

Community Health Services Vaccine Order Form

Island Health Community Health Services



Island Health

- Submit order form by e-mail to: PublicHealthVaccineManagement@islandhealth.ca
- Allow at least 3 business days (Monday to Friday) between ordering date and requested pick up date.
- Vaccine will be distributed based on available products & supply.
- **We will NOT back fill orders.**

CHS Site:		Order Date:	
Contact Person:		E-mail:	
Phone Number:	Ext.	Fax Number:	
Requested Health Unit for pick up:			
Requested Date for pick up:		Immunization Date:	

<u>Doses Requested</u>	COVID-19 Vaccines (2026-2027)	Public Health Vaccine Management Use ONLY		
		Product (Brand)	Number of Doses	Presentation (MDV / PFS)
	6 months to 11 years			
	12+ years			
Notes:		Approved by:		
		Date:		

<u>Doses Requested</u>	Influenza Vaccines (2026-2027)	Health Unit BPM Use ONLY		
		Product (Brand)	Number of Doses	Presentation (MDV / PFS)
	6 months to 64 years injectable			
	2 to 17 years intranasal			
	65+ years injectable			
Notes:				

<u>Doses Requested</u>	Adult RSV Vaccine (2026-2027)	Public Health Vaccine Management Use ONLY
		Number of Doses being provided
	Order the number of doses for eligible clients	
Notes:		Approved by:
		Date:

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Health Unit Use Only: BPM print form → complete at time of vaccine pick up → send original with CVP → retain a copy.			
Date Picked up:		Time Picked up:	Fridge Temp:
Vaccine Product	Lot Number	MFG. Expiry or Thaw Discard Date	Doses Sent
ALL VACCINES MUST BE STORED BETWEEN +2°C and +8°C			
Filled By:		Picked up By:	
CHS Site (ImmsBC):			ImmsBC Complete:

- Whenever possible, plan to immunize several clients on the same day to minimize vaccine wastage.
- Bring an appropriately sized hard sided cooler with insulating materials (gel packs preconditioned in fridge at +2°C to +8°C, bubble wrap or packing paper) and frozen ice packs when picking up vaccine. See Page 8 of the [Vaccine Storage and Handling Guide](#) for cooler packing instructions.
 - If available, cooler should be monitored with a min/max thermometer.
- CHS Immunizer(s) to document vaccinations using eforms and complete the Community Health Services Clinic Tally.