

# APPLICATION FOR DESIGNATION AS A YELLOW FEVER VACCINATION CENTRE

Title of Centre: \_\_\_\_\_

Person responsible for centre: \_\_\_\_\_

(a registered medical practitioner who must sign the Conditions of Registration form)

Address of centre: \_\_\_\_\_

City/Town: \_\_\_\_\_

Post code: \_\_\_\_\_ Health Board Area: \_\_\_\_\_

Tel number: \_\_\_\_\_ Fax number: \_\_\_\_\_

Email: \_\_\_\_\_ Website address: \_\_\_\_\_

### The centre is:

- a. A health centre or surgery of a registered general medical practitioner
- b. Occupational health department of an organisation
- c. A centre managed by an NHS trust or Health Board
- d. An independent clinic (e.g. of a travel company or airline)
- e. Other (please specify): \_\_\_\_\_

### Vaccination will be available to:

- a. Practice patients only
- b. Practice patients and members of the public
- c. Members of the public
- d. Employees only
- e. Other (please specify): \_\_\_\_\_

Contact details for the centre will automatically be placed on the Health Protection Scotland website.

Please indicate if you do not wish this to happen:

I do not want details of the centre on the HPS website

**Please complete form and return to:**, Travel Health Section (Yellow Fever), Health Protection Scotland,  
Meridian Court, 5 Cadogan Street, Glasgow G2 6QE

## **CONDITIONS OF REGISTRATION AS A DESIGNATED YELLOW FEVER VACCINATION CENTRE (YFVC) IN SCOTLAND**

**The registered medical practitioner responsible for the YFVC must agree to comply with the following Conditions of Registration and sign to this effect below:**

1. The centre will administer only yellow fever vaccines approved by the World Health Organization (WHO).
2. All yellow fever vaccinations carried out at the centre will be performed by the responsible medical practitioner, or by a suitably qualified person (doctor, nurse or pharmacist) acting under his/her direction and control.
3. Facilities for administering and storing vaccines will be of an acceptable standard.
4. Appropriate policies for safe administration of yellow fever vaccine will be in place, and all staff involved in administration of vaccine will be appropriately trained.
5. The centre will comply with staff training as required by Health Protection Scotland (HPS).
6. The centre will keep appropriate records of all vaccinations administered.
7. The International Certificate of Vaccination or Prophylaxis will be completed in accordance with WHO International Health Regulations (IHR), bearing a specified YFVC registered stamp and signed by an authorised vaccinator.
8. All vaccine associated adverse events will be reported to the Medicines and Healthcare Products Regulatory Agency (MHRA).
9. Annual returns of vaccine utilisation will be sent to HPS.
10. HPS will be notified immediately of any changes, which may affect the centre's registration status.
11. If requested, HPS will be given access to the centre or receive copies of YFVC records to ensure that the centre is complying with the conditions of registration.
12. The centre's status as a designated YFVC will be reviewed at annual intervals.

**I have read and understood the information pack "Designation of Yellow Fever Vaccination Centres". I understand that failure to comply with these Conditions of Registration may result in the centre's designation as a YFVC being withdrawn.**

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Full Name (*block capitals*): \_\_\_\_\_

Qualifications: \_\_\_\_\_

GMC Registration Number: \_\_\_\_\_

**Please complete form and return to:**

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Meridian Court, 5 Cadogan Street, Glasgow G2 6QE

## APPLICATION CHECKLIST

**Read the Yellow Fever Information Pack**

*Designation of Yellow Fever Vaccination Centres*

**Complete the Application Form**

**Complete and sign the Conditions of Registration**

*This form must be completed and signed by the designated responsible person (a registered medical practitioner). General Medical Council number should be included.*

**Send completed forms to Travel Health Section (Yellow Fever), HPS**

**Travel Health Section (Yellow Fever)  
Health Protection Scotland  
NHS National Services Scotland  
Meridian Court  
5 Cadogan Street  
Glasgow  
G2 6QE**