MEMORANDUM

TO: Pharmacies with Health Care Agency-Administered Clinics

RE: Ontario’s Universal Influenza Immunization Program (UIIP) - 2013/2014

This letter is to provide you with information on Ontario’s Universal Influenza Immunization Program (UIIP) for 2013/2014. The official launch of the 2013/2014 UIIP is October 15, 2013.

The information contained in this letter applies to influenza immunization clinics held within the premises of a community pharmacy where the publicly funded influenza vaccine is administered by a health care agency (i.e., nurse-administered immunization through a pharmacy-based clinic) approved by the Ministry of Health and Long-Term Care (the ministry) and employed by the pharmacy.

The information contained in this letter does not apply to pharmacies within institutions (e.g., hospitals, long-term care homes, etc.) that provide services to patients/residents. It also does not apply to pharmacies who have submitted a User Agreement application to the ministry to participate in the UIIP through direct pharmacist-administered publicly funded influenza vaccine.

Administration of Publicly Funded Influenza Vaccine at Health Care Agency-Administered Pharmacy Clinics

Health care agency-administered pharmacy clinics must retain the services of a health care agency that has completed the prequalification process with the ministry prior to the start of the 2013/2014 UIIP. Pharmacies interested in providing influenza immunization clinics are encouraged to visit the ministry’s website for a list of qualified health care agencies that can be contacted to administer publicly funded influenza vaccine.

It is important to note that when the health care agency is administering the influenza vaccine, the vaccine cannot be stored in a pharmacy fridge as this would be a direct violation of the Prequalification Agreement that the health care agency has entered in with the ministry.
Reimbursement for the Administration of Publicly Funded Influenza Vaccine

<table>
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<th>Influenza vaccine administered by</th>
<th>Reimbursement system (that must be used)</th>
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<td>Nurse</td>
<td>Vaccine Utilization Invoice Pharmacy Based Forms</td>
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<td>Pharmacist</td>
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A DOSE of publicly funded influenza vaccine should ONLY be submitted through ONE reimbursement system (i.e., the same dose CANNOT be submitted through both systems)

Doses Administered by Pharmacists

Pharmacies that also plan to use the services of a trained pharmacist to administer influenza vaccines should refer to the ministry’s Approved Pharmacies with Trained Pharmacists Administering Influenza Vaccine letter regarding details about vaccine ordering, supply and reimbursement.

Doses Administered through Health Care Agency-Administered Pharmacy Clinics

In order for health care agency-administered pharmacy clinics to be eligible for reimbursement by the ministry at $5.00 per dose of influenza vaccine administered, **ALL** of the following criteria must be met:

- health care agency-administered pharmacy clinics must be held within the physical boundaries of pharmacies;
- health care agency-administered pharmacy clinics must retain the services of a health care agency that has completed the prequalification process to administer publicly funded influenza vaccine;
- influenza vaccine can only be administered in a location within the jurisdiction of the local public health unit where the vaccine was obtained;
- the clinic must be open to the public (i.e., open and accessible to any eligible vaccine recipient who lives, works or attends school in Ontario) and widely advertised in the community (e.g., local newspaper, posters, etc.);
- only administration of publicly funded influenza vaccine will be reimbursed (e.g., vaccine administered must not be obtained from a private supplier);
- all publicly funded influenza immunizations must be provided free of charge to the vaccine recipients; and
- the ministry must not be billed for influenza immunizations through another mechanism (i.e., the ministry’s Health Network System).

Vaccine Utilization Reporting to the Ministry

Enclosed, please find the Vaccine Utilization Invoice Pharmacy-Based form to facilitate data collection for all doses of influenza vaccine administered through reimbursable health care agency-administered pharmacy clinics. It is the responsibility of the pharmacy owner or pharmacist to ensure that information on the Vaccine Utilization Invoice - Pharmacy-Based form is completed in full prior
to submission and that the following information is reported to the ministry on the invoice for all vaccine recipients at the clinic:

- all vaccine doses administered and wasted by lot number; and
- gender and age breakdown by group (risk group or general population).

All pharmacy-based invoices must be submitted to the local public health unit as soon as possible but no later than 10 days after the date of the influenza immunization clinic. Invoices must be signed by:

1. authorized signing officer of the pharmacy who can provide a valid Ontario Drug Benefits Number (ON0); and
2. health care agency retained to administer the vaccine.

Note: The authorized signing officer should be a health care professional as defined under the 
Regulated Health Care Professions Act, 1991. Approved invoices will be forwarded by the local public health unit to the ministry. Invoices that are incomplete or received after February 28, 2014 will not be processed. Invoices without a valid Ontario Drug Benefit number cannot be paid as the ministry has no other means of providing reimbursement.

**Ministry of Health and Long-Term Care UIIP 2013/2014 Recommendations**

- All individuals aged 6 months or older who live, work or attend school in Ontario, and who have no contraindications, are encouraged to receive the publicly funded influenza vaccine.
- Individuals in the following high risk groups are strongly encouraged to receive the publicly funded influenza vaccine through the UIIP:
  - persons at high-risk of influenza related complications or those more likely to require hospitalization; *now including all children 6 to 59 months of age*;
  - those capable of transmitting influenza to individuals at high-risk;
  - those who provide essential community services; and
  - those in direct contact during culling operations with poultry infected with avian influenza.

**Flu Shot Locator Digital Tool**

The ministry will have a “Flu Shot Locator” digital tool on the ministry’s website this season to assist the public in accessing information regarding pharmacy locations offering influenza immunization, including dates and times of influenza immunization clinics, if walk-in patients are accepted, and if advance appointments are needed. If you choose to participate in the digital tool, please email the following information to the UIIP inbox (*uiip.moh@ontario.ca*) so that your access information can be provided to you:

- contact name
- email address;
- name of pharmacy; and
- ODB number.
Additional important resources and information:

- The National Advisory Committee on Immunization (NACI) Statement on Seasonal Influenza Vaccine for 2013-2014 is available on the Public Health Agency of Canada’s website.
- Anaphylaxis Management is included in the Canadian Immunization Guide.
- Adverse Events Following Immunization (AEFIs) must be reported to your public health unit.
- Vaccine Storage and Handling Guidelines describes the provincial requirements that must be followed by all healthcare providers who handle publicly funded vaccines.
- Promotional materials and publications for the UIIP will be available from Service Ontario.
- Program materials such as the vaccine order form and UIIP Manual are available from the ministry’s website.

For further questions or concerns regarding the UIIP, please contact your local public health unit for more information.

Original signed by

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Chief Medical Officer of Health

c. Medical Officers of Health and Associate Medical Officers of Health, Public Health Units
   Vaccine Preventable Disease (VPD) Program Managers, Public Health Units
   Erik Wiersma, A/Manager, OGPMSS, Customer Service

Attachments:

- Vaccine Utilization Invoice – Pharmacy-Based
- Influenza Vaccine Fact Sheet