Managing your YFVC

Manage your YFVC's designated status with valuable administrative resources.

Check out everyday information with clear and practical explanations on designation requirements.

Conditions of Designation

Under International Health Regulations (IHR) (2005), yellow fever (YF) vaccine can only be administered at centres designated by the health administration for the territory in which it is situated.

"State Parties shall designate specific yellow fever vaccination centres (YFVCs) within their territories in order to ensure the quality and safety of the procedures and materials employed." (IHR, May 2005, Annex 7.2.f)

Effective from date of designation for new YFVCs/renewal of registration for existing YFVCs (or sooner on request) the following conditions will apply to centres seeking designation as a YFVC in England, Wales and Northern Ireland (EWNI). The status as a designated YFVC is dependent on the YFVC having valid training and registration and the YFVC continuing to meet the Conditions of Designation and Code of Practice. The Code of Practice has to be signed by the Responsible Supervising Clinician (RSC) on initial registration, on renewal of registration and on re-instatement following de-designation.

These conditions are designed to ensure that individuals seeking YF vaccine prior to travelling abroad have access to a formally registered YFVC, are provided with appropriate travel advice, and to help assure the quality and the safety of the procedures and materials employed.

Conditions of Designation for Yellow Fever Vaccination Centres, England, Wales and Northern Ireland 2023

1. Requirements of health professionals and other key staff working at the Yellow Fever Vaccination Centre (YFVC)

1.1 A Responsible Supervising Clinician (RSC) must assume responsibility for the YFVC and adhere to the conditions for designated status. The RSC must be one of the following:

- A doctor with a UK license to practise.
- A nurse holding a prescribing qualification recognised by the Nursing and Midwifery Council (NMC) and recorded on the NMC register*.
- A pharmacist holding a prescribing qualification recognised by the General Pharmaceutical Council (GPhC) and recorded on the GPhC register).

The RSC must be registered with a UK professional body (with unrestricted practice, and no ongoing investigations pending, warnings, cautions or suspensions), in accordance with the General Medical Council's (GMC) Fitness to Practise procedures, NMC Code of Conduct or GPhC fitness to practise procedures.

Where a YFVC offers YF services for clients under more than one service provider at their premises, each service should be separately designated and have a separate RSC (unless the nominated RSC agrees to be responsible for all YF services irrespective of service provider). Please contact NaTHNaC to discuss.

1.2 The RSC is responsible for risk assessment and the administration of YF vaccine or can delegate the responsibility to another health professional (who must be a doctor, nurse**, pharmacist or dentist), working at the

YFVC.

1.3 Health professionals within the YFVC responsible for the administration of YF vaccine (who must be a doctor, nurse**, pharmacist or dentist) must be registered with their professional body (with unrestricted practice, and no ongoing investigations pending, warnings, cautions or suspensions), in accordance with either the GMC's Fitness to Practise procedures, NMC Code of Conduct, GPhC fitness to practise procedures or General Dental Council (GDC) Standards for the Dental Team.

1.4 All health professionals responsible for the administration of YF vaccine must comply with the requirements necessary for designated status as a YFVC, including training recommendations and requirements.

1.5 An Administrative Lead, who will take responsibility for the administrative management of the YFVC, must be appointed by the RSC for each YFVC. The Administrative Lead can be the Practice Manager or a nurse, doctor, pharmacist or dentist working at the YFVC and will be the first contact for the National Travel Health Network and Centre (NaTHNaC).

***Nurses on part I or part II of the register, who are Nurse Independent Prescribers (i.e. have successfully completed an NMC Independent Nurse Prescribing Course (also known as v200 or v300 courses).**

**** Nurses on part I or part II of the register**

2. Responsibilities of the RSC

The RSC shall:

2.1 Ensure compliance with the Conditions of Designation and the Code of Practice.

2.2 Ensure that all health professionals within the YFVC responsible for the administration of YF vaccine meet the criteria described in **Condition 1.3**.

2.3 Confirm that the clinic is registered with the relevant UK healthcare regulatory body (where appropriate), has an acceptable rating from this regulatory body (where appropriate) and is not in breach of the regulations relating to healthcare delivery of any authority (Notes point i).

2.3.1 Confirm that in the most recent inspection (where an inspection has been undertaken) by the independent healthcare regulator, a minimum Care Quality Commission (CQC) rating of 'good' for each of the CQC safe, effective and well-led domains (or equivalent), was achieved (Notes point ii).

2.3.2 New applications from prospective centres will be considered where all of the following apply:

- the prospective centre meets the NaTHNaC Conditions of Designation: the RSC and health professionals working at the prospective centre meet the requirements for designation including training requirements (see sections 1 and 3).
- the premises are registered with the independent regulator or equivalent).
- the premises must continue to meet the requirements of that regulator and a centre must inform NaTHNaC of any updated ratings applied after initial registration with the independent regulator. Specific information will be requested following designation.

NaTHNaC reserves the right to decline any application.

Notes

i) Where registered with the CQC, but exempted from ratings, the provider and services must meet the standards required by the regulator.

ii) Where registered with the equivalent regulator in Wales (Healthcare Inspectorate Wales) or Northern Ireland (Regulation and Quality Improvement Authority, Northern Ireland), have met the standards required in equivalent domains, as required by that regulator.

2.3.3 Where a proposed or existing YFVC is not required to be registered with an independent regulator, the RSC is reminded that all YFVC are expected to work to the same high standards and be compliant with the NaTHNaC Conditions of Designation and Code of Practice. NaTHNaC must be assured that these standards are met and may require evidence to the fact on request at any time.

An independent practitioner who provides a yellow fever (YF) service within the premises of an established practitioner (regulated by CQC or other), e.g. working within rented space in an unrelated clinical setting, must ensure that they work within agreed terms and conditions of the lease or contract for such a space (see also above).

All health professionals are professionally accountable for their clinical practice.

2.3.4 Any existing clinic failing to meet the standards during their period of designation must notify NaTHNaC to discuss possible implications relating to designated status or re-designation.

2.3.5 Where a YFVC fails to meet the required standard of the regulator, NaTHNaC must be notified of any improvement measures to be undertaken and notified when a satisfactory re-inspection takes place. NaTHNaC reserves the right to temporarily suspend or de-designate a YFVC where there are concerns about standards.

2.4 The YFVC must notify NaTHNaC within five working days of any breach of regulations leading to actions under the Health and Social Care Act 2008 (including but not limited to any or all updated regulations related thereto), or other relevant legislation. Such a breach may result in temporary suspension or de-designation with immediate effect.

2.5 Notify NaTHNaC within five working days of any situation at the YFVC that might affect the designation status of the YFVC. These include, but are not restricted to:

- Any situation which may compromise their own fitness to practise.
- Any clinical incident related to the administration of YF vaccine/vaccination such as inadvertent administration of YF vaccine where contraindicated or significant adverse event (SAE).
- Changes of address.
- Resignation or change of RSC.
- Any situation where the YFVC is without a health professional who has successfully completed the training and online YF completion test during the preceding two years.
- RSC movement to a new site; in this situation s/he must apply for the designation for the new site (if the site is not already registered as a YFVC) and, in the event of such changes, is required to submit a new declaration to NaTHNaC.

2.6 Be responsible for developing policies and ensuring health professionals working at the YFVC are appropriately trained (see Conditions 3.1 - 3.9) and competent to advise travellers in situations in which YF vaccine should be administered. Such knowledge and training should include:

- Risk assessment for travel to YF risk destinations.
- Recommendations for YF vaccination for disease prevention.
- Country requirements for YF vaccination as a condition of entry.
- Conducting a benefit and risk evaluation for YF vaccination in the YF consultation including:
    - Information regarding the safe administration of YF vaccine.
    - Information regarding potential YF vaccine-associated adverse events.

2.7 Assure best practice in the travel health consultation including the following elements:

- Advising the traveller of the risk of YF, where there is a risk of YF transmission, and recommendation for YF vaccination and of certificate requirement for YF vaccination under International Health Regulations (IHR 2005).
- Discussing the benefit and risk for YF vaccination.
- Using a standardised checklist to support medical history taking during the consultation.
- Giving the traveller the manufacturer's Patient Information Leaflet for Stamaril.
- Informing the traveller about the early signs and symptoms of serious vaccine adverse events and actions to take should symptoms develop, and
- In circumstances where it is not possible to provide a full YF vaccine service (e.g., where YF vaccination is not covered under YFVC protocol), the RSC should ensure that the YFVC advises the traveller accordingly and where appropriate directs the traveller to an alternative source for advice.

2.8 The RSC shall ensure that the reporting and follow up of all vaccine associated adverse events (AE) is in accordance with guidance provided by UK Health Security Agency and NaTHNaC.

- All serious and/or unexpected AE must also be reported to the Medicines and Healthcare products Regulatory Agency (MHRA) via the yellow card system and to the vaccine manufacturer.
- All incidents relating to inadvertent administration of YF vaccine (where vaccination was contraindicated) must be reported in accordance with guidance provided by UK Health Security Agency and NaTHNaC.
- Where a YF vaccine related incident is reported (i.e. inadvertent administration of YF vaccine, where vaccination was contraindicated), NaTHNaC may suspend a centre pending investigations (see also 2.3.5).

2.9 The RSC is responsible for ensuring that all health professionals responsible for the administration of YF vaccine have completed YF training and the YF online test according to Conditions 3.2, 3.5.

3. Training and continuing professional development

3.1 The RSC is expected to support and encourage continuing professional development in immunisation and travel health for all health professionals responsible for the administration of YF vaccine in the YFVC (see Condition 2.6).

3.2 **New YFVC**: one eligible person at each YFVC, either the RSC (always if the RSC works alone), or another doctor, nurse, pharmacist or dentist is required to:

- undertake YF e-learning and successfully complete the exit test.
- join the virtual classroom which supports this e-learning.

3.3 **All Health Professionals (HP) administering YF vaccine**: All HP responsible for governance of the YFVC (usually the RSC), and all those who will be administering the vaccine must undertake YF e-learning and successfully complete the exit test. In addition, for those who are new to YF, joining the virtual classroom to support the e-learning is recommended. E-Learning should be repeated every 2 years.

3.4 **Existing YFVC**: For YFVC designated status to be continuous, at the time of re-registration, one HP (who must be a doctor, nurse, pharmacist or dentist working at the centre) must have undertaken YF e-learning (or classroom training) and successfully completed the exit test within the preceding two years.

3.5 Where a health professional is unsuccessful in completing the online YF test and has followed NaTHNaC guidance (see training platform and eLearning modules) within the agreed period, NaTHNaC should be contacted for advice regarding next steps including the continued designated status of the YFVC.

3.6 Successfully completed training and test within the last two years may be transferable under certain circumstances. The RSC and/or health professional are required to contact NaTHNaC to discuss.

3.7 All RSCs and health professionals who have successfully completed NaTHNaC YF training and test will have their names held on the NaTHNaC database.

4. Immunisation practices/medicines management

4.1 Only YF vaccine approved by World Health Organization will be administered at the YFVC.

4.2 Vaccines will be administered only by the RSC and/or appropriately trained health professionals working at the YFVC and authorised by the RSC.

4.3 The storage and handling of YF vaccine should be in accordance with national and local policy and best practice guidelines.

4.4 An accurate temperature log must be maintained and be available for inspection should it be required by NaTHNaC and or/an authorised representative of NaTHNaC. If temperature readings taken are found to be erroneous or have been falsified, this will result in the immediate suspension of the centre's status as a designated YFVC.

4.5 The RSC shall ensure that the reporting and follow up of all vaccine associated adverse events (AE) is in accordance with guidance provided by UK Health Security Agency and NaTHNaC (see 2.8).

5. Record keeping and audit

5.1 The International Certificate of Vaccination or Prophylaxis (ICVP) will be completed and signed by the RSC or the health professional authorised by the RSC in accordance with IHR (2005).

5.2 The YFVC must have systems in place to ensure records of vaccination for adults and children will be maintained, retained, archived or disposed of in accordance with the appropriate policy:

- NHS England: Records Management Code of Practice for Health and Social Care 2021
- NHS Wales: Records Management Code of Practice for Health and Social Care 2022
- Department of Health Northern Ireland: Good management, good records
- UK Government. The Private and Voluntary Health Care (England) Regulations. UK Statutory Instruments 2001 No. 3968

YFVC should be aware that, due to lifelong validity, duplicate certificates can now be requested many years after vaccination but can only be issued where a satisfactory record exists.

5.3 The YFVC is recommended to undertake an annual review of YF practise. In addition, representatives of NaTHNaC will be given access to the YFVC or may request copies of YFVC records to ensure compliance with the Conditions of Designation and Code of Practice.

5.4 The YFVC agrees to submit an Annual Return of vaccine use to NaTHNaC electronically within the timeframe specified by NaTHNaC. Repeated failure to submit will be noted on the YFVC database and may result in suspension or contribute to a decision to suspend, or de-designation of the YFVC.

6. Designated status, renewal or re-instatement

6.1 The YFVC can register for a one- or two-year period. Renewal of designated status is contingent on the YFVC continuing to meet the requirements in the Conditions of Designation (including training requirement) and Code of

Practice, and following the receipt by NaTHNaC of the appropriate registration fee. It is the responsibility of the RSC to ensure that the designated status of a YFVC is maintained in good order.

6.2 Should the RSC wish to extend their designation to an additional site(s), s/he must apply for new centre designation for that site and be able to demonstrate that the new site(s) meets all the Conditions of Designation.

6.3 A YFVC that has been de-designated by NaTHNaC can apply for designated status to be considered and reinstated; an adminstration fee applies in these circumstances.

Administration

Registration and training fees are non-refundable.

Refunds are not given where YF services are suspended.

Refunds are not given where YF services are permanently withdrawn.

Exceptional circumstances may be considered on a case-by-case basis.

Resources

- Care Quality Commission
- Commission on Human Medicines: Report of the Commission on Human Medicine's Expert Working Group on benefit-risk and risk minimisation measures of the yellow fever vaccine. 21 November 2019
- General Dental Council
- General Medical Council
- General Pharmaceutical Council
- Healthcare Inspectorate, Wales
- Nursing and Midwifery Council
- Regulation and Quality Improvement Authority, Northern Ireland
- Safe Effective Quality Occupational Health Service (SEQOHS)
- UKHSA, Guidance in the event of yellow fever vaccination in travellers with a contraindication or report of a yellow fever vaccine associated serious adverse event

Updated: 1 March 2024

Code of Practice

Failure to comply with the Code of Practice for Yellow Fever Vaccination Centres (YFVC) may result in de-designation of the YFVC, and where there are sufficient concerns about clinical or administrative practice, NaTHNaC may also report these concerns to the relevant regulator (e.g., Care Quality Commission or other independent healthcare standards regulator, General Medical Council, Nursing and Midwifery Council or General Pharmaceutical Council, General Dental Council).

Code of Practice for Yellow Fever Vaccination Centres, 2020

The Responsible Supervising Clinician (RSC) agrees to take responsibility for governance of the YFVC, to comply

with the Conditions of Designation for Yellow Fever Vaccination Centres [1] and to ensure that the YFVC adheres to the following Code of Practice.

i. Premises designated as a YFVC are required to be registered with the relevant healthcare regulatory body (where appropriate), will have an acceptable rating from the regulatory body, and will not be in breach of any regulations relating to any authority.

ii. All health professionals at YFVCs responsible for the administration of YF vaccine will be registered with a UK professional body (registration to be current and unrestricted as a Condition of Designation 1.1).

iii. All health professionals responsible for YF risk assessment and the administration of YF vaccine must comply with the requirements necessary for designated status as a YFVC including training requirements.

iv. Only YF vaccine approved by World Health Organization (WHO) will be administered at the YFVC and facilities for administering and storing vaccine will conform to recommended national standards.

v. All records of vaccination for adults and children will be maintained and archived or disposed of in accordance with national policy.

vi. The International Certificate of Vaccination or Prophylaxis (ICVP) will be signed by an authorised health professional in accordance with International Health Regulations (2005).

vii. The reporting and follow up of vaccine associated adverse events will be in accordance with guidance provided by Public Health England and NaTHNaC.

viii. Annual returns of YF vaccine use will be provided electronically to NaTHNaC when requested.

ix. The YFVC will undertake self-audit of clinical practice as recommended.

x. Where any situation arises which may affect the designated status of the YFVC, as defined in the Conditions of Designation, the YFVC lead must notify NaTHNaC within the time frame stipulated, to discuss continued designated status of the YFVC.

References

1. National Travel Health Network and Centre. Conditions of Designation for Yellow Fever Centres. January 2022

Important links

- Care Quality Commission: The independent regulator of health and social care in England
- Healthcare Inspectorate, Wales: the independent inspectorate and regulator of healthcare in Wales
- Regulation and Quality Improvement Authority, Northern Ireland; independent body monitoring and inspecting the availability and quality of health and social care services in Northern Ireland
- General Pharmaceutical Council: independent regulator for pharmacists, pharmacy technicians and pharmacy premises in Great Britain

Registration and Renewal

YFVC registration is the payment of a non-refundable fee to confirm YFVC designation agreement with NaTHNaC after designated status approval has been confirmed (prospective centres) or during renewal (current YFVCs).

The current registration fee is £145 (annual) or £265 (biennial). The registration fee is reviewed periodically and subject to change at any time. The additional fee (difference) may be required if applicable.

From 1st April 2020 payments are paid to and processed via the new payment gateway (accessed by Admin Lead only) in the login area of the Yellow Fever Zone.

Initial registration

Designated status must be initiated through YFVC registration (see Become a YFVC). For prospective YFVCs, registration is pending until all the designation and YF training requirements are met. The process should take six weeks from the point of completing initial application and registration payment to being designated. Designation approval for prospective centres will be revoked if registration payment is not completed.

Please note additional YFVC at different geographical location(s) or the same building require separate YFVC designation and registration payment.

Registration renewal

The centre registration renewal is a mandatory requirement in order to retain YFVC designated status. The registration fee (non-refundable and non-transferable) must be paid annually or biennial by the YFVC registration renewal date to retain designated status.

Admin Leads will be sent registration renewal reminders by email only.

NaTHNaC must be notified if registration cannot be renewed when due. NaTHNaC will only consider special and extenuating circumstances that are beyond YFVCs' control.

YFVCs will be suspended from administering YF vaccine on the day current registration expires and subsequently de-designated (meaning enforced closure) if the registration fee is not paid to renew YFVC registration during suspension period. In accordance with the de-designation procedures, the centre is required to cease administering yellow fever vaccinations immediately and will no longer be able to purchase yellow fever vaccine(s).

Training

The NaTHNaC yellow fever training programme was revised during the early part of 2020 and is now presented as e-Learning, with or without a virtual classroom, and provides a contemporary learning experience.

E-Learning with a virtual classroom

The virtual classroom replaces face to face training. E-Learning, followed by the virtual classroom requirement, is mandated for **new YFVCs** (i.e. one health professional at the YFVC must have completed e-Learning and attended the Virtual Classroom as a Condition of Designation).

- **NaTHNaC will undertake checks** to ensure that this Condition is met.

The virtual classroom is also open to those new to YF or those who want to consolidate their knowledge.

E-Learning alone

E-Learning alone is the training option appropriate for most.

- From April 2020, and to reflect the requirements as stated in the Commission on Human Medicines Report, November 2019, NaTHNaC YF training is required for every health professional who undertakes YF risk assessment and/or administers YF vaccine. This requirement is a matter of professional accountability and good practice. YF training is also recommended for those responsible for governance at the YFVC.
- NaTHNaC will not routinely check the training status of all health professionals working at the YFVC.

For YFVC designated status to be continuous, one health professional at the YFVC must undertake YF training every two years.

- **NaTHNaC will undertake checks** to ensure that this Condition of Designation is met.

The period of validity for NaTHNaC YF training is 2 years. Please contact NaTHNaC if you wish to discuss transferability of your training.

Useful links

Please visit the NaTHNaC Training Portal for information relating to:

- training options
- learning outcomes
- training application

We hope you enjoy your learning experience.

Vaccine Administration and Record Keeping

Vaccine usage, storage, supply and reporting

Only YF vaccine approved by World Health Organization will be administered.

Facilities for administering and storing vaccines must conform to recommended national standards.

NaTHNaC has no control over the manufacturing process and supply of YF vaccine, but if necessary NaTHNaC will work with the distributors of YF vaccine, the Medicines and Healthcare products Regulatory Agency (MHRA), public health authorities in EWNI and the Department of Health to address any vaccine availability issues in the UK.

YFVCs are responsible for the reporting and follow up of all vaccine associated adverse events. Vaccine associated adverse events must be reported to the MHRA via the yellow card system.

All serious adverse events related to YF vaccine should also be reported to NaTHNaC and the vaccine manufacturer.

Record keeping

The International Certificate of Vaccination or Prophylaxis (ICVP) must be completed and signed by the RSC or the health worker authorised by the RSC or a health professional in accordance with IHR (2005).

The YFVC must have systems in place to ensure records of vaccination for adults and children will be maintained, retained, archived or disposed of in accordance with the appropriate policy (see Conditions of Designation). YFVCs should be aware that, due to lifelong validity, duplicate certificates can now be requested many years after vaccination but can only be issued where a satisfactory record exists.

An accurate log of vaccine refrigerator temperature (according to national guidance) must be maintained and made available for NaTHNaC inspection. Representatives of NaTHNaC may require access to YFVCs or request copies of all YFVC records.

ICVP and Stamp

Order your International Certificate of Vaccination or Prophylaxis

With effect from **Friday 26th January 2024**, Harlow Printing Ltd will be taking orders for extra supplies of the International Certificate of Vaccination or Prophylaxis (ICVP). Please visit their online shop.

ICVP can also be ordered via their dedicated customer telephone line on **0191 4556901** or **0191 4554286**. Lines are open from Monday to Friday 08:30 to 16:30 hours (excluding Public Holidays). Please note, only card payments are accepted.

Price per pack of 10 (minimum 1 pack - maximum 30 packs): £10.00 (inc. VAT at 20% and postage and packaging).

Alternatively, purchase orders can be sent for invoicing (minimum order of 5 packs of 10) to: contracts@harlowprinting.co.uk or either of the account managers:

- Clare Mitchell (clarem@harlowprinting.co.uk)
- Nicci Dickinson (niccid@harlowprinting.co.uk)

Guidelines for the YFVC Official Stamp

YFVCs are required to use an official stamp on all ICVP.

In order to fit into the space provided in the ICVP supplied in the UK, the stamp should be approximately 10mm high and 20mm wide, using 6 - 8 point text size, preferable in Arial font.

The text should include only the UKYFVC identification number and the words United Kingdom:

UKYFVC----
United Kingdom

Example of how the stamp should look

(Please note, this image is not actual size)