

Frequently asked questions:

Where can I get the immunisation handbook?

This is a Ministry of Health resource. The most current version is available on the Ministry of Health website here: <http://www.health.govt.nz/publication/immunisation-handbook-2017>

To complete the vaccinator training course or vaccinator update course, it is important to have read the following sections of the Immunisation Handbook: Introduction, General immunisation principles and Appendices 3 & 4. Please access a hard copy from your provider or download the online version onto your device from the Ministry of Health website, bring either to the course.

Can I register for a vaccinator training course if I'm not employed?

You don't need to be employed to register for one of our courses. However, for our two day courses priority is given to nurses delivering childhood schedule vaccines in the DHB area of the course due to our funding.

How do I register for a course?

You can either register online at www.immune.org.nz and pay by credit card or request an invoice for your organisation, or you can complete the printable registration form and post or email this in to us with either payment by cheque (made out to Auckland UniServices Ltd), or a note requesting an invoice for your organisation.

I'm an enrolled nurse - can I complete the vaccinator training course?

Enrolled nurses should contact their local Medical Officer of Health and inquire whether they can become authorised vaccinators in the DHB where they practice.

What is the difference between the flexible learning and two day vaccinator training courses?

If you have not completed any vaccinator training previously, you can complete either our two day vaccinator training course or our flexible learning vaccinator training course. Both cover the same content, but are taught differently. The flexible learning vaccinator training course involves working through online self-study over approximately 12 hours, followed by a four hour tutorial. The two day course is two full days of face to face tutorial. Completing a vaccinator training course is the first step towards your vaccinator authorisation or approval process.

How do I pass the vaccinator training course?

At the end of the two days or the four hour tutorial (in the case of the vaccinator training course – flexible learning) you will receive an open book assessment along with a self-addressed envelope to post back when completed. We suggest you complete this as soon as possible after the course while the knowledge is fresh.

What is an authorised vaccinator?

An authorised vaccinator becomes authorised by the local Medical Officer of Health to deliver vaccinations on the National Immunisation Schedule without a prescription for these vaccinations.

How do I become authorised?

- Complete the pre-reading
- Undertake 16 hours theory (either the flexible learning or 2 day vaccinator training course)
- Pass an open book assessment under supervision
- Pass a clinical assessment on a minimum of two vaccinations relevant to your clinical area
- Apply to your local Medical Officer of Health for vaccinator authorisation

Please see the current Immunisation Handbook (Appendix 4) for information on authorisation. For more information on authorisation please contact your Medical Officer of Health at your DHB's Public Health Unit.

I have a query about authorisation, who can I contact?

It would be best to check with your local immunisation coordinator as the requirements differ a little bit between the DHBs.

You can find a list of coordinators on our website here: <http://www.immune.org.nz/health-professionals/regional-advisors-and-local-coordinators>

Can I vaccinate without authorisation?

Yes. You can still administer vaccinations without being authorised as long the vaccines are prescribed by a doctor or you have standing orders.

How do I organise a clinical assessment?

Your clinical assessment needs to be completed once you have received your certificate upon passing your written assessment with 80% or more following your vaccinator training course.

Please contact your Immunisation Coordinator to organise a clinical assessment.

<http://www.immune.org.nz/health-professionals/regional-advisors-and-local-coordinators>

I'm a pharmacist, what process do I have to follow?

Pharmacist vaccinators are 'approved' to administer certain vaccines, please see the online version of the [Immunisation Handbook](#) (Appendix 4) for more information. When the pharmacist has completed the vaccinator training course and an independent clinical assessment, or a vaccinator update, they advise the Pharmaceutical Society of New Zealand (PSNZ). Check with your local immunisation coordinator for any additional requirements in your area.

How often do I need to complete an update course?

Updates need to be completed every two years. The update courses are available face to face or on-line.

What do I need to do to complete an online course?

- You will need your own email address to register (you cannot register more than one person to one email address)
- Browser requirements: up to date versions of either Chrome, Firefox, Internet Explorer
- Email address: DHB based email servers may block your confirmation email. We recommend using a personal email address accessible to complete registration.
- If you do experience problems at any stage, do not hesitate to email us at imacetadmin@auckland.ac.nz or phone us on 0800 882 873.

I only vaccinate adults, which course should I complete?

Vaccinator training course:

Both the two day and flexible learning vaccinator training courses cover the whole of life schedule. This not only gives you a wider range of knowledge, but should you change career paths at a later stage, you shouldn't need to re-do this original training.

Vaccinator update course:

All our classroom updates cover whole of life vaccination. If you wish to complete an update that is more specialised, we have available several different types of online updates.

- Vaccinator update: Infants to Adults
- Vaccinator update: Adolescents to Adults
- Vaccinator update: Public Health Nurses
- Vaccinator update: Pharmacists
- Midwives Immunisation Update

We now offer a specific TB, mantoux skin testing and BCG vaccination online course. What do you need to know?

This online course is available to all health professionals who wish to complete it for their own learning even if they are not going to administer the BCG vaccine.

The clinical component, supervised BCG vaccination and BCG clinical assessment, is only for vaccinators employed in a public health unit or some specialist travel clinics. These vaccinators will need to apply to their local Medical Officer of Health for BCG endorsement after successful completion of all the requirements.

Other vaccinators who would like to administer BCG vaccines should discuss this with their local Medical Officer of Health and determine whether they are eligible for endorsement, or not, prior to enrolling on the course.

I've lost my certificate, how do I get a new one?

If you completed a classroom course between 2008 and 2018, there is a \$25 charge for a replacement certificate. To request this, please post in \$25 to us with a note detailing your request (e.g. year of course and course type), your correct postal or email address and your name to: IMAC, PO Box 1032, New Plymouth 4340.

If you completed an online update prior to September 2013, please note that we no longer have access to online vaccinator update records from August 2007 to September 2013 and therefore cannot provide evidence.

If you completed an online update between October 2013 and early 2015, you can log back in to Goodfellow Learning (<http://www.goodfellowunit.org/dashboard>) with your email address and password you will have set up to download another copy.

If you completed an online update from mid-2015 onwards, you can log back in to Conectus Learning (<http://lms.conectus.org.nz/>) with your email address and password you will have set up to download another copy.