

# Vaccine incident

## Reporting form

All incidents/errors/near misses should be reported to your manager/organisation, and a local incident review should then be undertaken to help understand what happened and how it can best be prevented in future.

Full information on the incident should be shared with your IMAC Regional Advisor or COVID Regional advisor (see email addresses below). All reports will be treated in confidence but if preferred identifying information can be removed. Clinical advice can be provided by 0800 IMMUNE/466863.

This form gathers all the necessary information to ensure appropriate and timely advice can be provided. If your organization has a similar form, that will be acceptable for IMAC purposes too.

**Provider to complete and send (email or fax) to Immunisation/Cold Chain Coordinator.**

ITEM	RESPONSE
<b>Date and time</b>	
<b>Name of provider</b>	
<b>Name of person reporting event</b>	
<b>What went wrong?</b>	
<b>How did the event occur?</b> <i>Brief description</i>  <i>Were there any contributing factors?</i>	
<b>Immediate actions taken</b>	
<b>Where any adverse events reported post-incident?</b>	
<b>Advice obtained</b> <i>Document advice obtained and include where the advice came from</i>	

<p><b>What have you learnt from the incident review?</b>  <i>What went well and what did not go well, considering both the event itself and the management of the event</i></p>	
<p><b>What changes will you be making?</b>  <i>Any recommendations from review of the incident and actions planned or undertaken</i></p>	
<p><b>Was the error reported to Centre for Adverse Reaction Monitoring (CARM)?</b>  <i>For CARM see: <a href="https://nzphvc.otago.ac.nz/report/">https://nzphvc.otago.ac.nz/report/</a></i></p>	

Signature: \_\_\_\_\_

Name (print): \_\_\_\_\_

Designation: \_\_\_\_\_

**Regional Immunisation Advisors**

Northern: [lisa.box@auckland.ac.nz](mailto:lisa.box@auckland.ac.nz)

Midlands: [riamidland@auckland.ac.nz](mailto:riamidland@auckland.ac.nz)

Central: [riacentral@auckland.ac.nz](mailto:riacentral@auckland.ac.nz)

Southern: [riasouthern@auckland.ac.nz](mailto:riasouthern@auckland.ac.nz)

Midlands - COVID: [olivia.haslam@auckland.ac.nz](mailto:olivia.haslam@auckland.ac.nz)

Southern - COVID: [sue.rogers@auckland.ac.nz](mailto:sue.rogers@auckland.ac.nz)

**CALL 0800 IMMUNE (466 863) for clinical advice**