

Cold Chain Management: when opening, closing or moving premises

Follow the processes outlined below when any of the following changes are set to occur at your practice:

1. **Opening a new practice**
2. **Changing the Principal GP at your practice**
3. **Moving a practice to a new address**
4. **Closing a practice**

1. Opening a practice

To order and administer vaccines in general practice, the practice must apply for a Vaccine Account Number (VAN) via the [online VAN application form](#). This will notify the Public Health Unit (PHU), whom are responsible for assessing practices for VAN approval. See [VAN application toolkit](#).

2. Changing the principal GP at a practice

The practice must notify the Public Health Unit of any change of principal GP at the practice. The PHU will then ensure the VAN details are updated with the State Vaccine Ordering Centre. A practice must not continue to order vaccines under the name of a GP who is no longer their principal GP.

3. Moving a practice to a new address

A practice must contact the PHU **prior** to moving premises to ensure all the processes are correctly followed as outlined by the PHU. Your account will temporarily be suspended and will not be able to order vaccines until the PHU has deemed the purpose-built vaccination refrigerator (PBVR) to be stable and safe to store vaccines. Follow the guidance from your PHU, which may include the following steps:

Before you move

- Inform your local PHU that you will be moving location, and follow the specific advice of the PHU
- Only place small orders of vaccines to minimise the number of vaccines to be moved.
- Ensure you have alternative vaccine storage for moving. This may include:
 - A monitored back-up refrigerator.
 - A monitored cooler large enough to store all vaccines, insulating material and ice packs.

During the move

- Move vaccines to a prepared cooler (see [Strive for 5 Section 9: Coolers](#))
- If using a cooler to temporarily store vaccines, place a min/max thermometer probe in the centre of the vaccine stock and using a [temperature monitoring chart for cooler](#):
 - *If the ice packs have been conditioned and the cooler has been pre-chilled*, monitor the temperature every 15 minutes for the first hour, then hourly after that
 - *If the ice packs have not been conditioned and the cooler has not been pre-chilled*, monitor the cooler every 5 minutes for the first 30 mins then every 15 minutes for the next 30 minutes, then hourly (provided the temperatures are stable)
 - Reset the thermometer after each reading for accuracy.

After you move

- Before plugging the refrigerator in, it may need to stand in position for a certain period after shipping to allow oil in the compressor to settle. Contact the refrigerator manufacturer for advice.
- Continue monitoring the temperature of the alternative vaccine storage in the meantime
- Once turned back on, ensure the refrigerator temperature is between +2°C to +8°C before putting vaccines back. Make sure to reset the fridge thermometer before restocking vaccine refrigerator.
- Provide 72 hours of data logger data along with the following information of the new practice to PHU:
 - New practice name
 - Address
 - Contact details
 - Principal GP and AHPRA number
- Once the data logging results are accepted by the PHU, the suspension on your vaccine account will be lifted and you can order vaccines again.

4. Closing a practice

Practice closing (GP not going elsewhere e.g. retiring)

- The practice must email the PHU to notify they are closing.
 - Notify Include practice name, address and VAN number.
- Record vaccine stock details (vaccine name, quantity and batch numbers) and contact PHU to discuss options as redistribution to another practice may be considered.

Practice closing (GP continuing to work at an alternate practice)

- The practice must email the PHU to notify they are closing.
- If the GP wants to take the remaining NIP vaccines to a new/alternate practice:
 - Notify PHU of this intention prior to vaccine transport.
 - Inform the PHU of the new practice name, address and VAN number (they must have an existing VAN number)
 - If the new practice location does NOT already have a VAN for that address, commence VAN application process **before** arranging for vaccines to be moved.
 - Follow CCM guidelines for vaccine transport
 - **Prior** to the vaccine transport:
 - Send 72 hours of data loggings for fridge the vaccines have been stored in, to date (i.e. closing practice fridge), and
 - Send 72 hours of data loggings for the destination fridge.
 - **During** transport;
 - Monitor and [record](#) vaccine temperature during transport (esky) using digital min/max thermometer or datalogger.