

Ministry of Health

# Temperature Log Submission or Provider Attestation Process for Approved 2023/2024 UIIP Pharmacies

Public health units are encouraged to implement the same approach in regard to requesting either temperature log submissions or provider attestations with vaccine orders. Since approved pharmacies do not order from public health units, the following process should be implemented when requesting temperature logs or attestations from pharmacies:

## Timing of temperature log submissions or attestation and suspensions:

- Public health units must request either temperature log submissions or attestations from pharmacies, whichever is used in their jurisdiction with their providers.
- If a pharmacy misses the temperature log or attestation submission deadline:
  - The distributors should be notified to suspend the pharmacy for a **minimum of one week**. If the temperature logs or attestation are received:
    - during the one-week suspension, the one-week suspension period must be completed prior to placing further orders; or
    - after the one-week suspension, the pharmacy may place orders after the temperature logs are received and reviewed by the public health unit.
  - Public health units should notify the distributor once the pharmacy is able to place vaccine orders.
  - The suspension information should be provided to the distributor using a standard template which will be sent to public health units in late September.

## Frequency of temperature log submissions:

- Provide a schedule to pharmacies so they know when temperature log submissions or attestations are required.
  - This schedule may be given in advance and be attached to the temperature log book.

- Public health units should select one of the options below for frequency of requests for temperature logs or attestation from pharmacies:
  - **Option 1:** Weekly (all pharmacies are to submit weekly) or;
  - **Option 2:** Bi-weekly (all pharmacies are to submit every second week) or;
  - **Option 3:** Monthly (all pharmacies are to submit once per month)
    - A weekly schedule can be provided to pharmacies in which a specific set of pharmacies are requested each week to submit temperature logs or attestations throughout the month. For example:
      - If there are a total of 200 pharmacies, they can be divided into 4 groups.
        - Each group of pharmacies submits temperature logs on a specific week:
          - Group 1: submits on the first week of the month;
          - Group 2: submits on the second week of the month;
          - Group 3: submits on the third week of the month; and
          - Group 4: submits on the fourth week of the month.
  - **Option 4:** Varying the frequency of temperature log submissions or attestation based on the frequency of influenza vaccine orders over the season (pharmacies order more often in the beginning of the season):
    - Weekly submissions in October and November;
    - Bi-weekly submissions in December and January; and
    - Monthly submissions in February and March or onward.
  - **Option 5:** Weekly submissions or attestations for pharmacies that have not previously participated in the UIIP and pharmacies with vaccine storage and handling issues, while all other pharmacies submit temperature logs on a bi-weekly or monthly basis.
    - Bi-weekly or monthly temperature log submissions or attestations can begin once the public health unit has received 4 weeks of assessed and appropriate temperature logs or attestations from these pharmacies.

## NOTES:

- Public health units may use a combination of or choose one of the options specified above, however, at a minimum, all pharmacies must submit a temperature log or attestation once a month.
- With any option specified above, ad hoc temperature submissions may also be requested if issues with vaccine storage and handling are identified.

- **For public health units that request attestations from their health care providers:** For these public health units, in addition to requesting attestations (regardless of frequency of attestation submission), random audits for temperature logs must be done with at least 5% of participating pharmacies weekly. For example, if your health unit has a total of 600 participating pharmacies, at least 30 pharmacies (i.e. 5% of participating pharmacies) should be asked to submit temperature logs for review each week. If issues are identified with the temperature log submissions, the provider should be requested to submit temperature logs for a specific period as determined by the public health unit. Attestations can resume for these providers after this time, if deemed appropriate.
- Pharmacies that continue to administer COVID-19 vaccine beyond March 2024 should continue to submit temperature logs as long as they are storing and handling vaccine. Distributors should continue to be notified of any applicable suspensions related to missed temperature log submissions or cold chain failures.