MINISTRY OF HEALTH

GUIDELINES FOR INSTITUTIONS OFFERING INTERNATIONAL TRAVEL VACCINATION SERVICES.

PART A: GENERAL PROVISIONS

These guidelines are aimed at standardizing provision of international travel vaccine services. Consequently, the guidelines are only applicable to health facilities providing vaccination services to international travelers, in accordance with International Health Regulations of 2005 and Public Health Act (Chapter 242, Laws of Kenya). These guidelines have been developed to ensure procedures and materials employed at the vaccination centers guarantee traveler’s safety. To facilitate implementation of these guidelines:

(a) No institution shall be allowed to provide vaccination services for international travelers without having been designated as a vaccination center by the Ministry of Health.

(b) Each facility providing travel vaccines shall be inspected annually to ensure quality assurance and maintenance of standards as per the minimum requirements listed in part D below.

PART B: CATEGORIES OF VACCINATION CENTERS

Vaccination centers for international travelers shall fall under four categories outlined below:

CATEGORY 1

This category comprises all Points of Entry (Airports, Seaports and ground crossings) with adequate requirements as outlined in these guidelines.

CATEGORY 2

This category includes National Referral Hospitals like Kenyatta National Hospital, Moi Teaching and Referral Hospital Hospital, Defense Forces Memorial Hospital and any hospital(s) that may be classified as a “National Referral Hospital” by
the Ministry of Health. These health facilities must meet requirements outlined in part D of these guidelines.

CATEGORY 3

This category consists of health facilities operated by County Health Authorities at County Headquarters. This category refers specifically to those facilities operated at County Headquarters and Regional Defense Forces Hospital.

CATEGORY 4

This category includes licensed Private Hospitals by the Ministry of Health. Private hospitals will be required to meet all minimum requirements outlined in part D below to be designated as vaccination centers.

PART C: APPLICATION FOR DESIGNATION

Institutions applying for designation shall adhere to the following process:

(a) Submit a written application to the Director General for Health

(b) Attach relevant documents to the application letter, including:
   i. valid copy of registration/practicing certificate of the institution,
   ii. valid copies of professional certificates of staff,
   iii. copies of practicing licenses for the technical staff,

(c) A team from the Ministry shall inspect the institution and submit a report with recommendations to the Director General for Health.

(d) The Director General for Health will then assess the report and provide a written feedback to the applicant either designating the facility as a vaccination center, recommending improvements or rejecting the application.

(e) Once designated the facility will be uploaded in the Ministry of Health website.

PART D: REQUIREMENTS

I. EQUIPMENT AND SUPPLIES:

Each vaccination center shall have adequate equipment and supplies but not limited to the following:

(a) A vaccine refrigerator approved by the Ministry of Health.

(b) Well maintained cold chain system (vaccine vial monitor, temperature monitor chart, thermometers, ice packs).

(c) Examination couch
(d) Cold boxes.
(e) WHO approved vaccines registered in Kenya and from licensed pharmaceutical firms by the Pharmacy and Poisons Board of Kenya.
(f) Adequate protective equipment (PPEs)
(g) Emergency trays

II. PHYSICAL INFRASTRUCTURE:

(a) The building shall be constructed of permanent durable materials and finished to smooth surfaces to ease cleansing.
(b) A minimum of two (2) permanent rooms measuring at least ten (10) feet by ten (10) feet should be provided.
(c) Each room must have openable window space of not less than ten percent (10%) of floor area for adequate natural ventilation. Satisfactory air conditioning system in humid areas will be required.
(d) The building shall have adequate artificial lighting and ventilation where natural lighting and ventilation may not be adequate.
(e) The building shall have a certificate of occupation issued by a competent authority.
(f) The facility shall be provided with wholesome running water.
(g) The facility shall ensure proper drainage of waste water.
(h) Wash hand basin with soap/disinfectants shall be provided in each room.
(i) Adequate furniture, including tables and chairs for both staff and clients

III. SANITARY FACILITIES

Each vaccination center shall provide adequate separate sanitary facilities for each sex with provisions for the physically challenged as per the provisions of the Public Health Act, Chapter 242 of the Laws of Kenya. The number of toilets shall depend on the workload, and at an average ratio of not less than one toilet per 20 daily attendants of each sex, and additional one for those with physical disability. In addition, urinals should be provided alongside male toilets.
IV. HUMAN RESOURCE

Every vaccination center shall have the following staff deployed on full time basis:

(a) At least one nurse and/or a clinician qualified to give injections as per the Task Sharing Policy 2016 and a valid practicing license. In addition, a Public Health Officer should be present to handle screening, surveillance and ensure proper health care waste management. They should be trained and updated on cold chain maintenance to offer vaccination services and issuance of vaccination certificates.

(b) A support staff to maintain cleanliness.

The vaccinators shall attend a refresher training of 2 days minimum every year on travel vaccination and notifiable diseases.

V. WASTE MANAGEMENT

Provisions of Ministry of Health, Healthcare Waste Management Guidelines (2010) should be observed in handling of both liquid and solid wastes. Each facility should have a proper waste management plan that outlines handling of wastes from point of generation, temporary storage, transportation, treatment and disposal in line with the Healthcare Waste Management Guidelines (2010) and National Environment Management Authority (NEMA) guidelines on Health Care Waste Management. The following must be provided:

(a) Colour coded and labelled pedal operated waste bins of appropriate capacity.

(b) Colour coded and labelled bin liners of appropriate specifications.

(c) Labeled safety boxes for sharps of appropriate capacity.

(d) Evidence of health care waste treatment (incineration, autoclaving) and disposal options.

VI. POWER SUPPLY

Each facility shall be connected to uninterrupted power supply. This should include a standby generator with an automated switch on in case of power failure.
VII. DOCUMENTATION

For effective documentation, the following measures shall be observed:

(a) All international certificates of vaccination shall be procured through the Ministry of Health from Government Printers, serialized and watermarked for security purposes.

(b) All designated centers for vaccination of international travelers shall:
   (i) Maintain records of receipt and utilization of vaccines in prescribed registers
   (ii) Maintain a register for all travelers vaccinated which is verifiable by the Ministry of Health and be stored in both hard and soft copy.
   (iii) Submit monthly reports as per prescribed format to MOH in both hard copies and electronic version on (i) and (ii) above.

(c) All the means of verification of the vaccination certificates shall be determined by the Ministry of Health.

VIII. ADDITIONAL REQUIREMENTS

(a) The Ministry of Health may communicate additional requirements as need arises.

(b) Any institution that contravenes these guidelines shall lose its designation status as a vaccination center and/or be required to close the premises.

(c) In the instances where the Ministry revokes the designation status of an institution as a vaccination center, it shall forthwith take control of the unused International Certificates of Vaccination and of the register and vaccines for safe keeping.

(d) Where an institution loses its designation status as a vaccination center, it shall have right of appeal to the Cabinet Secretary within thirty days from the date of revocation.

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