



PROGRAM RULES

COVID-19 Vaccination in Community Pharmacy (CVCP) Program

July 2021



Australian Government
Department of Health

This program is funded by the Australian Government Department of Health as part of the Seventh Community Pharmacy Agreement.

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COVID-19 VACCINATION IN COMMUNITY PHARMACY (CVCP) PROGRAM

1. INTRODUCTION

This document outlines the Program Rules governing the COVID-19 Vaccination in Community Pharmacy (CVCP) Program. This document must be read in conjunction with the:

- Pharmacy Programs Administrator (PPA) General Terms and Conditions (General Terms)
- Pharmaceutical Society of Australia (PSA) Professional Practice Standards (particularly Standard 11: Vaccination Services)
- PSA Practice Guidelines for Pharmacists Providing Immunisation Services (collectively the Professional Standards and Guidelines)
- Australian Technical Advisory Group on Immunisation (ATAGI) Clinical guidance on use of COVID-19 vaccine in Australia in 2021 (ATAGI Guidelines).

Definitions in the General Terms apply in these Program Rules.

The CVCP Program is a temporary program, which aims to support and protect members of our community from novel coronavirus (COVID-19) by providing a fee for service payable to Australian pharmacies for administering the COVID-19 vaccine.

2. DEFINITIONS

Approved Pharmacist means a Registered Pharmacist.

CVCP Service means the administration of COVID-19 vaccinations to an eligible patient by an Appropriately Qualified Person including or under the supervision of an Approved Pharmacist, comprising:

- Determining patient eligibility
- Obtaining appropriate patient consent
- Administration of either the first or second vaccination where:
 - Administration of the first vaccination includes:
 - Taking a short patient history
 - Appropriate aftercare and /or referral
 - Booking the patient's second vaccination where possible and ensuring the patient is aware of the importance of the second vaccination
 - Entry of the vaccination episode on the Australian Immunisation Register (AIR).
 - Administration of the second vaccination includes:
 - Updating the patient history
 - Appropriate aftercare and /or referral
 - Entry of the vaccination episode on the AIR.

Appropriately Qualified Person means either a Registered Pharmacist, Medical Practitioner, Nurse or Midwife currently holding an active AHPRA registration who is authorised in accordance with jurisdictional requirements to administer the COVID-19 vaccine and who has undertaken the COVID-19 Vaccination Training Program.

3. PARTICIPATION REQUIREMENTS

Pharmacy Eligibility

To be eligible to become an Approved Service Provider under this temporary program, a Pharmacy must:

- Be approved to dispense pharmaceutical benefits as part of the PBS defined in Section 90 of the National Health Act 1953 (Cwlth) (Section 90 Pharmacy)
- Have received notification from the Australian Government Department of Health (or delegate) of their selection to participate in the national vaccine program
- Be located in a State or Territory where appropriate legislation has been enacted to allow vaccinations to be administered in pharmacies
- Agree to deliver CVCP Services in accordance with the General Terms and the CVCP Program Rules, including those related to Patient eligibility
- Provide CVCP Services in accordance with the PSA Standards and Guidelines, ATAGI Guidelines and relevant state or territory legislation
- Have access to the Vaccination Information and Location Service. It is not mandatory to use the Service to manage appointments, however each pharmacy will be mandated to appear in the Vaccine Clinic Finder. If pharmacies have an online booking system already, they will be able to operate without substantial changes to their existing systems and processes
- Have registered with the Australian Immunisation Register (AIR) and undertake to report all CVCP Services within the set timeframe (within 24 hours)
- Maintain a secure facility for the appropriate storage, including cold storage, of vaccines, in accordance with the approved product information
- Undertake to obtain appropriate patient consent for the provision of a CVCP service prior to providing the service. A consent form is available online on the Department of Health's website
- Ensure that services delivered under the CVCP Program are carried out by an Appropriately Qualified Person face-to-face with the Patient in an area of the Community Pharmacy approved premises that is physically separated from the retail trading floor so that the privacy and confidentiality of the Patient is protected. The area must meet the following requirements, as outlined in the EOI submissions:
 - Have adequate space for patients waiting to be vaccinated that observes physical distancing requirements and is sheltered from weather elements.
 - Have a private and quiet space for consultation with patients and vaccinator (including obtaining informed consent, answering patient questions and assessment of any conditions that may preclude vaccination or require further assessment and administration of vaccine).
 - Have a dedicated area (e.g., clean, and away from direct patient contact and distraction), separate from areas that provide other clinical [pharmacy] services at the same time, where vaccines from multi-dose vials may be drawn up, labelled, and prepared for administration.
 - Have a dedicated, clean, well-lit space for administration of the vaccine to patients, including a desk and chairs for patients, carers/parents and vaccinator(s).

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- Have adequate space for patients to be seated to wait and be observed post-vaccination that observes physical distancing requirements (note this may be the same as the waiting area) and is in accordance with jurisdictional requirements and guidance
- Have safe and directed access in pharmacy areas to allow movement of staff between areas while minimising the risk of workplace incidents (e.g., moving doses from preparation area to patient administration area, accessing refrigerators or cool boxes, etc.)
- Adequate handwashing facilities for staff, and antimicrobial hand sanitisers available. Have visual reminders and cues in place to reduce the risk of errors
- Have a process in place to safely dispose of unused vaccines, in accordance with TGA and other regulatory requirements
- Have adequate sharps disposal bins, appropriate for the volume of patients, and securely placed and spaced to mitigate the risk of needle stick injuries
- Appropriate security provisions to ensure no unauthorised access to vaccine doses
- Agree to ensure that any person involved in providing CVCP Services through this Program abides by the current hygiene and isolation protocols relevant to the containment and management of COVID-19 within the community as issued by each State and Territory
- Ensure the Approved Pharmacist or Appropriately Qualified Person conducting the services under the Program is not responsible for dispensing or undertaking other professional duties at the time of consultation
- Register via the PPA Portal and continue to meet the above Eligibility Criteria while participating in the Program.

The following settings are specifically excluded from this program:

- Outreach programs
- Outstation premises
- The patient's place of residence
- Aged care facilities
- Any other clinics or settings which are not inside the pharmacy's approved premises.

An Approved Service Provider must notify the PPA immediately when it becomes aware of any circumstance, event or fact that may affect the Service Provider's eligibility to participate in the Program.

Patient Eligibility

This program will protect members of our community and is available to Patients meeting the eligibility criteria outlined at (<https://www.health.gov.au/initiatives-and-programs/covid-19-vaccines/getting-vaccinated-for-covid-19/when-will-i-get-a-covid-19-vaccine>). These criteria may change depending on the priority populations as determined by the Department.

CVCP Services delivered under this program cannot be administered to Patients not meeting the eligibility criteria. Notification of change in priority focus will be distributed. However, Service

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Providers and Appropriately Qualified Persons should make themselves aware of what the priority population is at the time of booking a Patient for a CVCP Service.

CVCP Services funded under this program are not available to In-Patients of public or private hospitals, day hospital facilities, transitional care facilities, or to residents of an Aged Care Facility or Patients in a correctional facility.

Note: Patients who meet all other Commonwealth and State/Territory eligibility criteria but who either do not hold a Medicare/DVA card or are not eligible to hold a Medicare/DVA card, can receive a vaccination in a Community Pharmacy. Pharmacies must seek confirmation from the patient that the patient does not hold, or is ineligible to hold a Medicare/DVA card and should use the 'Urgent Clinical Need' special Medicare number (25437529911) when submitting a claim in the PPA Portal for administering vaccinations to these patients.

Patient Consent

The Service Provider must obtain appropriate written or verbal consent from the Patient or the Patient's carer prior to providing the Service. Consent forms are available on the Department of Health's [website](#).

4. REGISTRATION, CLAIMING AND PAYMENTS

Registration into the CVCP Program

To register as a CVCP Service Provider, a Community Pharmacy must register for the CVCP Program via the PPA Portal. If a Community Pharmacy has not been notified by the PPA of their suitability and subsequent selection for the Program, the application to register for the CVCP Program will not be approved.

A user guide to assist you to register is available on the PPA CVCP Program downloads page.

Change of Circumstances

It is the responsibility of the Main Authorised Person of the Approved Service Provider to ensure that the Pharmacy's registration is up to date at all times. Approved Service Providers must notify the Pharmacy Programs Administrator within 14 days of the following changes:

- (a) Change of ownership
- (b) Change of Section 90 approval number.

If either of these have occurred since the EOI was submitted, a further declaration will be required to confirm the new Section 90 pharmacy approval details meet, at a minimum, the same EOI requirements that were confirmed to be met, as per the original EOI submission.

Claims

Service Providers must submit claims online via the PPA Portal.

CVCP Services delivered under the Program must be claimed by the end of the following calendar month following provision of the Service (e.g., services provided in May should be claimed by 30 June). Claims that are outside this timeframe, that are incomplete, or that do not meet Program Rules cannot be submitted and will not be paid.

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All information entered in the Claim must be correct as any inconsistencies may prevent claim submission.

Claim Lodgement

The following information must be provided to the PPA in order to lodge a claim:

- Section 90 number
- Confirmation of patient consent
- Name and AHPRA number of person administering vaccination
- Patient's Medicare/DVA Card number (or special Medicare number (25437529911) if the Patient does not hold a Medicare/DVA card or is not eligible to hold a Medicare/DVA card)
- Patient's full name
- Patient's date of birth
- Whether the vaccination is the first or second in a course of an eligible vaccine
- Date of vaccination/administration
- A declaration that the vaccination has been recorded in the AIR.

If the Patient is presenting for the second vaccination and has received the first vaccination elsewhere, this must also be noted.

Supporting Documentation

The following information must be retained by the Service Provider for seven years to support any claim for payment made under these Program Rules:

- Section 90 number at the time of the provision of the CVCP Service
- Details of the Appropriately Qualified Person administering the vaccination including their AHPRA registration number
- Patient's name and address
- Patient's Medicare/DVA Card number (if applicable)
- How the Patient has satisfied Eligibility Criteria.

Payments

Approved Service Providers can claim the following payments under the Program. These fees are GST Exempt.

Description	MM1 Fee	MM2 – 7 Fee
First Administration	\$16	\$19
Second Administration (where the first administration was undertaken by the same Service Provider)	\$26	\$29
Second Administration (where the first administration was undertaken by a different Service Provider)	\$16	\$19

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*Modified Monash (MM).

Service Providers cannot apply any additional Patient charge for a service.

AUDIT AND COMPLIANCE REQUIREMENTS

Service Providers must retain full and true records (including all patient consent forms) in relation to the provision of services for not less than seven years after the claim for payment. Such records must be kept in a manner that permits them to be conveniently and properly audited, and enables the amounts claimed as well as the services provided under the General Terms and these Program Rules to be determined. Service Providers may be subject to audits by the Australian Government Department of Health (or its representative) to ensure that the General Terms and these Program Rules have been complied with, and must provide all and any records requested as part of such audit(s).

Service Providers must also ensure that they are using current documents when obtaining information or consent from patients. Service Providers that wrongfully or incorrectly receive support and/or do not meet the requirements set out in the General Terms and these Program Rules may be subject to compliance action (as determined by the Australian Government Department of Health or Pharmacy Programs Administrator) and repayment may be required.

Under section 137.1 of the Criminal Code, giving false and misleading information is a serious offence.

If an audit/compliance action is to be conducted, Service Providers will be required to produce documentation within a specified time frame.

Not in Use



CONTACT THE SUPPORT CENTRE: 1800 951 285 | support@ppaonline.com.au