

SECTION 9 –DOCUMENTATION GUIDELINES

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Preamble

NACI Competency: Documents information relevant to each immunization encounter in accordance with national guidelines for immunization practices and jurisdictional health information processes.

Panorama is the legal immunization record in Yukon. All immunizations administered to all clients are to be recorded in Panorama. No documentation on any paper records is required. The provider may make reference to immunization recorded in Panorama i.e., "see Panorama for immunizations given". All immunizers must have active Panorama access prior to immunizing.

Informed consents for immunization are to be documented in Panorama. Paper consent for immunization obtained for the school programs is placed in the client's paper record (see [Yukon Immunization Program Manual, Chapter 2](#)), as well as specialized consents (e.g. Yellow Fever).

Documentation Guidelines for Registered Nurses from the Yukon Registered Nurses Association are found at <http://yrna.ca/wp-content/uploads/YRNA-2013-Documentation-Guidelines-Final.pdf> .

1.0 DOCUMENTING IMMUNIZATIONS ADMINISTERED

The client electronic record & as required any paper record is always to be reviewed **prior** to administration of any vaccine.

No vaccine will be administered until the 7 R's are reviewed;

- right drug (vaccine)
- right client
- right dose
- right time
- right route
- right reason
- right documentation

Vaccines are to be entered in Panorama **immediately** after each vaccine is administered.

Vaccines are to be entered by the nurse administering the vaccine(s).

For each biological product administered the minimum data to be recorded in the client's Panorama record should include:

- name of the biological product
- date
- route of administration
- anatomical site
- name of the biological product manufacturer
- lot number
- dose
- name and title of the person administering the biological product
- any reactions following immunization.
- any recommended biological products that were not given (i.e., declined, deferred, or contraindicated)
- informed consent

See the Panorama User Manual for more information, section 7.8

2.0 DOCUMENTING HISTORIC IMMUNIZATION RECORDS INTO PANORAMA

Since Panorama is the legal record for immunizations in Yukon, efforts should be undertaken to enter historical immunization records into Panorama to facilitate ongoing and up to date immunization records for all Yukoners.

All clients under the age of 19 years will have their complete immunization history entered in Panorama.

Clients 19 years of age and older will have the **last** dose of each vaccine given entered into Panorama i.e. HB dose # 3, Td dose # 2, Polio dose # 3, HA dose # 2 etc.

See Panorama User Manual, Section 7.3 Historical Immunizations.

3.0 IMMUNIZATION ERRORS

Vaccines and biological products (i.e. HBIG, TIG) are drugs and as such all vaccine errors must be reported on a Medication Incident Report Form by the nurse who has made the error.

All vaccine errors are to be reported to the facility NIC and Manager responsible for the facility.

All vaccine errors are to be reported to the Vaccine Program Manager by the staff member who has made the error or the individual who found the error, as appropriate.

Following consultation with the Vaccine Program Manager, the nurse will meet with the adult client or parent/guardian and review the error and advise of any further follow up that may be required (i.e. additional dose, change in schedule etc.).

Guidance on documentation standards for Panorama **only** can be found within the Panorama User Manual.

Documentation on the client's Panorama file is required, and should include:

- Date and Time,
- Vaccine Administered, Dose, Route, Site
- Vaccine Error (wrong vaccine, wrong schedule, wrong client, wrong route, wrong dose, wrong site, incorrect timing, expired vaccine)
- Any side effects or reactions are to be noted.
- Follow up required.

The Medication Incident Report Form is to be completed following the direction from your employer. This may include electronic method of entering information (Incident Management System) or paper format.

4.0 ADVERSE EVENTS FOLLOWING IMMUNIZATION

Vaccine adverse events must be documented and reported in Panorama in the Adverse Event Following Immunization section by the nurse who administered the vaccine(s) or to whom the adverse event information was reported. See Yukon Immunization Program Manual, Section 13 and see Panorama User Manual, Section 7.8 Adverse Event Following Immunization, for further information.

Documentation on the client's Panorama file is required, and should include:

1. Date and Time
2. Vaccine Administered, Dose, Route, Site
3. Any side effects or reactions are to be noted.
4. Follow up required.
5. Outcome: recovered or transient/permanent side effects

5.0 REFERENCES

Public Health Agency of Canada. (2008, November). *Immunization Competencies for Health Professionals*. Retrieved from: <http://www.phac-aspc.gc.ca/im/pdf/ichp-cips-eng.pdf>

Public Health Agency of Canada. (2015, January 19). *Canadian Immunization Guide: Immunization Records*. Retrieved from: <http://www.phac-aspc.gc.ca/publicat/cig-gci/p01-11-eng.php>

Yukon Registered Nurses Association. (2013). *Documentation Guidelines for Registered Nurses*. Available at: <http://yrna.ca/wp-content/uploads/YRNA-2013-Documentation-Guidelines-Final.pdf>