

VACCINATION SUBSIDY SCHEME**HUMAN PAPILOMAVIRUS (HPV) VACCINATION CATCH-UP PROGRAMME****DEFINITIONS, TERMS AND CONDITIONS OF AGREEMENT, AND SCHEDULE
(HPV VACCINATION CATCH-UP PROGRAMME) (SUPPLEMENTARY AGREEMENT)****Preamble**

- (a) This document in Appendix J(ii) titled “Vaccination Subsidy Scheme Definitions, Terms and Conditions of Agreement, and Schedule (HPV Vaccination Catch-up Programme) (Supplementary Agreement)” should be read in conjunction with the document in Appendix J, titled “Vaccination Subsidy Scheme Definitions, Terms and Conditions of Agreement, and Schedule”. Terms defined in Appendix J shall be applicable to this Appendix J(ii).
- (b) Each EHCP and his Associated Organization (if any) shall be bound by all provisions in the VSS Agreement and the Supplementary Agreement in relation to the HPV Vaccination Catch-up Programme if that EHCP or his Associated Organization shall provide Human Papillomavirus Vaccination to Eligible Persons at their universities, post-secondary institutions, secondary schools and special schools under the HPV Vaccination Catch-up Programme.

Operative Part

1. In consideration of the Government agreeing to pay the Subsidy in respect of Vaccinations under the HPV Vaccination Catch-up Programme within the Vaccination Period, the EHCP and his Associated Organization (if any) jointly and severally undertake and agree to observe all provisions in relation to the HPV Vaccination Catch-up Programme set out in the Agreement, the Supplementary Agreement and the Human Papillomavirus Vaccination Catch-up Programme Doctors’ Guide (for Schools) (hereinafter referred to as “HPV Vaccination Catch-up Programme Doctors’ Guide (for Schools)”).
2. The Supplementary Agreement shall be deemed to have been constituted between an EHCP and his Associated Organization (if any) and the Government in relation to the HPV Vaccination Catch-up Programme when the EHCP and his Associated Organization (if any) shall have completed a reply slip provided by DH and returned the same to the Programme Management and Vaccination Division (PMVD) to indicate that the EHCP’s and his Associated Organization (if any)’s intention to provide Vaccination services under the HPV Vaccination Catch-up Programme for Eligible Persons in universities, post-secondary institutions, secondary schools and special schools and that such application is accepted by the Government (acting through the PMVD). All EHCP and their Associated Organizations which have enrolled in the Vaccination Subsidy Scheme (VSS) are required to enrol again by completing the aforesaid reply slip in the aforesaid manner.
3. In case the EHCP plans to change to another Associated Organization or withdraw from the HPV Vaccination Catch-up Programme, the EHCP must inform the PMVD by giving a prior written notice of not less than 30 days. The Government has the discretion to allow or reject the EHCP’s continued participation in the HPV Vaccination Catch-up Programme under another Associated Organization.

4. The EHCP and his Associated Organization (if any) shall not require the Eligible Persons or their parents/ guardians to pay any Service Fee for the Vaccination provided to the Eligible Persons at their universities, post-secondary institutions, secondary schools and special schools under the HPV Vaccination Catch-up Programme.
5. The HPV Vaccination Catch-up Programme Doctors' Guide (for Schools) is published at the website of the Centre for Health Protection (www.chp.gov.hk) and may be updated from time to time. EHCP and his Associated Organization (if any) are required to follow the HPV Vaccination Catch-up Programme Doctors' Guide (for Schools) for the HPV Vaccination Catch-up Programme.
6. The Government shall not be liable to an EHCP or his Associated Organization for any claims, actions, investigations, demands, proceedings, brought or instituted against the EHCP or his Associated Organization, or any liabilities, compensation, damage, loss, costs, charges and expenses which the EHCP or his Associated Organization may sustain or incur due to the suspension of classes announced by the Government for whatever reason and/or withdrawal of participating schools resulting in the postponement or cancellation of the planned vaccination under the HPV Vaccination Catch-up Programme.

Obligations of EHCP

7. Each EHCP or his Associated Organization shall comply with the provisions set out in Clauses 8 to 22 for providing HPV outreach vaccination activities at universities, post-secondary institutions, secondary schools and special schools on designated vaccination days. Apart from the outreach mode, EHCP or his Associated Organization providing healthcare services at the clinic(s) on campus of the universities or post-secondary institutions (Healthcare Services Clinic(s)) may provide walk-in or pre-booked HPV vaccinations at their Healthcare Services Clinic(s). The EHCP or his Associated Organization shall comply with the provisions set out in Clauses 23 to 30 below.

HPV Outreach Vaccinations Activities at Universities, Post-secondary Institutions, Secondary Schools and Special Schools

Before Vaccination

8. Each EHCP or his Associated Organization shall register a practice under eHealth System (Subsidies) which the EHCP will use exclusively for submitting Subsidy claims under the HPV Vaccination Catch-up Programme. All Subsidy claims must be submitted under this practice within 7 calendar days from the day of Vaccination.
9. Each EHCP or his Associated Organization shall liaise with the university (universities), post-secondary institution(s), secondary school(s) and special school(s), assigned to him by the Government through either School Self-selection of Doctors or DH-matching based on the logistics arrangement including but not limited to date and time of Vaccination.
10. Each EHCP or his Associated Organization may choose not to provide the Vaccination to the university (universities), post-secondary institution(s), secondary school(s) and special school(s) assigned to him. However, under such circumstances, the Government shall have no obligation to

assign another school to the EHCP or his Associated Organization for Vaccination. The refusal record will be taken into account by the Government for considering the future application of the EHCP or his Associated Organization for the HPV Vaccination Catch-up Programme.

11. Each EHCP or his Associated Organization shall answer any enquiries from schools or parents/guardians of the vaccine recipients, or the vaccine recipients related to the Vaccination.
12. Each EHCP or his Associated Organization shall inform the PMVD by submitting a prescribed Booking Form (“Booking Form”) of the tentative Vaccination dates for 1st and 2nd doses of Vaccination which he has arranged with the university (universities), post-secondary institution(s), secondary school(s) and special school(s) under the HPV Vaccination Catch-up Programme. If there are changes to the date(s) of Vaccination, the EHCP or his Associated Organization shall notify PMVD and submit a revised Booking Form at least 14 working days before the original date(s) of Vaccination. Past records of changing the schedule of vaccination service at short notice without valid reason(s) will be taken into account by the Government for considering the future application of the EHCP or his Associated Organization for the HPV Vaccination Catch-up Programme. Notwithstanding, the Government may at any time advise another date and time of Vaccination to be provided to a university, post-secondary institution, secondary school and a special school under the HPV Vaccination Catch-up Programme by giving prior notice to the EHCP and his Associated Organization.

Vaccine Delivery Arrangement for University Outreach, Post-secondary Institution Outreach, Secondary School Outreach and Special School Outreach

13. A confirmation on the Booking Form or the revised Booking Form submitted in accordance with Clause 12 above will be emailed back to the EHCP or his Associated Organization to confirm the dates of Vaccination accepted by the Government. The Government shall have no obligation to arrange the delivery of vaccine if the dates of the Vaccination are not confirmed by PMVD. This confirmation requirement applies equally to any notice of change of date(s) of Vaccination which may be given under Clause 12 above.
14. The vaccines for Human Papillomavirus Vaccination will be provided by the Government for Vaccinations to be given in University Outreach, Post-secondary Institution Outreach, Secondary School Outreach and Special School Outreach. The Government reserves the right of final decision for the type of Human Papillomavirus vaccines to be allocated to each EHCP or his Associated Organization.
15. Each EHCP or his Associated Organization undertakes to use the Vaccines provided by the Government only when performing Vaccination service to Eligible Persons at the universities, post-secondary institutions, secondary schools and special schools assigned to the EHCP or his Associated Organization by the Government under the HPV Vaccination Catch-up Programme.
16. Each EHCP or his Associated Organization shall comply with the vaccines delivery arrangement as stipulated by PMVD. Each EHCP or his Associated Organization shall arrive at the time as specified by the Government at the university, post-secondary institution, secondary school and special school and on the date as specified in the Booking Form or the revised Booking Form submitted in accordance with Clause 12 above and confirmed by the Government as mentioned in Clause 13 above. The delivery of the vaccines to universities, post-secondary institutions, secondary schools and special schools will be arranged by DH to the relevant universities, post-secondary institutions, secondary schools or special schools.

17. Each EHCP or his Associated Organization shall count the number of Vaccines received and sign on the delivery note on the day of vaccination activity when receiving the Vaccines from the Government or any person(s) authorized by DH to deliver the Vaccines to the university, post-secondary institution, secondary school or special school.
18. Each EHCP or his Associated Organization shall be responsible for the safe custody of the Vaccines and the equipment to maintain cold chain during the vaccination activities and return the unused Vaccines and the equipment to the Government or any person(s) authorized by DH after the Vaccination. The unused Vaccines to be returned to the Government shall also be counted and the quantity of unused Vaccines to be returned shall be acknowledged by the Government or any person(s) authorised by DH. If any such item is lost or damaged for any cause whatsoever while in the possession or under the control of the EHCP or his Associated Organization, the EHCP or his Associated Organization shall inform the Government immediately by written notice and pay to the Government the applicable administrative fees, which should normally include the cost of Vaccines and an administrative charge not exceeding 20% of the cost of Vaccines.

After Vaccination

19. Each EHCP or his Associated Organization shall be responsible for the safe custody of and the due handover of clinical waste to any person(s) authorized by a Licensed Clinical Waste Collector after the Vaccination. Each EHCP or his Associated Organization shall follow the Vaccination Subsidy Scheme Doctors' Guide, the HPV Vaccination Catch-up Programme Doctors' Guide (for schools), guidelines from the Environmental Protection Department (EPD) http://www.epd.gov.hk/epd/english/environmentinhk/waste/guide_ref/waste_guidelines.html and/or other instructions by the Government in handling clinical waste disposal.
20. Each EHCP or his Associated Organization shall submit the names and details of students receiving Vaccination within 7 calendar days from the day of Vaccination for claiming of Subsidy. Any Subsidy claims not made within the timeline set out in Clause 8 above will be considered as a late claim and the Government shall have the absolute discretion to refuse payment of injection fees to the EHCP or his Associated Organization for such late claim. In exercising its discretion, the Government may take into account factors which include, but not limited to, whether the EHCP or his Associated Organization has had past records of submitting late injection fee claims and whether there is any valid reason for lodging a late claim.
21. The Government reserves the right to upload the HPV vaccination record to the Electronic Health Record Sharing System (eHRSS) after the vaccination if the vaccination recipient or the parent or guardian of the vaccination recipient aged under 16 agrees to share the vaccination recipient's vaccination record to the eHRSS through signing the consent using the prescribed form.
22. Without prejudice to other provisions of the Agreement, under no circumstances whatsoever will the Government pay out any injection fees to the EHCP or his Associated Organization for a Vaccination if the claim for injection fee for such Vaccination is not submitted to the Government within 90 calendar days counting from the date of such Vaccination. The Government reserves the right not to pay out any injection fees to the EHCP or his Associated Organization for a claim with incomplete vaccination recipient's information or the claim is not validated through the eHealth System (Subsidies).

Optional Arrangements to Provide Walk-in or Pre-booked HPV Vaccination at Healthcare Services Clinics of Universities or Post-secondary Institutions

23. Each EHCP or his Associated Organization shall register a practice under eHealth System (Subsidies) which the EHCP will use exclusively for submitting Subsidy claims of vaccinations performed at the Healthcare Services Clinic(s) of universities or post-secondary institutions under the HPV Vaccination Catch-up Programme. All Subsidy claims must be submitted under this practice within 7 calendar days from the day of Vaccination.
24. Each EHCP or his Associated Organization shall inform the PMVD by submitting a prescribed Ordering Form (“Ordering Form”) to order the HPV Vaccines at least 5 working days (i.e. excluding Saturdays, Sundays and Public Holidays) before the day when the vaccines are required. A confirmation will be issued to the EHCP or his Associated Organization to confirm receipt of the order.
25. The vaccines for Human Papillomavirus Vaccination will be provided by the Government for Vaccinations to be given at the Healthcare Services Clinics of universities or post-secondary institutions. The vaccines to be allocated and the delivery date shall be determined solely by the Government and subject to availability. The Government reserves the right of final decision for the type of Human Papillomavirus vaccines to be allocated to each EHCP or his Associated Organization.
26. Each EHCP or his Associated Organization undertakes to use the Vaccines provided by the Government only when performing Vaccination service to Eligible Persons at the Healthcare Services Clinic(s) of university (universities) or post-secondary institution(s) under the HPV Vaccination Catch-up Programme.
27. Each EHCP or his Associated Organization shall count the number of Vaccines received and sign on the delivery note when receiving the Vaccines from the Government or any person(s) authorized by DH to deliver the Vaccines to the Healthcare Services Clinic of university or post-secondary institution. The unused Vaccines to be returned to the Government shall also be counted and the quantity of unused Vaccines to be returned shall be acknowledged by the Government or any person(s) authorised by DH. If any such item is lost or damaged for any cause whatsoever while in the possession or under the control of the EHCP or his Associated Organization, the EHCP or his Associated Organization shall inform the Government immediately by written notice and pay to the Government the applicable administrative fees, which should normally include the cost of Vaccines and an administrative charge not exceeding 20% of the cost of Vaccines.
28. Each EHCP or his Associated Organization shall be responsible for the safe custody and proper cold chain management of the Vaccines. The EHCP or his Associated Organization shall also monitor the stock level and expiry date of the Vaccines at the Healthcare Services Clinic of university or post-secondary institution.
29. Each EHCP or his Associated Organization shall answer any enquiries from the vaccine recipients or their parents / guardians related to the Vaccination.
30. Each EHCP or his Associated Organization shall also observe and comply with the provisions set out in Clauses 19 to 22 above in relation to the handling of clinical wastes and submission of claims, etc.

Inspection of the Vaccination Activities

31. DH may perform random onsite inspection(s) of the vaccination activities under the HPV Vaccination Catch-up Programme to ensure that the quality of the vaccination service provided by an EHCP or his Associated Organization meets the requirements and standards set out in the Agreement, the Supplementary Agreement and the HPV Vaccination Catch-up Programme Doctors' Guide (for Schools).

Post-payment Checking

32. Post-payment checking exercise would be conducted by DH for representative proportion of randomly selected cases of payment made to EHCP(s) or his Associated Organization to ensure the proper disbursement of government subsidies under the HPV Vaccination Catch-up Programme.

SCHEDULE

“DH-matching” means

The assignment of university (universities), post-secondary institution(s), secondary school(s) and special school(s) to an EHCP and his Associated Organization (if any) by the Government under the HPV Vaccination Catch-up Programme through matching procedures conducted by PMVD of DH.

“Eligible Person” means

A female student who was born between 2004 and 2008 and is attending a university, a post-secondary institution, a secondary school or a special school at the time of the Vaccination. Female students who was born in 2009 or after and is attending secondary school/ special school may be allowed to have mop-up HPV vaccine during the same secondary/ special school outreach if they have not yet received the doses of HPV vaccine recommended and included in the Hong Kong Childhood Immunisation Programme subject to the availability of vaccine.

“Human Papillomavirus Vaccination” means

A Vaccination (or one Vaccination) comprises two doses of Human Papillomavirus vaccine to be administered to an Eligible Person as defined above within one Vaccination Period. For Eligible Person who is immunocompromised or with specified clinical condition with documentary reference to a valid referral letter issued by a Registered Medical Practitioner, a three-dose schedule is recommended.

“Post-secondary Institution” means

An institution which is a degree-awarding higher education institution or provides registered locally-accredited full-time sub-degree courses in Hong Kong.

“Post-secondary Institution Outreach” means

Outreach vaccination activities organized in post-secondary institutions under the HPV Vaccination Catch-up Programme.

“School Self-selection of Doctors” means

The assignment of university (universities), post-secondary institution(s), secondary school(s) and special school(s) to an EHCP and his Associated Organization (if any) by the Government under the HPV Vaccination Catch-up Programme through mutual agreement between the school and the EHCP or his Associated Organization which has been verified and confirmed by PMVD of DH.

“Secondary School” means

A school registered under the Education Ordinance (Chapter 279 of the Laws of Hong Kong) which provides secondary education.

“Secondary School Outreach” means

Outreach vaccination activities organized in secondary schools under the HPV Vaccination Catch-up Programme.

“Special School” means

A school registered under the Education Ordinance (Chapter 279) of the Laws of Hong Kong which provides education for pupils through a special education curriculum and that has been approved by the Permanent Secretary for Education for such purpose.

“Special School Outreach” means

Outreach vaccination activities organized in special schools under the HPV Vaccination Catch-up Programme.

“Subsidy” means

The Subsidy per dose of Human Papillomavirus vaccine given to Eligible Persons at their universities, post-secondary institutions, secondary schools and special schools under the HPV Vaccination Catch-up Programme is HKD \$105.

“University” means

A university which is funded by the University Grants Committee (“UGC”) or a post-secondary institution registered under the Post Secondary Colleges Ordinance (Chapter 320) of the Laws of Hong Kong or established pursuant to its respective ordinance which is granted the university title with the approval by the Chief Executive in Council.

“University Outreach” means

Outreach vaccination activities organized in universities under the HPV Vaccination Catch-up Programme.

“Healthcare Services Clinic” means

A Clinic on campus of a university or a post-secondary institution which provides healthcare services to the students of the university or post-secondary institution.

“Vaccination Period” means

A period announced by PMVD of DH for giving Human Papillomavirus Vaccination to Eligible Persons at their universities, post-secondary institutions, secondary schools and special schools under the HPV Vaccination Catch-up Programme.