

Informed of Adverse Event following Immunization (AEFI)

PA/PHN: Central Index-(Person) Search
Check for client in PARIS database. Search by:

1. PARIS ID (if known)
2. PHN
3. Last name, First initial with asterisk (*)
4. DOB
5. Last name with asterisk (*)

Client in PARIS?

Yes
Confirm/Update Demographics

PA/PHN: Main → Central Index
(Register Client Demographics)

1. Click on "Add new person"
2. **Personal Details** Enter name, DOB, Gender, GP***, Address, phone number in "contact details" grid
3. **Addresses** (to change an address)
4. **Allergies** (if any, create an Alert as well)
5. **Identifiers** Add PHN***
6. **Unregistered contacts** – for any contacts for which an address, PHN, or DOB is unknown and you cannot find the person in the Person Search (e.g. other parent, care provider, foster parent)

*** These must be completed to print on the AEFI Report Form

Events are reported under the public health act. If obtaining AEFI from the client, inform them that events are reported for vaccine safety surveillance

Client Imms details entered in PARIS?

PHN: Imms Clinical – A.E.F.I. History
Immunization Adverse Events (Prior to January 27, 2021)
Read-only grid which displays the immunization adverse events recorded using an older version of the BCCDC AEFI Case Report Form

PA/PHN: Imms Entry → Imms Clinical → Imms Entry(Adhoc)
Record Immunizations given

Immunization History

1. Insert a row

Provider Details section

If immunization was provided by you:

2. Team – Select your team
3. Given By – enter your name
4. Location type

If immunization was not provided by you:

1. Click External History checkbox

Antigens section **Tip: Never Enter Dose #**

1. Click Show Custom Antigens
2. Select antigen and quantity and Add to list

PHN: Imms Clinical – A.E.F.I. Entry

Immunization Adverse Events (January 27, 2021 and Onwards)
Displays immunization adverse events recorded using the BCCDC AEFI Case Report Form (2019). Verify if an AEFI form has been initiated for this adverse event following immunization. If not, click on "Add a form": Select your team and AEFI Case Report Form. Work through the following tabs at the bottom:

Main
Form status: Indicates the progress of the form and updates automatically: Initiated, Under Review by MHO/Designate, Community F/U Required, Completed
Form tools: Where you can print the form
Reporter Information: Document the health care provider who received and reported the AEFI information to the public health unit
Physician: This section displays the client's current GP if entered. Staff can click on the Go to Central Index button to add or update the Physician or Primary Care Provider.

Imm Data
Immunization Data: Click **Select Antigen**. This will display all the antigens that have been entered in client's Immunization History grid. Select antigen(s) associated with the adverse event. *Note: If an AEFI occurred after each dose of vaccine, two separate AEFI reports should be completed.*

The following sections correspond to the AEFI Case Report Form:
Information At Time of Immunization And AEFI Onset, Local Reaction, Anaphylaxis/Allergy, Neurologic Event, Other Events, Impact of AEFI

Document Upload
Staff can upload documents (e.g. BCCDC Anaphylaxis Worksheet, IMPACT assessment, consult notes, workplace health documents) and pictures (e.g. rashes, swelling).
To Upload a Document:

1. Save the document in a specific drive? With the following naming convention: Date_Description_ClientInitials Example: 2021Jan13_AEFIphoto_SJ
2. Insert a Row
3. Click Attach File
4. Highlight the file in your H: Click Open.
5. Document Date: enter
6. Document Type: select
7. Description: enter if required
8. Click Accept Changes

Note: Upon creation of a new A.E.F.I. Form, a "General Immunization – Adverse event reported" Alert will automatically generate. Please add additional Alerts as required (ie. Anaphylaxis)

MHO/DESIGNATE: AEFI Review by MHO/Designate (Under MHO/Designate Recommendations tab)

The MHO/Designate Recommendations section will be completed by the MHO/Physician Consultant or Designate upon review of the AEFI Form.

1. Navigate to the MHO/Designate Recommendations tab and section
2. Complete Community follow-up Yes/No question prior to ticking Section Complete.
3. Select Name of MHO/Designate. This is the name that will display on the report in Section H.
4. Tick Section Complete. Click Save.
 - a. If Community Follow-up = Yes, the form will become read-only except for the Community Follow-up and Document Upload sections. The form status changes to Community Follow-up Required.
 - b. If Community Follow-up = No, the entire form will become read-only except for the Document Upload section. The form status changes to Completed.
5. To print the AEFI Case Report Form, navigate to the Main tab, Form Tools section. Click Print Form. Click Run Report.
6. The PHN will receive an email from Regional Immunization MHO/Physician Consultant or Regional Immunization Clinical Resource Nurse indicating that the recommendation section is complete and asking the PHN to communicate the recommendation to the client.

PHN: Community Follow-up (Under MHO/Designate Recommendations tab)

PHN undertakes community follow up as requested in MHO recommendations

1. Navigate to the MHO/Designate Recommendations tab
2. Navigate to the Community Follow-up section
3. PHN notifies client of MHO recommendations
4. Enter the Community Follow-up Following MHO/Designate Recommendations section
5. Tick Section Complete. Click Save. The form will become read-only and the Form Status will change to Completed

PHN: Submit AEFI Form for Review (Under Impact of AEFI tab)

Upon completion of all of the tabs except for MHO/Designate Recommendations, the PHN can submit the AEFI form for review by the MHO/Designate

1. Navigate to the Impact of AEFI tab
2. Tick Submitted for review by MHO/Designate
3. Upon Save, the form status changes to Under Review by MHO/Designate
4. **Important:**
When complete, send email notification to MHO Dr. Meena Dawar: meena.dawar@vch.ca and Regional Immunization Clinical Resource Nurse: hang.chou@vch.ca
(MHO Meena Dawar is responsible for all regions until further notice)