

Management of an Adverse Event Following Immunization (AEFI) Checklist

REPORTING REQUIREMENT: In accordance with Section 59 of the Public Health Act, health care providers are to report a reportable AEFI within seven (7) days of becoming aware of the AEFI. If the matter is considered serious than the AEFI is reported within one (1) business day, which can be by telephone, followed by the complete written report within 72 hours. ADDITIONAL EDUCATION: NONE REQUIRED	RESPONSIBILITY		
	Staff / Prescriber/ Pharmacist	Direct Supervisor/ Manager/ Designate	Medical Officer of Health (MOH)
INTAKE			
<input type="checkbox"/> Complete a Report of Adverse Events Following Immunization (AEFI) immediately, prior to the end of the shift/workday.	<input checked="" type="radio"/>		
<input type="checkbox"/> Notify your direct Supervisor/Manager/Designate immediately by phone and submit the completed written report to your direct Supervisor/Manager/Designate.	<input checked="" type="radio"/>		
<input type="checkbox"/> The direct Supervisor/Manager/Designate is to review all submissions received for completion and determine if the adverse event following immunization/vaccine is serious as immediate contact to the MOH by phone is required within one business day. <i>NOTE: If the event occurs after normal business hours notification is to be made by Phone to Manitoba Health and Seniors Care at (204) 788-8666</i>		<input checked="" type="radio"/>	
DISTRIBUTION			
<input type="checkbox"/> Submit the completed written report immediately &/or within 72h of the Adverse Events Following Immunization (AEFI) by e-mail: phcentralintake@southernhealth.ca &/or by fax to: 204-428-2734		<input checked="" type="radio"/>	
FOLLOW-UP			
<input type="checkbox"/> Receive confirmation of the AEFI form via email.			<input checked="" type="radio"/>