OBJECTIVE

- To identify and immunize eligible patients who qualify for influenza vaccine.

APPLICABILITY

Compliance with this procedure is required by all Alberta Health Services employees, members of the medical and midwifery staffs, students, volunteers, and other persons acting on behalf of Alberta Health Services (including contracted service providers as necessary). This procedure does not limit any legal rights to which you may otherwise be entitled.

PROCEDURE

1. Assessment of Eligibility Criteria

   1.1 The health care professional shall identify patients eligible for influenza vaccine during the current influenza season (October to March) while vaccine is available, either at first point of care with public health or on admission to continuing care, long term care or a provincial correctional facility. Patients admitted to acute care shall be offered immunization if they are at risk for influenza related complications as outlined in the Standard for Influenza Immunization, Eligibility Section, High Risk.

   a) A patient is eligible for vaccine if they have no documented history of administration of influenza vaccine in the current influenza season (October to March); they are 6 calendar months of age and older and live work or go to school in Alberta while vaccine is available.
1.2 Assess documented immunization history for an administered dose of influenza vaccine in the current influenza season (October to March) including:
   a) asking the patient;
   b) checking patient’s personal immunization record;
   c) checking electronic data bases;
   d) contacting personal physician; and
   e) contacting public health.

1.3 Once it has been determined that a patient is eligible for influenza vaccine, the health care professional shall complete a health history including assessment for contraindications.

1.4 All staff are encouraged to be immunized with influenza vaccine either through clinics offered by Workplace Health and Safety, at public influenza immunization clinics or through a community partner. Staff are encouraged to report their immunization to Workplace Health and Safety for reporting and outbreak management purposes.

1.5 Eligible patients will be offered the influenza vaccine when they present to Public/Community Health Centres or Public Influenza Immunization Clinics, or during admission to continuing care, long term care or a provincial correctional facility.

1.6 Patients at high risk of influenza related complications as outlined in the Standard for Influenza Immunization, Eligibility Section, High Risk document that are admitted to acute care facilities shall be offered immunization if they meet the eligibility criteria.

2. Informed Consent

2.1 Prior to immunization, the most responsible health practitioner shall ensure that there is valid and informed consent, in accordance with the Alberta Health Services Consent to Treatment/Procedure(s) – PRR-01. The patient shall be provided written and verbal information on the influenza disease, the benefits and risks of the vaccine, and expected and rare side effects to the patient/guardian to obtain an informed consent.

2.2 Provide an opportunity for the patient/guardian to ask questions, confirm consent and confirm that it is all right to proceed with the immunization.

3. Vaccine Storage and Handling

3.1 Follow provincial vaccine cold chain and handling standards as outlined in the Vaccine Storage and Handling Standard
4. **Vaccine Administration**

4.1 Once verbal/or written consent is obtained explain the injection procedure to the patient.

4.2 Prepare the injection as per local practice guidelines.

4.3 Administer the immunization.

   a) Follow Alberta Health Services setting local practice guidelines for intramuscular injection.

   b) The recommended site for administration is the deltoid or vastus lateralis muscle.

4.4 Observe patient as per Alberta Health Services setting local policy and procedure for management of anaphylaxis related to immunization.

4.5 Reason coding is necessary to report why the patient has received vaccine. There are multiple reason codes for influenza vaccine and patients receiving vaccine must be categorized into one of the priority groups. Please see the *Influenza Vaccine Reporting Requirement and Coding Explanations* document.

4.6 Document the immunization in patient’s **health record** and local electronic data base (if applicable). Documentation must include:

   a) patient’s full name;

   b) Personal Health Number (PHN) or Unique Lifetime Identifier (ULI);

   c) date of birth;

   d) gender;

   e) postal code;

   f) vaccine name (brand name);

   g) manufacturer lot number;

   h) dosage administered;

   i) reason code;

   j) date and time of immunization;

   k) site of injection;

   l) route of administration; and,
m) name of health care professional administering the vaccine.

4.7 Provide the patient with a copy of the standard immunization record identifying the vaccine administered.

5. **Adverse Event Following Immunization (AEFI)**

5.1 All Alberta Health Services settings that provide immunizations shall have a policy and procedure in place for management of anaphylaxis related to administration of immunization and professional staff must be trained and prepared to act.

5.2 Health care professionals will:

   a) follow local policy and procedure to manage anaphylaxis or an adverse event; and,

   b) anticipate need to activate Emergency Medical Services and commence basic life support or cardiopulmonary resuscitation.

5.3 **Adverse events following immunization (AEFI)** must be reported to an Alberta Health Services Public/Community Health Centre.

6. **Reporting and Tracking of Vaccines**

6.1 Vaccine is shipped from Zone vaccine depots to long term care/continuing care centres, acute care and corrections. A reporting form is provided with the vaccine shipment.

6.2 Alberta Health Services settings will follow the recording processes established by Alberta Health to document doses of influenza vaccine administered.

   6.2 Information regarding doses administered will be sent to the Zone Influenza Immunization program contacts per the directions provided when the vaccine was shipped.

**DEFINITIONS**

**Adverse event following immunization (AEFI)** means any untoward medical occurrence in a patient which follows immunization and which does not necessarily have a causal relationship with the administration of the vaccine. The adverse event following immunization may be any unfavourable and/or unintended sign, abnormal laboratory finding, symptom or disease.

**Alberta Health Services setting** means any environment where treatment/procedures and other health-care services are delivered by, on behalf of, or in conjunction with, Alberta Health Services.

**Guardian** means, where applicable:
For a minor:  a) as defined in the *Family Law Act*; b) as per agreement or appointment authorized by legislation (obtain copy of the agreement and verify it qualifies under legislation;
e.g., agreement between the Director of Child and Family Services Authority and foster parent(s) under the Child, Youth and Family Enhancement Act; or agreement between parents under the Family Law Act; or as set out in the Child, Youth and Family Enhancement Act regarding Guardians of the child to be adopted once the designated form is signed; c) as appointed under a will (obtain a copy of the will; also obtain grant of probate, if possible; d) as appointed in accordance with a personal directive (obtain copy of personal directive); e) as appointed by court order (obtain copy of court order) (e.g., order according to the Child, Youth and Family Enhancement Act.); and, f) a divorced parent who has custody of the minor.

For an adult: a) an individual appointed by the Court to make decisions on behalf of the adult patient when the adult patient lacks capacity.

Health care professional means an individual who is a member of a regulated health discipline, as defined by the Health Disciplines Act or the Health Professions Act, and who practises within scope or role.

Health record means the Alberta Health Services legal record of the patient’s diagnostic, treatment and care information.

Most Responsible Health Practitioner means the health practitioner who has responsibility and accountability for the specific/procedure(s) provided to a patient and who is authorized by Alberta Health Services to perform the duties required to fulfill the delivery of such a treatment/procedure(s) within the scope of his/her practice.

Patient means an adult or child who receives or has requested health care or services from Alberta Health Services and its health care providers or individuals authorized to act on behalf of Alberta Health Services. This term is inclusive of residents, clients and outpatients.

REFERENCES

- Alberta Health Services Consent to Treatment/Procedure(s) – PRR-01
- Alberta Health Services Standard for Influenza Immunization, Alberta Health Services webpage: http://www.albertahealthservices.ca/2824.asp
- Alberta Health Services Vaccine Storage and Handling Standard, Alberta Health Services webpage: http://www.albertahealthservices.ca/info/Page14001.aspx
- Alberta Health Services Influenza Immunization Orientation Powerpoint
- Alberta Health Services Influenza Immunization Policy
- Alberta Health Services Influenza Information Package
- Alberta Health, Family and Population Health Division, Alberta Immunization Policy
- Health Professions Act (Alberta)
- Public Health Act (Alberta)

REVISIONS

October 31, 2014