton@tewhatauora.govt.nz

Pharmacy Engagement Leads

Pharmacy Engagement Leads (PELs) are available to support pharmacies and their staff through the full journey of offering immunisations or expanding the range of immunisations offered.

Contact details for PELs by region are as follows:

Northern

Chris Leung

christopher.leung@tewhatauora.govt.nz

Te Ikaroa

Bronwyn Stoneley

Bronwyn.Stoneley@TeWhatuOra.govt.nz

Te Manawa Taki

Donna Gardiner (Bay of Plenty)

Donna.Gardiner@bopdhb.govt.nz

Te Waipounamu

Sarah Wood

Sarah.Wood@cdhb.health.nz

Section B: Vaccinator Training

There are four vaccinating roles that can be utilised in a vaccination site:

1. **Authorised Vaccinators**
2. **Pharmacist and Intern Pharmacist Vaccinators**
3. **Vaccinating Health Workers**
4. **Midwives**

There are also pathways for authorised and pharmacist vaccinators to upskill to become whole-of-life authorised vaccinators.

Further details on these roles and pathways is provided below.

Please visit our Vaccinating Workforce [webpage](#) for the most up-to-date information.

2.1 Authorised Vaccinators

Authorised Vaccinators are registered health professionals who have completed foundation vaccinator training, undergone a clinical assessment by an immunisation coordinator or an approved assessor, and are authorised by a Medical Officer of Health. They can deliver all vaccines listed on the New Zealand Immunisation Schedule and any other vaccines that are part of an approved immunisation programme to all eligible groups, according to the conditions of their vaccinator authorisation. They may also administer vaccines nationwide, not just in the district where they were authorised.

To maintain authorisation, they must adhere to the requirements in the [Immunisation Handbook](#), including:

- Complete update training
- Have a current Annual Practising Certificate (APC)
- Have a valid and relevant CPR Certification.

Training

For registered health professionals with an APC and appropriate scope of practice to administer vaccinations to become a vaccinator, they must complete the [Flexible Learning Vaccinator Foundation Course](#). This includes 14 hours of self-directed online learning followed by a 4-hour classroom tutorial.

Following this training a vaccinator will complete a clinical assessment. Some districts may offer a wānanga based training option which may offer the combined training package as well as an opportunity to complete assessment.

Authorisation

Once training is completed, health professionals will need to apply to their local Medical Officer of Health (MOoH) for authorisation.

A current Authorised Vaccinator needs to complete [update training](#) every two years to maintain their authorisation.

After successful completion of their update training, they must reapply for authorisation through their local Medical Officer of Health.

2.1.1 Authorised Vaccinators transitioning to whole-of-life authorised vaccinators

The transition pathway to whole-of-life authorisation is designed to support knowledge and skill development in childhood immunisation if an Authorised Vaccinator has not had recent experience vaccinating children under 3 years of age.

To upskill, an Authorised Vaccinator will need to:

1. Successfully complete the [Extending Vaccinator Skills \(whole-of-life\) course](#).
2. Apply for authorisation, which will enable the vaccinator to:
 - a. Administer national schedule vaccines to all age ranges, without the need for a standing order or prescription.
 - b. Administer vaccines to people under three years of age, under direct supervision, whilst gaining experience and confidence to complete a clinical assessment for a person under two years of age.
3. Complete supervised practice.
4. Complete a workbook.
5. Successfully complete a clinical assessment on a person under two years of age.
6. Submit their workbook and clinical assessment documentation to the Health NZ [Workforce Request portal](#).

Authorised vaccinators who wish to undertake this process should discuss it with their local Immunisation Coordinator (**see section 1.3 Key Contacts**) or email vaccinatorauthorisations@tewhatuora.govt.nz

2.2 Pharmacist Vaccinators & Intern Pharmacist Vaccinators

Pharmacist Vaccinators and Intern Pharmacist Vaccinators can vaccinate under the Medicines Regulations 1984 medicine classification statements. They must complete foundation vaccinator training and a clinical assessment by an Immunisation Coordinator or an approved assessor.

Pharmacist Vaccinators and Intern Pharmacist Vaccinators must maintain all documentation and evidence that demonstrates they meet the Immunisation Standards for Vaccinators, as outlined in the [Immunisation Handbook](#). This includes evidence of:

- Clinical assessment
- Current Annual Practising Certificate
- Valid and relevant CPR Certification
- All training courses, including update training.

Training

If a pharmacist or intern pharmacist would like to become a pharmacist vaccinator, they must complete the [Flexible Learning Vaccinator Foundation Course](#). This includes 14 hours of self-directed online learning followed by a 4-hour classroom tutorial.

The Pharmacist and Intern Pharmacist [webpage](#) includes more detailed information.

Authorisation

If a pharmacist or intern pharmacist wishes to become an authorised vaccinator to extend their scope, they will need to complete training and apply to their local Medical Officer of Health for authorisation.

2.2.1 Pharmacist Vaccinators transitioning to whole-of-life authorised vaccinators

Pharmacist vaccinators can upskill to become Authorised Vaccinators. This will mean they can administer vaccines to people aged 3 years and over. Once they have received authorisation, they may wish to complete further training to administer vaccines to people 6 weeks of age and over (whole-of-life). They will need to:

1. Successfully complete [Extending Vaccinator Skills \(whole-of-life\) course](#).
2. Apply for authorisation, which will enable the vaccinator to:
 - a) Administer national schedule vaccines to all age ranges, without the need for a standing order or prescription.

- b) Administer vaccines to people under three years of age, under direct supervision, whilst gaining experience and confidence to complete a clinical assessment for a person under two years of age.
3. Complete supervised practice.
4. Complete a workbook.
5. Successfully complete a clinical assessment on a person under two years of age.
6. Submit their workbook and clinical assessment documentation to the Health NZ [Workforce Request portal](#).

Pharmacists who wish to undertake this process should discuss it with their local Immunisation Coordinator (**see section 1.3 Key Contacts**) or email vaccinatorauthorisations@tewhatuora.govt.nz

2.3 Vaccinating Health Worker

The Vaccinating Health Worker (VHW) role is for pharmacy technicians, community health care workers, healthcare assistants and kaiāwhina to prepare and/or administer a range of vaccines after a period of training and authorisation.

There are two stages to the VHW role:

- **Stage 1:** VHWs will be able to administer COVID-19 (Pfizer) and the influenza vaccines for 12 years+ and vaccines for Human Papillomavirus (HPV9) and Tetanus, Diphtheria and Pertussis (Tdap; whooping cough) for 11 years+.
- **Stage 2:** VHWs will be able to prepare and administer all vaccines outlined in Stage 1, including administering COVID-19 (Pfizer) and influenza to 5 years+, and MMR for 5 years+.

VHWs need to be authorised through the Health NZ [Workforce Request portal](#) and have gained experience as a Stage 1 VHW before gaining access to VHW Stage 2 training.

The VHW operating model is a team-based approach. VHWs work under the clinical supervision and direction of a registered health professional and cannot obtain informed consent from the consumer.

The employer's role is to support the training of their staff to become a VHW or VHW Clinical Supervisor, and to ensure all vaccinators and supervisors are working within their scope.

Training

For all information related to the VHW role, including training and authorisation requirements, visit the Health NZ vaccinator workforce [webpage](#).

A course is also available for Clinical Supervisors of VHW through [IMAC](#).

2.4 Midwives

As part of the [midwifery scope of practice](#), a midwife may consider offering vaccinations to those who are in their care. This includes pregnancy immunisations (Tdap, Influenza and Covid-19), postnatal (HPV, MMR & Tdap), neonate (Hepatitis – alongside HBIG) and other national immunisation schedule vaccines, including those for a high-risk schedule.

A midwife is **not required** to complete authorised vaccinator training.

In July 2025, Te Tatau o e te Whare Kahu | New Zealand Midwifery Council approved colleague-to-colleague vaccinations as expanded practice within the Midwifery Scope of Practice under certain conditions. More information can be found on the IMAC midwives [resource page](#).

Midwives offering immunisations are recommended to complete the free IMAC online module [Maternal immunisation essentials for midwives](#) as well as view relevant IMAC webinars such as the 'Flu and Friends 2025 Influenza, Covid-19 and RSV' and 'Pertussis – a reminder of the basics.' Links to these are found on the IMAC [webinars](#) page.

For information on claiming administration fees for vaccination events please refer to **Section C – Onboarding**.

2.5 Additional information

Second checker course

The [Second Checker course](#) is for non-registered team members such as kaiāwhina, health care assistants, administration staff, pharmacy technicians and assistants to enable them to complete specific checks of the vaccine preparation process in settings where there is limited clinical staff onsite. It is a prerequisite for entry to the VHW Stage 2 training. You can assess this free course through [IMAC](#).

Authorisation

It is the responsibility of each vaccinator to ensure they maintain their relevant training and authorisation requirements (including current CPR certification as per Immunisation Handbook) and only practice within their scope.

For any questions related to authorisation, including how to apply, please contact vaccinatorauthorisations@tewhatuora.govt.nz.

Section C: Onboarding

Onboarding to offer immunisations is multifaceted. We recommend contacting your regional contacts as per section 1.3 to support you through this process.

The onboarding process for pharmacies is slightly different. If you are a pharmacy interested in offering funded vaccines or expanding your services to include childhood immunisations, refer to the [pharmacy guide](#).

The information below provides an overview during onboarding. Providers must update their operating procedures, ensure cold chain and inventory systems are in place, ensure staff are fully trained, and have emergency equipment ready for any potential incident.

Refer to the [self-review site checklist](#) in Appendix A of the Operating Guidelines.

3.1 Onboarding requirements

During times of change or new service implementation, it is particularly important to ensure continuous quality improvement processes are in place to ensure a high-quality service is always maintained. The following should be in place before commencing a vaccination service:

- ❑ Provider **Standard Operating Procedures (SOPs) are updated** to reflect the provider's new vaccinating operation. SOPs should include Health and Safety considerations and be culturally responsive.
- ❑ Cold chain management processes are in place to comply with the National Standards, including a **cold chain policy** with designated staff for oversight.
- ❑ **Inventory management system** must include and differentiate between funded and unfunded vaccine stock as appropriate. Vaccine expiry dates must be monitored and expired vaccines removed from inventory.
- ❑ All **staff have completed relevant training**, have access to required systems (including AIR) and **understand their scope of practice** within the operation.
- ❑ All **staff have undertaken appropriate cultural competency training**.
- ❑ All required **emergency equipment** appropriate to the age range of consumers being vaccinated is readily available and within use-by date.
- ❑ **Process for near misses and incidents** is in place including processes for reporting and evaluation.

- Consider completing a '**dry run**' of the Service before beginning vaccinations to ensure staff are familiar with their roles and consumer flow is tested. Consider **starting at 50% capacity on the first day** with any new service.
- Standing orders / prescriptions are in place as required including those for; administration of adrenaline for use in treatment of anaphylaxis following administration of a vaccine as well as prophylactic paracetamol when administering a Bexsero vaccine to a child under the age of two years.

3.2 Contract for Service

Providers will need to ensure they have the appropriate service contract in place prior to commencement of any onboarding activities.

This onboarding process differs by provider type. Please contact your Regional Development and Delivery Lead for guidance on this (**see section 1.3 Key Contacts**).

3.3 Claiming

An immunisation subsidy is available for health providers who give vaccines listed on the New Zealand Pharmaceutical Schedule to eligible patients and submit claims to Sector Operations.

For more information on immunisation claiming, visit our [website](#).

LMC midwife claiming process

From 1st July 2025, self-employed LMC midwives can claim the vaccine administration payment for pregnancy vaccination events (Tdap, influenza, Covid-19), provided they are administered to a consumer meeting the Pharmac eligibility criteria and the event is recorded in the AIR.

Payment of the administration fee is processed via the MMPO. The MMPO can assist LMC midwives on how to order vaccines, sign up for the AIR, and receive immunisation event payments.

For more information, and to ensure your claiming process is set up correctly, contact the MMPO via email vaccsupport@mmpo.org.nz or call 03 377 2485 and select Option 3 – Vaccination Service Support.

3.4 Aotearoa Immunisation Register

The Aotearoa Immunisation Register (AIR) is managed by Health New Zealand – Te Whatu Ora and records all immunisations that are given to people in Aotearoa New Zealand.

The AIR is used to:

- record all immunisations (all immunisation events must be recorded in AIR within 48hrs where practicable)
- provide information to healthcare providers about previous immunisations consumers have received, to assist with immunisation
- support follow up communications when immunisations are due, recommended or available, and
- help understand and manage public health risks relating to vaccine preventable diseases.

The AIR has different access permissions, this includes a read only permission for roles that only need to view vaccination history and not enter records, for example non-vaccinating midwives checking vaccine records for their patients.

Information on how to sign up to use AIR can be found on the AIR onboarding [webpage](#) and in the [Understanding the AIR vaccinator portal guide](#). Please ensure you submit your onboarding request at least 72 hours in advance of your intended start date, to allow sufficient time for your application to be processed.

For support when using the AIR, please use this [link](#) to access the AIR service desk portal or call the team on 0800 855 066 (press 2 and then 1). These channels are currently monitored:

- 8am – 5pm, Monday to Friday (from 9.30am on Wednesdays)

3.5 Cold chain

Before ordering any vaccines, providers need to set up a cold chain and apply for cold chain accreditation.

Guidance for setting up a cold chain and achieving Cold Chain Accreditation is provided below.

National Standards

In 2017, the Ministry of Health | Manatū Hauora published the National Standards for Vaccine Storage and Transportation for Immunisation Providers, which outline the cold chain management requirements that all immunisation providers, (including community pharmacies) must meet if they provide a vaccination service. Following Comirnaty becoming New Zealand's primary COVID 19 vaccine it was necessary to provide the

addendum to the National Standards for Vaccine Storage and Transportation for Immunisation Providers 2017 (2nd edition). The addendum should be read in conjunction with the National Standards.

- [National Standards for Vaccine Storage and Transportation for Immunisation Providers 2017](#)
- [2021 Addendum to National Standards for Vaccine Storage and Transportation Providers 2017 \(2nd edition\)](#)

IMAC also provides guidance documents for setting up [cold chain](#) and off-site cold chain processes as appropriate.

Providers should use these resources to set up their cold chain including completing the relevant documentation and purchasing equipment. Some national providers may choose to employ their own Immunisation Coordinator to assist with onboarding their sites and providing direct support relevant to their organisation.

Time should be allowed for setting up a cold chain and applying for accreditation.

Cold Chain Accreditation

Following set up; providers should contact their local Immunisation Coordinator for an assessment to obtain Cold Chain Accreditation.

In order to achieve Cold Chain Accreditation, an immunisation provider is required to demonstrate it has appropriate cold chain management practices and processes in place to meet the standards' requirements.

Off-site Services

Providers who are contracted to provide off-site vaccination services should be aware of the additional requirements including staff training and purchasing of equipment. The Immunisation Coordinator should be advised of the intention to offer these services and can provide support to ensure providers are confident in their ability to maintain the vaccines at the required temperatures while out of the main vaccine refrigerator.

Vaccinating teams offering off-site vaccination events should ensure these services are reflected in their Standard Operating Procedures and Business Continuity Plans. This should include processes for accessing immunisation history and recording vaccine events in the AIR.

More information on off-site cold chain management can be found on IMAC's [website](#).

Resources specific for off-site services can be found in the '[Resources](#)' section under 'Supporting materials.'

3.6 Accessibility for consumers

Providers should consider how their vaccination area may be optimised to ensure it is accessible for people with disabilities or mobility issues.

The vaccination area should be child friendly and include distractions suitable for younger whānau members. Access to interpreter services should be in place based on local processes.

Resources and support are available in the [NIP Dropbox](#).

See the site checklist in [Appendix A of the Operating Guidelines](#) for complete guidance.

3.7 Notifying coordination services

It is recommended that a vaccinating facility notifies their local Immunisation Coordinator and District Immunisation Lead to let them know that they are offering new vaccination services. Notification pathways may differ between regions and may include Development and Delivery Leads, System Design and/or Pharmacy Engagement Leads. This information assists with the wider district planning and central consumer communications.

3.8 Consumer resources

Vaccinators should ensure the consumer resources they are using are the latest version before commencing vaccinations.

A summary of consumer resources available is in the [NIP Dropbox](#). These can be downloaded for use directly from the Dropbox or printed copies can be ordered for free via [Bluestar](#) or [HealthEd](#). The Dropbox also contains additional formats for some resources, including audio, braille, easy read, and large print.

[HealthEd](#) and [Blue Star](#) have free vaccination resources available to order. This includes vaccine-specific consent forms, the AIR privacy brochure, vaccination information as well as post vaccination advice.

To register on the Bluestar portal providers should select 'Need to Register' and complete the online registration form.

Consumers can also obtain information from the Health NZ immunisation [website](#).

3.9 Ordering vaccines

Funded vaccine stock

Providers can place orders for available funded vaccines (excluding flu) via the Inventory Management Solution (Inventory Portal). These funded vaccines are provided at no cost to the site and can only be administered to those who qualify for the vaccine in accordance with the Pharmac eligibility criteria.

To gain access to the Inventory Portal for ordering funded vaccines, providers must complete the [Facility and Site Set Up Form – Dropbox](#). This provides Health NZ with all the required information to establish a facility in the Inventory Portal for ordering and delivery of vaccines.

Please return the completed form via email to your regional approver. If you do not know who that is, please forward to help@imms.min.health.nz

The regional approver will ensure your facility meets all the regional requirements for providing vaccination services and will request access on your behalf to the Inventory Portal.

To ensure vaccines are used, and to reduce wastage, sites should order vaccines when they plan to actively offer them to their community.

Orders can be made **weekly** and will be delivered on designated delivery days i.e., the designated delivery day is established when a provider is set up and listed in the Inventory Portal. For those already ordering COVID-19 vaccine, the designated delivery day will be the same day as existing COVID-19 vaccine delivery.

It is recommended to carry 3–4 weeks of stock on hand to cover any opportunistic vaccinations within your set weekly delivery dates.

Refer to **Table 1 – Funded Vaccine Pack Sizes** below for detailed information on pack sizes for funded vaccines.

The Inventory Portal captures vaccine stock management including orders placed, orders receipted and consumption or wastage. All vaccine deliveries should be receipted, and doses consumed or wasted should also be recorded in the Inventory Portal on the day they occur to ensure an accurate national vaccine stock picture is maintained.

Guides to using the Inventory Portal are available by logging onto the system. These can also be made available before access is granted by your regional approver or by emailing help@imms.min.health.nz

Influenza Vaccines

Funded Influenza vaccinations are available to the eligible population, as set by Pharmac. Information on eligibility can be found [here](#).

There are five quadrivalent influenza vaccines for 2025. Influvac Tetra (**Funded**), Flucelvax Quad, Fluad Quad, FluQuadri, Afluria Quad.

Influenza vaccine ordering and distribution is managed by [Healthcare Logistics](#) (HCL).

To establish an account for ordering Influenza vaccine with HCL, email Flu@healthcarelogistics.co.nz or call 0508 425 358.

Smaller orders of 10 doses (1 box) can be made with [CDC](#).

There is an upfront cost to order the funded Influenza vaccine. Contracted providers can claim the cost of the vaccine and the immunisation administration fee for influenza given to an eligible individual via usual claiming process.

For more information, visit our website [here](#).

LMC midwives who wish to order influenza vaccine should contact the MMPO in the first instance for guidance on the process. Email vaccsupport@mmpo.org.nz or call 03 377 2485 and select Option 3 – Vaccination Service Support.

Private purchase vaccine stock

Providers must order private purchase vaccines via their usual wholesaler for consumers who do not meet Pharmac vaccine eligibility criteria. The upfront cost of the vaccine plus the administration fee can be passed to the consumer as a private purchase.

Funded vaccine stock (obtained via the Inventory Portal) should be kept separate from privately purchased stock in a provider's vaccine refrigerator. Funded vaccines are to be strictly used only for those who meet the Pharmac eligibility criteria.

Consumables

Needles for drawing up and administration, plasters and other consumables not provided with the vaccine must be purchased by the immunisation provider. The cost of these consumables is covered by the immunisation administration fee.

Sites should hold a variety of needle sizes to ensure the appropriate one is selected for the consumer. Consumables should be purchased directly from the usual medical suppliers.

Table 1: Funded Vaccine Pack Sizes

Full Description	Funded Pack Sizes	Stocked at HCL/DHL		Vaccine Name	Individual Inner Pack Dimension (mm)		
		1pk	10pk		Length	Width	Height
Bexsero (Men B) PFS 0.5mL x 1 dose pack	1pk			Bexsero	390	290	280
Bexsero (Men B) PFS 10 dose x 0.5mL	10pk		Yes	Bexsero	227	231	324
Boostrix (Tdap) Pertussis vaccine 10 dose pack	10pk		Yes	Boostrix	340	250	430
Gardasil 9 (HPV9) PFS 0.5mL x 10 dose pack	10pk		Yes	Gardasil	400	200	320
MenQuadfi (MenACYW) 0.5mL x 1 dose pack	1pk	Yes		MenQuadfi	320	170	140
Priorix (MMR) PFS + diluent amp 0.5mL x 10 dose pack	10pk		Yes	Priorix	320	220	200
Shingrix 0.5mL x1 dose pack	1pk			Shingrix	350	240	300
Shingrix 0.5mL x10 dose pack	10pk		Yes	Shingrix	376	237	242
Hiberix (Hib) Vial + Diluent PFS 1 Dose pack	1pk	Yes		Hiberix	135	55	25
Infanrix-hexa (Hib) Vial + DTaP-HBV-IPV PFS 10 Dose pack	10pk		Yes	Infanrix-Hexa	125	99	52
Infanrix-IPV PFS 10 Dose pack	10pk		Yes	Infanrix-IPV	180	105	30
Prevenar13 PFS 10 Dose pack	10pk		Yes	Prevenar	125	99	52
Prevenar13 PFS 1 Dose	Rework only			Prevenar			
Rotarix PFOA 10 Dose pack	10pk		Yes	Rotarix	160	130	20
Rotarix PFOA 1 Dose	Rework only			Rotarix			
Varivax Vial + Diluent PFS 10 dose pack	10pk		Yes	Varivax	150	95	90
Act-HIB Vial + Diluent PFS 1 Dose pack	1pk	Yes		Act-HIB	142	24	48
Varilrix Vial + Diluent PFS 10 Dose pack	10pk		Yes	Varilvax	133	24	55

Full Description	Funded Pack Sizes	Stocked at HCL/DHL		Vaccine Name	Individual Inner Pack Dimension (mm)		
		1pk	10pk		Length	Width	Height
Influenza vaccine	Varies across the season		Refer to page 7 of the Flu toolkit	Influvac Tetra			
Comirnaty JN.1 30mcg (12 + years) light grey cap Single-dose vials	10 single-dose vial packs			Comirnaty JN.1 (30mcg) SDV	37	47	89
Comirnaty JN.1 10mcg (5-11 years) light blue cap Single-dose vials	10 single-dose vial packs			Comirnaty JN.1 (10mcg) SDV	37	47	89
Comirnaty JN.1 3mcg (6 months – 4 years) yellow cap Multi-dose vials (3 doses per vial)	10 multi-dose vial packs (not available, can be ordered in 2 multi-dose vial packs)			Comirnaty JN.1 (3mcg) MDV	37	47	89
	2 multi-dose vial packs				130	65	45

3.10 National Immunisation Booking System

The National Immunisation Booking System, also known as Book my Vaccine, is a booking tool that connects consumers and vaccine providers together. Consumers can view locations and select an appointment time that works for them, while providers use the system to manage appointment schedules and availability.

Book My Vaccine has been successfully used since 2021 to support the nationwide rollout of the COVID-19 vaccine programme. Since then, Book My Vaccine has expanded to support the influenza campaign and all funded vaccines.

The BMV platform is free for providers to use. For information on how to sign up for Book My Vaccine, go to [Login | Salesforce](#). The service is usually up and running within three business days.

For more information on BMV, go to [About Book My Vaccine: Information for providers – Health New Zealand | Te Whatu Ora](#)

For further support or queries, contact the Health NZ helpdesk on 0800 223987 or email help@imms.min.health.nz

Section D: Administration

4.1 Locating an NHI Number

The National Health Index (NHI) number is a unique identifier assigned to everyone who uses health and disability support services in New Zealand.

If no NHI exists, create a new one in Health UI. Contact [Sector Operations](#) to help you create the NHI before you vaccinate.

Create a password protected spreadsheet with the following details:

- Surname
- First name
- Middle name
- Address
- Date of Birth
- Gender

Send the completed spreadsheet to DigitalIDNHI@health.govt.nz. Passwords are to be sent in a separate email. Contact [Sector Operations](#) for assistance on [0800 855 066](tel:0800855066) – option 1. Have your ‘provider payee number’ to hand if known.

These channels are currently monitored:

- 8am – 5pm, Monday to Friday (from 9.30am on Wednesdays)

4.2 Consent

Verbal consent is appropriate in most situations. A vaccinator’s training and clinical knowledge will allow for a robust informed consent conversation with the consumer, including discussion around risks and benefits as well as consent for the vaccination event to be recorded on the AIR. Generic [screening tools](#) are also available to assist. The Provider SOPs should reflect the importance of the consumer providing consent for their vaccination and the processes and resources required for this.

For guidance on supporting people with disabilities with decision-making and consent, IMAC offer a free [online course](#).

Written consent is recommended when a consumer is not competent to make an informed choice and give consent for their vaccine or if a vaccine is to be administered under a prescription. Written consent forms are available via Dropbox and Bluestar for influenza, COVID-19, Tdap, MMR and antenatal immunisations. A generic written consent form is available (in soft copy only at this stage) from the NIP Dropbox. Providers may wish to design their own consent forms; however, these must meet required standards of the Code of Health and Disability Services Consumers’ Rights.

NB the Aotearoa Immunisation Register (AIR) does not have the functionality to upload written consent forms. The provider needs to have a process to retain these documents for 10 years in order to meet Health Act Regulations.

Consumers can restrict access to their immunisation records held in the AIR. It is important to discuss privacy before administering a vaccine, and you will find information to support these conversations [here](#). Consumers who request restricted access will need to understand the implications of having this in place including how to remove the restriction at a later stage should they wish to do so.

4.3 Vaccination administration errors and incidents

Adverse events should be managed in accordance with Te Tāhū Hauora Health Quality Safety Commission (Te Tāhū Hauora) [National Adverse Events Reporting Policy 2023](#).

In the event of a serious adverse event or incident it is important to follow organisational process to report, review, and learn from the incident.

A vaccine administration error is any preventable event that may cause, or lead to, inappropriate use of a vaccine or consumer harm. Administration errors can occur at any stage of the vaccination process (such as storage or handling, site/route of administration, or dosage given).

In the event of a vaccine administration error or incident:

- Follow your organisation's incident/adverse event management process.
- Contact Immunisation Lead and/or Immunisation Coordinator to inform them of the incident.
- If guidance/clinical advice is needed, contact IMAC on 0800 IMMUNE (466 863)
- Inform the consumer/s involved on follow-up care, ensuring they have received relevant clinical advice.
- Complete the online incident/error reporting notification form sent by your Immunisation Coordinator or IMAC.
- Work with the IC (or similar role) to determine incident contributing factors for strategies to prevent recurrence.
- The Centre for Adverse Reactions Monitoring (CARM) is the national repository for adverse reaction reports. Providers should only complete a [CARM report](#) for adverse reactions or injuries experienced by the consumer following immunisation. Consumers can also complete their own reporting to CARM.

[Appendix I](#) outlines the process steps for notifying vaccination related errors and adverse events.