

21 November 2022 -CVAS Automation- Requesting Changes to Your Site's Access to Vaccine Products | Holiday Period Arrangements| Reminders

Dear Service Provider,

This email provides information about a range of matters relevant to participating pharmacies in the COVID-19 Vaccination in Community Pharmacy Program (CVCP), as follows:

- CVAS Automation - Requesting Changes to Your Site's Access to Vaccine Products
- Holiday Period Arrangements
- Reminders.

CVAS Automation - Requesting Changes to Your Site's Access to Vaccine Products

- To simplify the process for sites to access new vaccine products, or remove access to existing vaccines, new COVID-19 Vaccine Administration System (CVAS) functionality will be available from **24 November 2022**, that will allow sites to submit a request directly to the Department of Health and Aged Care (the Department)
- Sites will be able to submit requests to activate, reactivate or deactivate access to one or more vaccine products
- It is important to note that providing access to safe and effective COVID-19 vaccines to all eligible Australians is a priority for the Australian Government. Requests to activate access will only be permitted for vaccine products for which pharmacies have approval to administer
- To submit a request, sites can log into the CVAS portal, navigate to the 'Manage Account' tab and click the 'Update Vaccine Access' button and follow the prompts
- To help sites easily identify what vaccine products they currently have access to, when submitting a request there is a 'View Existing Vaccine Access' button. This button can be clicked to open a new tab, showing a summary of all vaccine products the site is currently approved to order
- If a site selects to deactivate access to a vaccine product, it means that the site is withdrawing from ordering the selected vaccine product. The site will not be able to administer any doses, receive stock transfer from other sites, or complete any required reporting including Delivery Acceptance, Stock Management and Wastage reporting for the withdrawn vaccine product
- When submitting a request to activate or deactivate access to one or more vaccine products, a number of eligibility conditions need to be met by sites. This includes ensuring, when requesting to deactivate vaccine products, that no orders are pending delivery, all stock has been used, and all outstanding reporting has been completed. If a site has not met one or more of the eligibility conditions, a message will be displayed advising why a request may not be submitted at that time

- Once a site has completed all the required information the request will be sent to the Department for review. The site's primary contact will be notified of the outcome of the request by email. Sites can check the status of requests at any time through the 'Manage Account' tab under 'My Recent Vaccine Access Requests'.

Holiday Period Arrangements

VOC Arrangements

- The Vaccine Operations Centre (VOC) will be **closed from 3pm Friday 23 December 2022 to Monday 3 January 2023** inclusive
- If you need to contact the VOC during its opening hours, please call 1800 318 208 or email COVID19VaccineOperationsCentre@Health.gov.au.

Orders and deliveries over the Christmas and New Year Holiday Period

- In preparation for the upcoming holiday period, please be aware the last COVID-19 vaccine and consumables deliveries for 2022 will be delivered by Friday 16 December 2022
- Last orders for delivery before Christmas **must** be placed by Friday 2 December 2022
- This includes any requests for additional orders
- For deliveries from January 2023:
 - Orders placed between Saturday 3 December 2022 and Friday 16 December 2022 will be delivered by Requested Delivery Date (RDD) Friday 13 January 2023
 - Orders placed between Saturday 17 December 2022 and Friday 6 January 2023 will be delivered by Requested Delivery Date (RDD) Friday 20 January 2023
- Orders placed from 7 January 2023 onwards will be delivered in normal delivery timeframes.

Reminders

Don't Forget to Check

- [This poster](#) reminds sites of the checks they should be undertaking prior to vaccination.

Timely and Accurate Reporting of Vaccinations to the AIR

- It is [mandatory](#) under the Australian Immunisation Register Act 2015 (AIR Act), for providers to report all COVID-19 vaccinations administered in Australia to the AIR
- Vaccination providers are required to report vaccinations: within 24 hours, and no more than 10 working days after the vaccination
- To ensure accurate and complete reporting of vaccination information to the AIR, providers must provide the following information:
 - provider information: provider number, name and contact details
 - personal information of the individual vaccinated: Medicare number (if applicable), name, contact details, date of birth and gender
 - vaccine information: brand name, dose number and batch number and date of administration
- Reporting timely, high quality and accurate vaccination information ensures that the AIR maintains a complete and reliable dataset to enable the monitoring of immunisation coverage and administration. It also ensures that individuals have a complete record of their vaccinations that can be provided as evidence for education, employment, and/or travel purposes
- Vaccination providers should use the latest version of their professional services software to make sure they meet reporting requirements. The Department will continue to work with Services Australia to help software developers and vaccination providers meet their reporting obligations.

Batch Numbers

- It has been identified that a significant number of AIR records have a batch number that has been recorded incorrectly
- Please make sure that you are reporting the correct batch numbers to the AIR. The Department is aware that some professional services software stores and/or auto fills previously entered information which can lead to data entry errors, it is important to correct this information prior to submission.

Kind regards,

Pharmacy Programs Administrator