



APPENDIX 17: ANNUAL RETURN OF YELLOW FEVER VACCINATION ACTIVITY

Purpose

All certified YFVCs are required to participate in an annual returns process as part of the governance and quality assurance arrangements for the national YFVC programme.

The purpose of this process is to:

- Monitor Yellow Fever vaccination activity nationally
- Support audit of adherence to clinical guidance
- Review use of Medical Letters of Exemption
- Support national reporting on Yellow Fever vaccination services

The annual return dataset has been intentionally limited to a small number of key indicators to minimise reporting burden while ensuring that meaningful information is available for monitoring and audit purposes.

Reporting Period

The annual return should cover Yellow Fever vaccination activity occurring between **1st January and 31st December of the preceding calendar year**.

Submission Process

Each certified YFVC should submit an annual return **using the form below** to the assigned HSE regional service.

Regional services will collate returns from centres within their region and submit aggregated regional data to the national service responsible for oversight of the YFVC programme.

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Data Items Collected

The annual return will collect the following aggregate information:

1. Total number of Yellow Fever vaccines administered
2. Number of Yellow Fever vaccines administered where precautions were present
3. Number of adverse events following Yellow Fever vaccination
4. Number of Medical Letters of Exemption issued
5. Reason for Medical Letter of Exemption issued

Where Medical Letters of Exemption are issued, centres should indicate the primary clinical reason for exemption.

Data should be submitted in **aggregate form only using the form below** and must not include any identifiable patient information.

Data Use

The information collected will be used to:

- Monitor Yellow Fever vaccination activity nationally
- Review patterns of vaccine administration where precautions are present
- Monitor the use of Medical Letters of Exemption
- Support audit and quality assurance of the YFVC programme

Aggregated national data may be used to produce a periodic national summary report.

Adverse Event Reporting

Submission of an annual return does **not replace statutory pharmacovigilance reporting requirements**.

Medical practitioners must continue to report suspected adverse reactions to the **Health Products Regulatory Authority (HPRA)** in accordance with national reporting requirements.

Annual Returns Form

Annual Returns Year:

Total number of Yellow Fever vaccines administered
Number of Yellow Fever vaccines administered where precautions were present
Number of adverse events following Yellow Fever vaccination
Number of Medical Letters of Exemption (MLoE) issued

Please provide a reason for issuing each MLoE in the table below (please add more rows if necessary)

	Reason for exemption
Medical letter of exemption: 1	
Medical letter of exemption: 2	
Medical letter of exemption: 3	

Name Yellow Fever Vaccination Centre:

Address:

Signed by Designated Medical Practitioner

Name in block capitals

IMCN:

Date: