

YELLOW FEVER VACCINE CONTROL PROCEDURE

INTRODUCTION

This sets out the procedure to follow where a Yellow Fever vaccination is requested and will ensure the availability of named stock for each patient.

Due to the uncertainty of vaccine supplies from time to time both patients / non-patients requiring a Yellow Fever vaccination are required to pay in advance and complete a request form. (This can be posted out on request or can be downloaded from our practice website). Stock or order items are then allocated to them.

Where the vaccine is not available from stock (or stock is already fully "named") the order will be placed and the record maintained of the patients to whom the order will be allocated on receipt.

PROCEDURE:

- Each person requiring a vaccination will complete a request form and submit this with the fee of £60.00 pre-paid and £80.00 on the day.

Reception (Form received at the hatch):

- Check that the form is complete and the fee is paid. Mark the form as fee paid in the appropriate section. Enter the fee into the Petty Cash records
- Make an appointment with the Practice Nurse a minimum of 5 working days ahead, marking the clinical system appointment as "Yellow Fever"
- Where 2 or more appointments are made (e.g. a couple) *both* must be marked as "Yellow Fever". Record the date and time of the appointment on the request form
- Pass the form to a Practice Nurse

Reception (Form received through the post):

- Check that the form is complete and the fee is paid. Mark the form as fee paid in the appropriate section. Enter the fee into the Petty Cash records
- Pass the form to a Practice Nurse

Nurse:

All vaccines are to be allocated to an individual patient and clearly labelled with the name of the patient and the date of appointment.

Where a dose is not labelled then this is surplus stock and must be allocated to an individual patient and labelled as soon as a new request form is received.

- On receipt of a completed form allocate a vaccine from stock, bag it, and label it immediately with the patient name and date of appointment. Where no date of appointment is given (received through the post) telephone the patient and book them into a surgery. Update the form and the label
- Where no stock (unlabelled) vaccines are held, order a new box, and on receipt bag and label the appropriate number of doses with the individual patient details as above. The remainder of the doses are to be held as stock pending new requests
- Each week (early) check the clinical system appointments for 2 weeks ahead and reconcile labelled doses to appointments booked

General:

- No appointment without a form and fee. No reservation of the vaccine until the fee has been received
- Care must be taken to ensure that no refunds are given on uncleared cheques – 14 working days must be allowed from the date it was banked. If the original cheque is still unbanked this can be handed back and the Petty Cash record deleted
- Where a request form is received and there is uncertainty about stock availability the nurse is to make immediate contact with the patient and advise them of the current situation. The patient must be re-contacted when stock becomes available or where the uncertainty is resolved

Request form follows on next page >>>

YELLOW FEVER REQUEST FORM

Name			
Address			
Telephone			
Date of Birth:		Age:	

Travel Destination (s):

Recent "Live" Vaccines:			
Have you received any of these vaccinations within the last month?			
Polio	Yes / No.	If Yes, on what date?.....	
BCG (TB)	Yes / No	If Yes, on what date?.....	
Rubella	Yes / No	If Yes, on what date?.....	
Allergies:			
Are you allergic to eggs?	Yes / No		
Are you allergic to chicken?	Yes / No		
Are you allergic to anything else?	Yes / No	If Yes, what?.....	
Pregnancy:			
Are you pregnant?	Yes / No.		

If you are unwell or have a raised temperature you should tell the doctor or nurse BEFORE they administer the Yellow Fever vaccination.

Signature and Declaration:	
On receipt of a completed Request Form and fee a Yellow Fever vaccination dose will be ordered on your behalf. The national availability of Yellow Fever vaccinations can be variable, and the Practice is unable to accept liability for failure to supply, or adherence to specific dates. Where a vaccine is not available you will be advised as soon as practicable, and your fee will be returned in full. Where a vaccination is cancelled by the patient after order of the vaccine a refund is at the discretion of the Practice.	
Signed	Name.....
	Date.....

Office Use Only	
Fee paid:	Date:
Appointment Date:	Appointment Time:
Yellow Fever Given:	Batch Number:
Clinical indications, contra-indications, comments	