



Terms & Conditions
2021 Influenza (Flu) Vaccination Program

Program Inclusions

Onsite Medical Hub will appoint a personal administration and clinical team (Doctor or Accredited Nurse immuniser) manager for your onsite influenza vaccination program.

Onsite Medical Hub will employ the clinical and administrative team for the safe delivery of your vaccination program.

All clinical and administrative equipment/consumables will be provided by Onsite Medical Hub. The supply of 2021 seasonal influenza vaccinations will be provided and delivered onsite by Onsite Medical Hub staff. Privacy screens may be installed on the day if requested.

The Onsite Medical Hub clinical team will manage:

- Cold chain management of vaccinations
- Waste removal
- Manage (unlikely) adverse reactions
- Manage infection prevention and control
- Manage social distancing
- Manage privacy

The Onsite Medical Hub administration team will provide consent forms & Frequently Asked Questions. A certificate of vaccination may be provided if requested, although in 2021 all vaccinations must be reported to the Australian Immunization register and a history can be accessed by individuals on their MyGov account or MyHealthRecord.

Scheduling

Onsite Medical Hub will provide free access to an online booking system to manage the workflow and provide minimal disruption to operations. This will including confirmation of booking emails, appointment reminders, and calendar invites.

For organisations taking up the community vaccination program, a booking portal with an eCommerce capabilities for pre-payment if required/preferred.

Nurse

All immunisers are Registered Nurses registered with the Australian Health Professional Regulation Authority (AHPRA) with additional Nurse Immunisation Approval.

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Onsite Medical Hub accept full responsibility for all costs associated with the practice nurse including wages, travel costs, entitlements, insurance, work cover.

Onsite Medical Hub are responsible for the appropriate registration, certification and scope of practice of staff deployed onsite.

Record keeping of consent, attendance, adverse reactions, reporting to Australian Immunisation Register and bookings will be maintained in line with privacy, clinical, legal and ethical guidelines.

In the unlikely event of an adverse reaction to the vaccine, this will be managed by the Onsite Medical Hub Immunisation team, although the organisational First Aid officer must also be present.

Vaccines

The influenza vaccine administered will be in accordance with the Australian recommendations for 2021. The strains will be made available early 2021.

The Onsite Medical Hub will supply and manage stock levels of the vaccinations.

Equipment & Lollipops

Onsite Medical Hub will supply all equipment and consumables required to undertake the screening program, unless otherwise agreed.

Lollipops will be offered to all participants, unless otherwise instructed by the client.

Parking

For the safe transportation of vaccines and equipment, access to parking within reasonable walking distance to the planned immunisation space is required to be provided by the client.

Cold chain management

Cold Chain Management will be maintained in accordance with the National Vaccine Storage Guidelines 'Strive for 5'. A copy of Onsite Medical Hub's Cold Chain Management policy may be made available if requested.

More information can be obtained at <https://www.health.gov.au/resources/publications/national-vaccine-storage-guidelines-strive-for-5>

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Infection Prevention and Control

Onsite Medical Hub staff comply with the RACGP Infection Prevention and Control Standards, 5th Edition. The Onsite Medical Hub CovidSafe plan also refers to Covid-19 specific related practices and protocols. A copy of the Infection Control policy may be made available upon request.

Waste management

Onsite Medical Hub are responsible for the removal of clinical waste, infectious waste, sharps, packaging and other waste generated in the course of undertake an immunisation program. Waste removal will be in accordance with Onsite Medical Hub's Waste Management policy.

Privacy & confidentiality

It is the responsibility of both parties to ensure that all financial, clinical and operational arrangements and agreements remain confidential, except with the express agreement in writing by the other party.

All information obtained during the delivery of the vaccination program remain the property of Onsite Medical Hub including but not limited to participant consent forms, booking details, participant personal details, vaccine batch numbers. This information can only be shared with the client with the express consent of the participant.

Pricing notes

The fee is based on a per participant basis and is exclusive of GST.

A minimum fee applies at the rate of 15 participants per hour per booking location. This can be averaged out across the scheduled session.

Scheduled bookings 3 days prior to the session are taken as confirmed bookings and are calculated as final numbers. Non-attended vaccinations are payable with less than 3 day's notice for cancellation.

Additional vaccinations will be available for last minute bookings and can be administered on the day in accordance with stock levels. Every endeavour will be made to vaccinate those requesting vaccination.

The Cold Chain Management and travel fee for locations within 30km of Melbourne CBD is included in the fee per participant. Locations greater than 30km from Melbourne CBD will attract a fee of \$10 for each 10km of travel.

Insurance

Onsite Medical Hub holds current policies including, Public Liability, Medical Malpractice, Cyber insurance, Management Liability, Corporate Liability, and Employment Practice Liability.

**Approval, licences and permit**

It is the responsibility of the client to ensure the appropriate approval, licences or permits have been obtained if necessary for the space onsite that is used in delivering the flu vaccination program.

Two private spaces will be required by Onsite Medical Hub staff to deliver this program: one for pre and post vaccination registration/waiting area and one for the vaccinations to be conducted. Directional signage will be the responsibility of the client.

Payment terms

A 10% deposit via electronic bank transfer of expected bookings is payable 7 days prior to the scheduled vaccination program. The balance is payable 14 days post the vaccination program.

Program Amendments

Any program amendments including but not limited to alternative scheduling of session, session lengths, expected participant volumes, location, parking arrangements or any other service requirements must be received in writing. Depending on the nature of the requests, additional fees may apply although these will be disclosed accordingly at the time.

Scheduled bookings 3 days prior to the session are taken as confirmed bookings and are calculated as final numbers. Non-attended or cancelled vaccinations are payable with less than 3 day's notice for cancellation.

Cancellation of a scheduled vaccination program requires a minimum of 14 day's notice to avoid any fees. Cancellations with less than 14 day's notice will attract a fee of 15% of the expected participants.

Force Majeure

In the event that either of the parties is totally or partially unable to fulfil one or more of the contract obligations as a result of a Force Majeure event, the party involved will be totally or partially relieved from fulfilling its contract obligations during the period of force majeure, provided that the party involved notifies the other party of the circumstances as soon as reasonably possible.