

YELLOW FEVER VACCINATION CENTRE BEST PRACTICE CHECKLIST

The Self Audit Instrument (SAI) for Yellow Fever Vaccination Centres (YFVCs) covers:

- The safe use and storage of vaccine
- The appropriate administration of yellow fever vaccine and record keeping

To help YFVCs to complete the SAI, NaTHNaC developed the YFVC Best Practice Checklist.

YFVCs are encouraged to use the Best Practice this as an 'aid memoir' when completing the Annual Return of Yellow Fever Vaccine Utilisation and Vaccine-Associated Adverse Events form. NaTHNaC considers this as an opportunity for YFVCs to review practice and compliance with the Code of Practice.

Important: Do not submit the Best Practice Checklist when submitting your Annual Return of Vaccine Utilisation, it is only for in-house use within the practice.

Topic		Yes	No
Registration details	Are the centre registration details up-to-date and have any changes been reported to NaTHNaC?	Yes	No
Annual Return	Has the centre completed and submitted its Annual Return of Yellow Fever Vaccine Utilisation?	Yes	No
Policies to deal with Anaphylaxis and Resuscitation	Is there an up to date documented policy for the management of anaphylaxis and resuscitation in the centre?	Yes	No
Resuscitation & Anaphylaxis	Is up to date resuscitation equipment available?	Yes	No
	Is it readily accessible and are staff trained in the use of resuscitation equipment?	Yes	No
Cold Chain	Does the centre have its own individualised and documented policy for the management of cold chain and vaccine stock management?	Yes	No
	Does the centre have a separate fridge for the storage of vaccine and does the fridge conform to standards?	Yes	No
Record Keeping	Are accurate stock records kept	Yes	No
	Is the separate register of YF vaccination readily accessible and available for inspection by NaTHNaC, if required?	Yes	No
	Are YF vaccination records kept for 10 years?	Yes	No
	Does the YFVC stamp comply with International Health Regulations?	Yes	No
	Are staff aware of regulations regarding the re-issue of International Certificate of Vaccination and Prophylaxis?	Yes	No
Training	Has at least one person from the YFVC attended NaTHNaC YF training within the last 2 years?	Yes	No
	Has training been disseminated within the practice?	Yes	No
	Are staff responsible for vaccination fully aware of the Code of Practice?	Yes	No
	Does the practice keep training records for all staff?	Yes	No