

Vaccine incident reporting

All incidents/errors/near miss should be reported in house, and local investigation undertaken. Clinical advice is provided by 0800 IMMUNE/466863, the immunisation coordinator or the IMAC Regional Advisor.

Part of an incident review should also include sending full information on the incident to IMAC to allow for any lessons learnt to be shared via training and via ImmNuz [MERP is no longer recording this information].

The form below shows the type of information we require. Alternative layout, e.g. in-house forms are acceptable alternatives. Please return to [your Regional Advisor, see email addresses below](#). All reports will be treated in confidence but if preferred identifying information can be removed.

Date and time
Name of provider
Name of person reporting event
What went wrong?
How the event occurred <i>Brief description</i> <i>Were there any contributing factors?</i>
Immediate actions taken
Where any adverse events reported post-incident?

Advice obtained

Document advice obtained and include where the advice came from

What have you learnt from the incident review?

What went well and what did not go well, considering both the event itself and the management of the event

What changes will you be making?

Any recommendations from review of the incident and actions planned or undertaken

Was the error reported to Centre for Adverse Reaction Monitoring (CARM)?

For CARM see: <https://nzphvc.otago.ac.nz/report/>

Signature:

Name:

Designation:

Identifiable information in this form is optional and will be treated in confidence. Providing this information give us the opportunity to contact you to offer further advice or support should we feel this is necessary.

Please email form to your local Regional Advisor: rianorthern@auckland.ac.nz Auckland and Northland regions, riamidland@auckland.ac.nz Midland region, riacentral@auckland.ac.nz Central region, riasouth@auckland.ac.nz South Island