



Unité sanitaire
de Windsor-comté d'Essex

*** WINDSOR OFFICE**

1005 Ouellette Avenue
Windsor ON N9A 4J8

Telephone: 519-258-2146
Toll Free: 800-265-5822
Administration
Fax: 519-258-6003
Health Promotion
Fax: 519-258-7288
Health Protection
Fax: 519-258-8672

*** BUREAU DE WINDSOR**

1005, avenue Ouellette
Windsor (Ontario) N9A 4J8

Téléphone: 519-258-2146
Sans frais: 800-265-5822
Administration -
télécopieur: 519-258-6003
Promotion de la santé -
télécopieur: 519-258-7288
Protection de la santé
télécopieur: 519-258-8672

* mailing address /
adresse de livraison

ESSEX OFFICE

360 Fairview Avenue West,
Suite 215
Essex ON N8M 3G4

Telephone: 519-776-5933
Fax: 519-776-6102

BUREAU D'ESSEX

360, avenue Fairview ouest,
suite 215
Essex (Ontario) N8M 3G4

Téléphone: 519-776-5933
Télécopieur: 519-776-6102

LEAMINGTON OFFICE

215 Talbot Street East
Leamington ON N8H 3X5

Telephone: 519-326-5716
Fax: 519-326-4642

BUREAU DE LEAMINGTON

215, rue Talbot est
Leamington (Ontario) N8H 3X5

Téléphone: 519-326-5716
Télécopieur: 519-326-4642

WEBSITE

www.wehealthunit.org

October 21, 2009

Dear Health Care Provider:

Re: Pandemic Influenza H1N1-2009 Immunization Program

As Medical Officer of Health for the Windsor-Essex County Health Unit, I am writing to invite you to participate in the Pandemic Influenza H1N1-2009 Immunization Program to assist with the H1N1-2009 vaccine delivery in the Windsor-Essex County jurisdiction. The Ministry of Health and Long-Term Care (the ministry), in collaboration with the federal government, has outlined some specific and unique elements to which each vaccine delivery agent must agree in the Ontario Pandemic Influenza H1N1-2009 Immunization Program and vaccine delivery process. The responsibilities and measures discussed throughout this letter are both a provincial and federal request of all those involved in the H1N1-2009 Immunization Program.

The need for a comprehensive and coordinated Pandemic Influenza H1N1-2009 Immunization Program is a first in Canada. For that reason increased measures for vaccine delivery are being requested both nationally and provincially. As a quality assurance mechanism, an ongoing evaluation to ensure the safety, security, uptake and surveillance of the H1N1-2009 vaccine, the following elements are being requested by vaccine delivery agents who assist with the vaccine delivery process:

1. Vaccine delivery agents are requested to provide aggregate, non-identifying data on a weekly basis by 12:00 noon **every Monday** (or sooner) for the previous week:
 - Number per Age
 - Number by Gender
 - Number in each recommended recipient group (e.g. pregnant, firefighter)
 - Number Receiving their First dose
 - Number Receiving their Second dose
 - Total Vaccine Doses Wasted



**Unité sanitaire
de Windsor-comté d'Essex**

*** WINDSOR OFFICE**

1005 Ouellette Avenue
Windsor ON N9A 4J8

Telephone: 519-258-2146
Toll Free: 800-265-5822
Administration
Fax: 519-258-6003
Health Promotion
Fax: 519-258-7288
Health Protection
Fax: 519-258-8672

*** BUREAU DE WINDSOR**

1005, avenue Ouellette
Windsor (Ontario) N9A 4J8

Téléphone: 519-258-2146
Sans frais: 800-265-5822
Administration -
télécopieur: 519-258-6003
Promotion de la santé -
télécopieur: 519-258-7288
Protection de la santé
télécopieur: 519-258-8672

* mailing address /
adresse de livraison

ESSEX OFFICE

360 Fairview Avenue West,
Suite 215
Essex ON N8M 3G4

Telephone: 519-776-5933
Fax: 519-776-6102

BUREAU D'ESSEX

360, avenue Fairview ouest,
suite 215
Essex (Ontario) N8M 3G4

Téléphone: 519-776-5933
Télécopieur: 519-776-6102

LEAMINGTON OFFICE

215 Talbot Street East
Leamington ON N8H 3X5

Telephone: 519-326-5716
Fax: 519-326-4642

BUREAU DE LEAMINGTON

215, rue Talbot est
Leamington (Ontario) N8H 3X5

Téléphone: 519-326-5716
Télécopieur: 519-326-4642

WEBSITE

www.wehealthunit.org

Letter to Health Care Provider
October 21, 2009
Page 2

The ministry and the Windsor-Essex County Health Unit will be providing materials to vaccine delivery agents to facilitate the H1N1-2009 data collection and submission requirements. A sample of the paper-based data collection tool, and a Q & A document to answer common questions have been included with this package.

2. Vaccine delivery agents are requested to adhere to the following conditions in order to participate in the Ontario Pandemic Influenza H1N1-2009 Immunization Program:
 - a) an annual cold chain inspection was completed by the local health unit, the inspection was documented as satisfactory and any recommendations, if any, were successfully resolved. Please be aware that public health units are not required by the ministry to complete a second inspection of your facility;
 - b) the vaccine delivery agent has the capacity to store vaccine and maintain cold chain and will take all required measures to ensure safety and security of H1N1-2009 vaccine and minimize wastage as per the current ministry Storage and Handling Guidelines, 2006 (or as current);
 - c) the vaccine delivery agent has a strategy to provide H1N1-2009 vaccine to the recommended H1N1-2009 recipient groups as soon as possible once vaccine is received from the local health unit or Ontario Government Pharmaceutical and Medical Supply Service (OGPMSS);
 - d) the H1N1-2009 vaccine will only be administered to recommended recipient groups as defined in writing by the ministry;
 - e) the physician will ensure that H1N1-2009 vaccine vials will only be reconstituted for use if all 10 doses can be utilized within a 24 hour timeframe;
 - f) the vaccine delivery agent will maintain a record for each vaccinated patient/client that contains the date (mm,dd,yy) of vaccine administration, name of the vaccine and vaccine manufacturer, site and route of administration, dose, lot number(s), and name and title of the vaccine provider;



**Unité sanitaire
de Windsor-comté d'Essex**

*** WINDSOR OFFICE**

1005 Ouellette Avenue
Windsor ON N9A 4J8

Telephone: 519-258-2146
Toll Free: 800-265-5822
Administration
Fax: 519-258-6003
Health Promotion
Fax: 519-258-7288
Health Protection
Fax: 519-258-8672

*** BUREAU DE WINDSOR**

1005, avenue Ouellette
Windsor (Ontario) N9A 4J8

Téléphone: 519-258-2146
Sans frais: 800-265-5822
Administration -
télécopieur: 519-258-6003
Promotion de la santé -
télécopieur: 519-258-7288
Protection de la santé
télécopieur: 519-258-8672

* mailing address /
adresse de livraison

ESSEX OFFICE

360 Fairview Avenue West,
Suite 215
Essex ON N8M 3G4

Telephone: 519-776-5933
Fax: 519-776-6102

BUREAU D'ESSEX

360, avenue Fairview ouest,
suite 215
Essex (Ontario) N8M 3G4

Téléphone: 519-776-5933
Télécopieur: 519-776-6102

LEAMINGTON OFFICE

215 Talbot Street East
Leamington ON N8H 3X5

Telephone: 519-326-5716
Fax: 519-326-4642

BUREAU DE LEAMINGTON

215, rue Talbot est
Leamington (Ontario) N8H 3X5

Téléphone: 519-326-5716
Télécopieur: 519-326-4642

WEBSITE

www.wehealthunit.org

Letter to Health Care Provider
October 21, 2009
Page 3

- g) the vaccine delivery agent agrees to provide the patient/client with their own record of immunization;
- h) the vaccine delivery agent will ensure they have a process to produce a list and contact information for patients/clients who received vaccine from any identified vaccine lot, should this be requested by their local public health unit;

As with every immunization, vaccine delivery agents are required to document and report any adverse event following immunization (AEFI) according to section 38 of the *Health Protection and Promotion Act*.

Please note that physicians are reimbursed through the Ontario Health Insurance Plan (OHIP) and/or other primary care billing mechanisms. The ministry will not reimburse other vaccine delivery agents for administering immunizations.

If you would like to participate in the Pandemic Influenza H1N1-2009 Immunization Program, please complete the *Invitation to Participate* form and fax it to 519-258-8672 by November 10, 2009. If you have any questions, please contact our Health Care Provider Vaccine Line at 519-258-2146 extension 1434.

Thank you for your interest in this program and your willingness to assist with the H1N1-2009 vaccine delivery process.

Sincerely,

G. Allen Heimann, MD, MHSc
Medical Officer of Health

Attachments: Paper based data collection tool
Q & A document

Idc\B1\4033.doc