



Chief Public Health Office Policy

Communicable Disease Section

Title:	All Immunization Registry	Monitoring:	CD
Chapter:	5	Draft Date:	August 2023
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Approving Authority: Chief Public Health Management Team

1.0 PURPOSE

- 1.1. The purpose of the All Immunization Registry (AIR) Policy is to provide direction to immunizers and immunization support staff who access client immunization records in the provincial registry.

2.0 POLICY

- 2.1. This policy applies to all account holders of the All Immunization Registry (AIR).
- 2.2. The CPHO, as the administrator of the provincial All Immunization Registry (AIR), manages the account access to AIR under the authority of the [Public Health Act Immunization Regulations](#).
- 2.3. Individuals must belong to a regulated health care profession or be currently working as a support staff for a regulated health care professional to be granted access to the AIR as outlined in Section 6(2) of the [Public Health Act Immunization Regulations](#).
- 2.4. Individuals requesting an account must complete and submit an Account Request Form to the CPHO as per the instructions on the form.

3.0 PRIVACY and CONFIDENTIALITY

- 3.1. Account users are provided access to AIR for the purposes of providing immunizations or recommendations for immunizations and must not access personal information for any other reason.
- 3.2. Users must keep their login and password confidential and not share with others.
- 3.3. Information in the AIR is considered confidential and should only be shared with the patient or client, or with other regulated providers for the purposes of providing health care.
- 3.4. At the request of the client/patient, an account user can provide a copy of the vaccine record from AIR to the client/patient.
- 3.5. A client/patient can provide permission to an account user to provide vaccine information on their behalf (e.g. to an employer or education institution). Written consent from the client is recommended in this scenario.

4.0 NOTIFICATION

- 4.1. Account users should report vaccine record errors to the CPHO for follow up and corrective action.
- 4.2. Account users or their managers must notify the CPHO when their role changes and they no longer need or are eligible for access to AIR.
- 4.3. Privacy or confidentiality breaches should be reported to the CPHO within 1 business day of discovery.

5.0 APPLICATION

- 5.1. Compliance to this policy will be monitored by the Chief Public Health Office. Those found to be non-compliant will have restrictions placed on their ability to access AIR and this may impact their ability to receive publicly funded vaccines.

6.0 DEFINITIONS

- 6.1. **Account User** – an individual who is a member of a regulated health profession or their support staff who has read-only access to the All Immunizations Registry.
- 6.2. **Account Request Form** – a form created by the CPHO that is used to collect information from the user in order to create a new account in AIR. A copy of the form can be requested by emailing epidem@ihis.org.
- 6.3. **AIR** - the provincial All Immunizations Registry is a database that receives all of the vaccine records from source systems such as CIS, ISM, DIS, ICS, Peoplesoft, and from manual submissions to CPHO.
- 6.4. **CPHO** – Office of the Chief Public Health Office
- 6.5. **Immunizer** - a regulated health professional eligible to administer vaccines under this policy as outlined in Section 6(2) of the [Public Health Act Immunization Regulations](#) and includes pharmacists, pharmacy technicians, nurses, nurse practitioners, midwives, and physicians.

7.0 BACKGROUND

- 7.1 The AIR was created in 2016 as a single source of electronic vaccine information in PEI. Initially, it only housed records for individuals age 18 and over and was named the “Adult Immunization Registry”. In 2018, records from Public Health Nursing’s ISM database were included as a feeder system to the Registry, thus the name was changed to “All Immunizations Registry”.

8.0 KEY SEARCH WORDS

- 8.1 AIR; Immunization Regulations; Public Health Act.

9.0 CROSS REFERENCE

- 9.1. PEI Public Health Act; Notifiable Diseases and Conditions and Communicable Disease Regulations; Immunization Regulations.