# Immunisation Services Area & Equipment Checklist

The immunisation service area, resources, equipment, and amenities should be checked on a regular basis to ensure compliance with the NSW Pharmacist Vaccination Standards and the Guidelines for Conducting Immunisation Services within a Community Pharmacy Environment (current edition, published by Pharmacy Guild of Australia).

| Pharmacy Name |  |
| Pharmacy Address |  |
| Date of monitoring check completion |  |

Monitoring check completed by: ___________________________ Signature: ___________________________

The following should be monitored on a regular basis to ensure compliance with the Australian immunisation Handbook and these guidelines.

<table>
<thead>
<tr>
<th>Items to be checked</th>
<th>Compliant</th>
<th>If no, what action is required by whom to ensure compliance?</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Yes</td>
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<tr>
<td>1</td>
<td>No</td>
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<tr>
<td>2</td>
<td>Yes</td>
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<tr>
<td>3</td>
<td>No</td>
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</tbody>
</table>

### 1. Immunisation service area is located within an approved community pharmacy premises

### 2. Immunisation service room, consulting room or immunisation area must be:
- Dedicated for the purpose, or
- An existing consulting room.

The room or area is not to be used as a
- Dispensary,
- Store room,
- Staff room, or
- Retail area.

The Immunisation service room, consulting room or immunisation area must:
- Not permit the vaccination to be visible or audible to other persons in the Pharmacy (i.e. offers privacy and confidentiality to the patient)
- Sufficient floor area, clear of equipment and furniture, to accommodate the patient and an accompanying person and to allow the Pharmacist adequate space to manoeuvre (i.e. for the patient to lie down in the event of an adverse event)

### 3. Immunisation service room, consulting room or immunisation area must be consistent with the following:
- Have adequate lighting
- Be maintained and comfortable ambient temperature
- Have a hand sanitisation facility
- Have access to a hand washing facility
- Have sufficient bench space, with an impervious service
- A minimum of one chair, and a first aid couch or similar
- A hard-surface floor
- A storage area for immunisation equipment
4 Immunisation service room, consulting room or immunisation area has the following equipment:
- All necessary consumables required for vaccine administration
  - Kidney dish
  - Cotton wool buds
  - Alcohol wipes
  - Surgical gloves
  - Hypoallergenic tape
  - Medical table mats
  - Anti-bacterial wipes to clean work area
- Approved Australian Standard Sharps Container
- Medical waste bin
- Hand sanitiser

5 Immunisation service room, consulting room or immunisation area has an Anaphylaxis response kit consisting of the following:
- Two adult EpiPens® (Yellow in Colour) – Note expiry date
- Sufficient cotton wool swabs
- Pen and incident report form
- Laminated copy of an emergency response protocol
  If EpiPen® is unavailable and adrenaline administration from a vial is necessary, the following are required
  - Adrenaline 1:1000, minimum of three vials – Note expiry date
  - 1-ml syringes with 25mm needles – minimum three
  - Laminated copy of guidelines for adrenaline doses

6 Immunisation service room, consulting room or immunisation area has the following References available and Posters displayed:
- The Australian Immunisation Handbook (current edition)
- National Vaccine Storage Guidelines – Strive for 5 (current edition)
- Anaphylaxis Emergency Procedures Chart (displayed on the wall)
- CPD Chart (displayed on wall)
- Emergency Plan including 000 and address for emergency services (displayed on wall)
- Emergency contact doctor information

7 To ensure a professional service is delivered in the Immunisation service room, consulting room or immunisation area:
- Floor must be clean
- Sharps bins must be disposed of correctly when full and replaced
- Medical waste bins must be emptied and waste removed appropriately
- Desk must be clean and clutter free
- Chairs must be clean and in good order.

Corrective actions and additional notes: