



2019 Guild Corporate Vaccination Program

for employees of Queensland Government Departments and other Organisations

Program Rules

Program

(Refer to clause 27.1 of General Terms & Conditions for definition of 'Program')

This document outlines the Program Rules governing the 2019 Guild Corporate Vaccination Program Queensland (**Program**).

This document must be read in conjunction with the General Terms and Conditions for Guild Solutions (**GTCs**), which can be found on the Pharmacy Guild of Australia's website.

The Program provides for in-pharmacy influenza vaccinations by registered pharmacists and provisional registered pharmacist immunisers, through contractual arrangements between the Pharmacy Guild of Australia and the Queensland Government and other Organisations.

These Program Rules apply to all provision of vaccination services to all Queensland Government Departments and other Organisations that are participating in the Program.

Program Term

(Refer to clause 5(a) of General Terms & Conditions)

Start Date: March 2019

End Date: July 2019

Note: Individual Departments and other Organisations will vary in the timeframe during which you are required to offer vaccination services. Please view the Guild Corporate Vaccination Program–QLD webpage for up-to-date information relating to all Government Departments and other Organisations.

Program Fees

(Refer to clause 10.1 of General Terms & Conditions)

You will be paid by the Guild at a rate of \$21.95 (inclusive of GST) per person immunised. You may not impose any additional charges for this service.

Influenza vaccinations provided to patients who do not meet the eligibility requirements of these Program Rules will not be reimbursed.

The fees will be payable by direct credit to your nominated bank account at regular intervals, in a manner consistent with our invoicing of, and payment by, the relevant Queensland Government Department or other Organisations, and otherwise using the claim payments technology platform approved by us.

Invoicing requirements

(Refer to clause 10.2 of General Terms & Conditions)

For invoicing and payment purposes, you will be required to record all influenza vaccinations in GuildCareNG Corporate Vaccination Module, including the patient's employee number (if relevant) and all other mandatory fields in the GuildCare NG Corporate Vaccination Module. This is regardless of whether the patient has booked the service via **Pharmacy Bookings**, by telephone or walk-in appointment.

The Guild will not be responsible for payment of services recorded outside of the specified GuildCareNG Corporate Vaccination Module.

Claim payments technology platform

(Refer to clause 10.2 of General Terms & Conditions)

For inclusion in this Program you will be required to use a third party claims payment technology platform. When your application for participation in the Program is accepted you will receive an email from our third party claims payment technology platform provider which will direct you to register with that provider. In order to receive payments under the Program you will need to register with the third party claims payment technology platform and comply with that platform's requirements in relation to registration.

As at the Commencement Date the claims payment technology platform provider for this Program is LanternPay.



RCTIs

(Refer to clause 11.3(b) of General Terms & Conditions)

This section does not apply if these Program Rules specify that a claim payments technology platform is to be used for making claims and payments for the Program.

The Guild will issue a recipient created tax invoice (RCTI) for invoicing and payment purposes. The Guild will issue an RCTI on a weekly basis, after it receives payments. The following terms constitute an RCTI agreement for the purposes of the GST Law (as defined in clause 11.1 of the GTCs):

1. The Guild will issue RCTIs or recipient created adjustment notes (RCANs) in accordance with the GST Law for taxable supplies made by you to the Guild under the GST Law.
2. You will not issue tax invoices or adjustment notes in respect of the same supplies.
3. You are registered for GST and will notify the Guild if you cease to be registered.
4. The Guild is registered for GST and will notify you if it ceases to be registered.
5. The Guild may issue RCTIs in electronic form.
6. This RCTI agreement will continue for the term of the Contract in respect of the Program.

Authorisations and qualifications that must be held by Service Providers and Personnel to participate in the Program

(Refer to clauses 8(d), 8(k), 9.1(a) and 9.1(b) of General Terms & Conditions)

You must be an approved Service Provider as defined in the GTCs and adhere to the following requirements in order to be eligible to participate in the Program:

- Comply with all of the requirements outlined in the *Drug Therapy Protocol – Pharmacist Vaccination Program*,
- Comply with all of the requirements outlined in the *Queensland Pharmacist Vaccination Standard* per the Queensland Department of Health,
- Provide vaccination services in line with the relevant professional practice standards,
- Maintain a documented *Vaccine Management Protocol* in line with the *Strive for 5* guidelines. The Vaccine Management Protocol should comprise the following elements:
 - The chain of responsibility for the management of vaccines and the maintenance of the cold chain
 - Vaccine ordering, including a contingency plan to account for the possibility of a vaccine shortage within the pharmacy, with the intention of obtaining sufficient stock of the vaccine as soon as possible
 - Handling of vaccine delivery
 - Responsibility for temperature monitoring and what to do in the event of a cold chain breach or power failure
 - Documentation to support the protocol
 - Maintenance of the vaccine refrigerator
 - Education of staff on vaccine management

Booking and recording

It is your responsibility to update and maintain accurate availability of appointments through the calendar function in the GuildCare NG Corporate Vaccination Module. This includes managing any unavailability of a pharmacist immuniser.

Record all influenza vaccinations provided, including patient's employee number (if relevant) and all other mandatory fields in the GuildCare NG Corporate Vaccination module, regardless of whether the patient has booked the service via **Pharmacy Bookings** or by phone or via a walk-in appointment.

The Guild will not support any other booking or recording platform that may be used in your pharmacy for the provision of this Program.



Deliverables

(Refer to clause 27.1 of General Terms & Conditions for definition of 'Deliverable')

Provision of in-pharmacy influenza vaccinations to employees of Queensland Government Departments and other Organisations that participate in the Program by registered pharmacist and provisionally registered pharmacist immunisers through contractual arrangements between the Pharmacy Guild of Australia and the Queensland Government and other Organisations. The Guild will notify you of participating Queensland Government Departments and other Organisations.

Time for performance or delivery of Deliverables

(Refer to clauses 8(a) and 8(b) of General Terms & Conditions)

You will deliver influenza immunisations to the employees of individual Queensland Government Departments and other Organisations. The timelines may vary. Please view the Guild Corporate Vaccination Program–QLD webpage for up-to-date information relating to participating Government Departments and other Organisations.

Requirements that must be met in providing

Deliverables (Refer to clauses 8(d) of General Terms & Conditions)

For the duration of this Program:

- You will supply the quadrivalent seasonal influenza vaccine, or the seasonal vaccine recommended by the Australian Technical Advisory Group on Immunisation (ATAGI) for inclusion on the National Immunisation Program (NIP).
- You must not subcontract the whole or any part of the vaccination service to any individual who is not a pharmacist immuniser(s) employed by your pharmacy at the time you applied to participate in the Program.
- You may offer additional services to eligible patients, such as blood pressure readings, additional vaccination services or medication reviews, however these will not attract any reimbursement under the Program. Only the administration of the seasonal influenza vaccine will qualify for payment under the Program.

Patient eligibility requirements

The following persons will be considered eligible for vaccination under this program:

- Be aged 18 years or older, and a current employee of any Queensland Government Department and other Organisation participating in the Program, as notified by the Guild from time to time.
- Be deemed suitable for vaccination at the time of the appointment, according to the immunising pharmacist's clinical assessment of the patient, with consideration to their clinical needs, medical and medication history, vaccination records, contraindications, allergies, preferences, and fears and concerns. If a patient is deemed unsuitable for vaccination at the time of the appointment, a replacement time may be offered if clinically appropriate and suitable.

Reporting requirements

(Refer to clauses 8(m) of General Terms & Conditions and 12.4 for definition of 'Program Data')

In addition, to the requirements set out in the GTCs, the pharmacy will, on request, provide a record of the vaccination service to the patient's employer, free of any charge. In particular, the records of any adverse events.

Specific requirements in relation to security practices to protect confidential information

(Refer to clauses 15.1(g) of General Terms & Conditions)

No additional requirements.