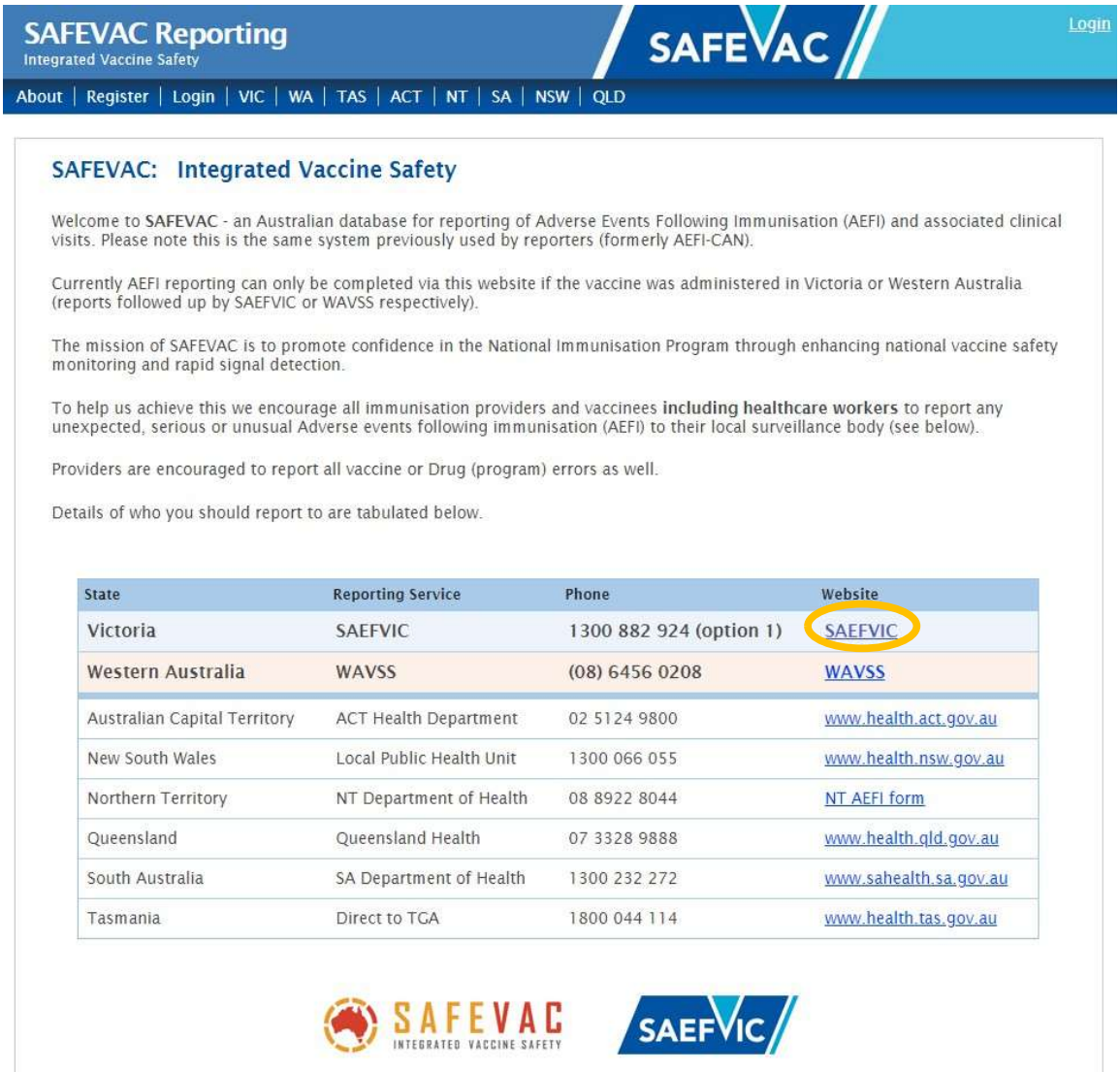
SAEFVIC User Guide

Last updated: 3 December 2025

Section 1: Registration/ Creating an Account

Step 1: Navigate to the SAEFVIC Page

1. On the main website, click on the SAEFVIC button.
2. You will be taken to the SAEFVIC page containing Frequently Asked Questions (FAQs) and options to either:
   - **Register** (first-time users), or
   - **Log in / Return** (existing users)
3. Once on this page, proceed with steps below:



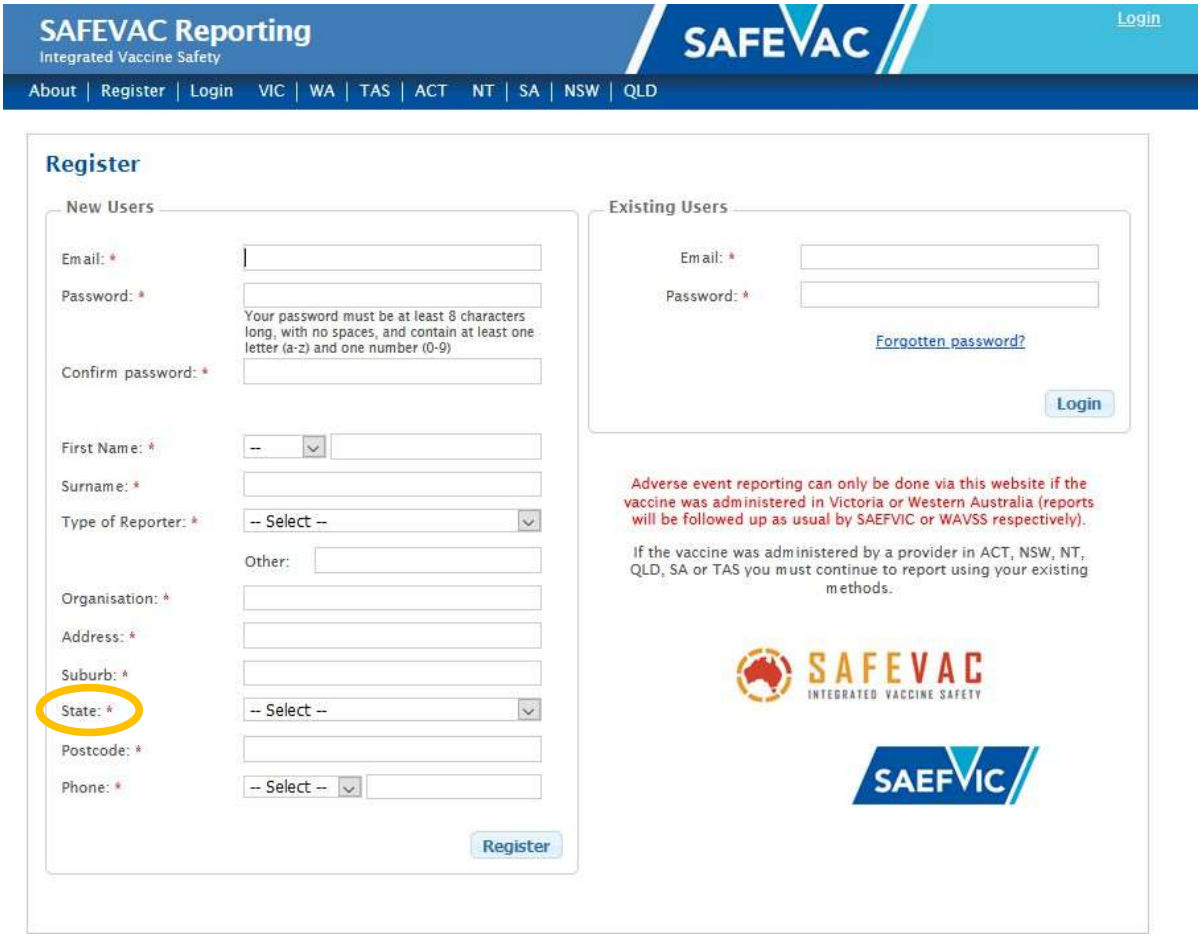
Step 2: Open the Registration Page

Click on the Register link to open the registration window.

Step 3: Enter your Details

Fill in your personal details and click Register to submit.

- Use your **official work email address** rather than a non-secure address such as Hotmail, Yahoo or Gmail.
- A shared, generic account can be used within a clinic or department for example nurse@familyclinic.com.au or imm@baycouncil.org.au
- Your password much include at **least 8 characters**, including **one letter**, **one number**, and **no spaces.**



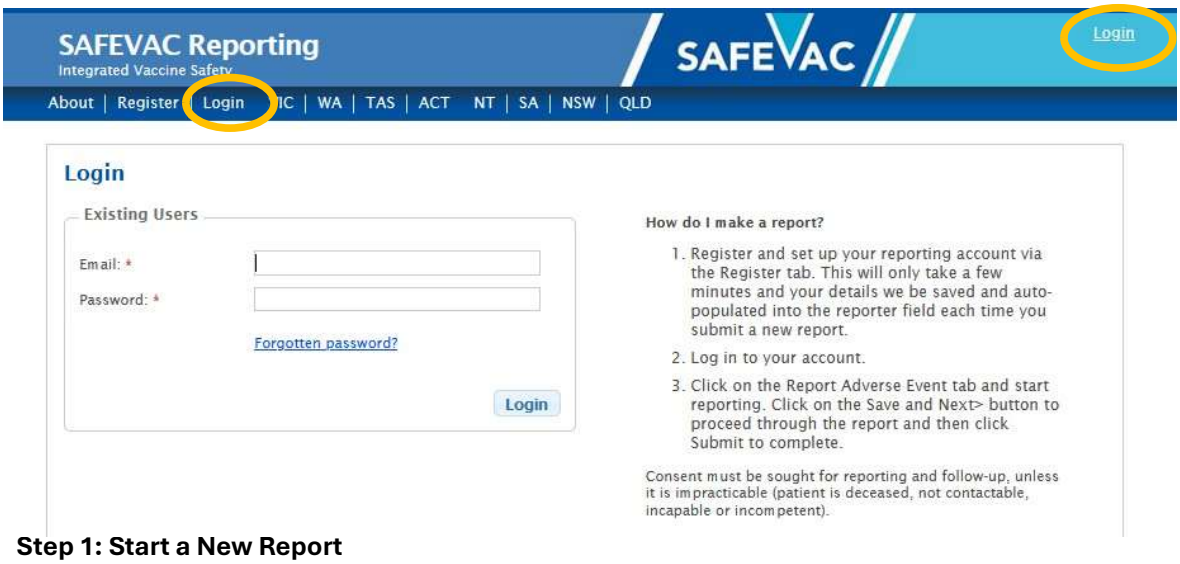
Important: Ensure you select the correct state/ territory from the dropdown menu, so your reports are sent to the correct jurisdiction

Section 2: Creating a Report

Before you Begin

Login in using the password you created during registration.

On your first login, confirm that the correct **state/territory** is displayed. If it is incorrect, contact **1300 882 924 (option 1)** or email: enquiries@saefvic.org.au to update your account details.



Step 1: Start a New Report

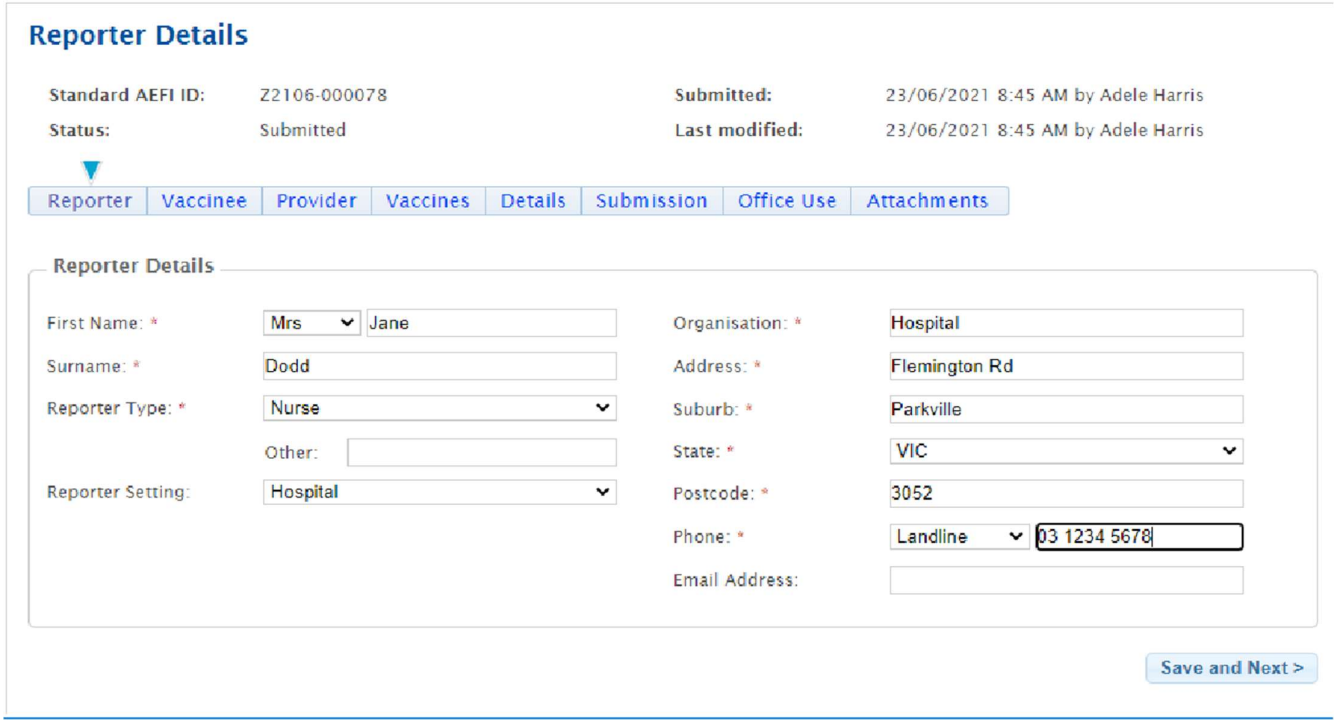
Click on **Report Event** or **Report an Adverse Event** to begin.

- Fields marked with * are mandatory.
- Hover your cursor over each field to see what information is required.
- Click **Save and Next >** at the bottom right of each page to save your information and proceed.

Step 2: Enter Reporter Details

Your account details will auto-populate this section.

- If using a group account, replace the auto-filled details with your own personal information.

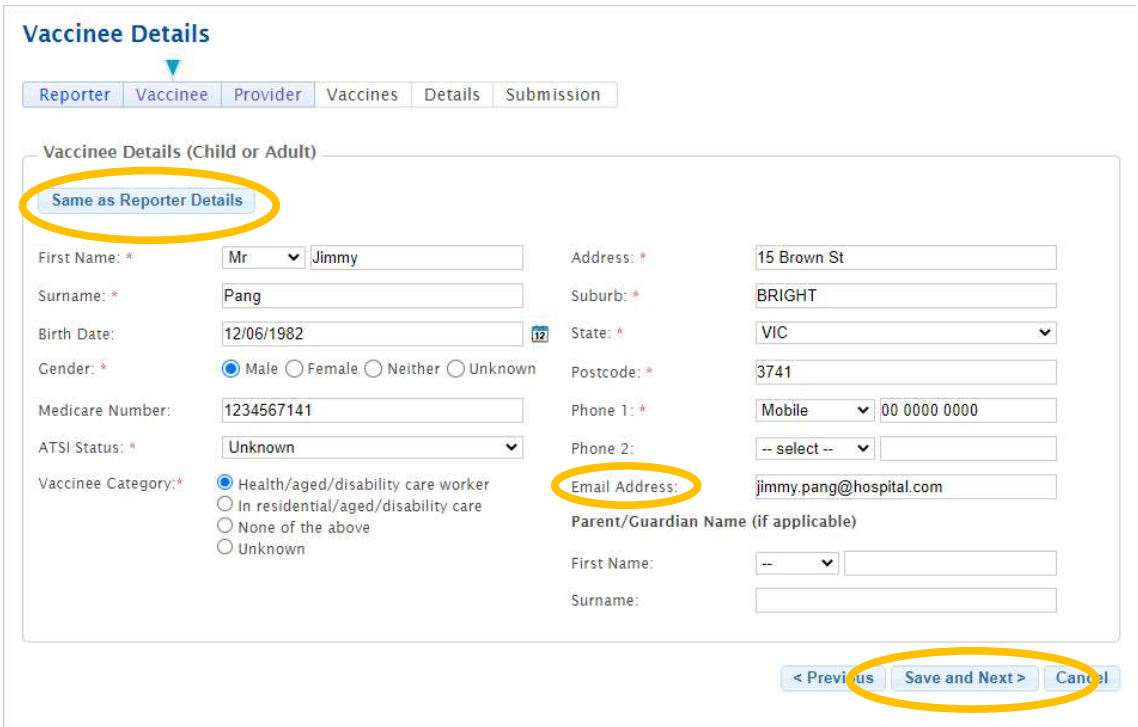


Step 3: Enter Vaccinee Details

If the reporter is also the vaccinee (self), click **Same as Reporter Details** to auto-populate.

If the reporter has the some of the same details as the vaccinee (i.e surname, address), you can click **Same as Reporter Details** to auto-populate however will need to update the vaccinee details, including name and date of birth (DOB).

Where available, please provide vaccinee/contact best **email address** for report follow up.

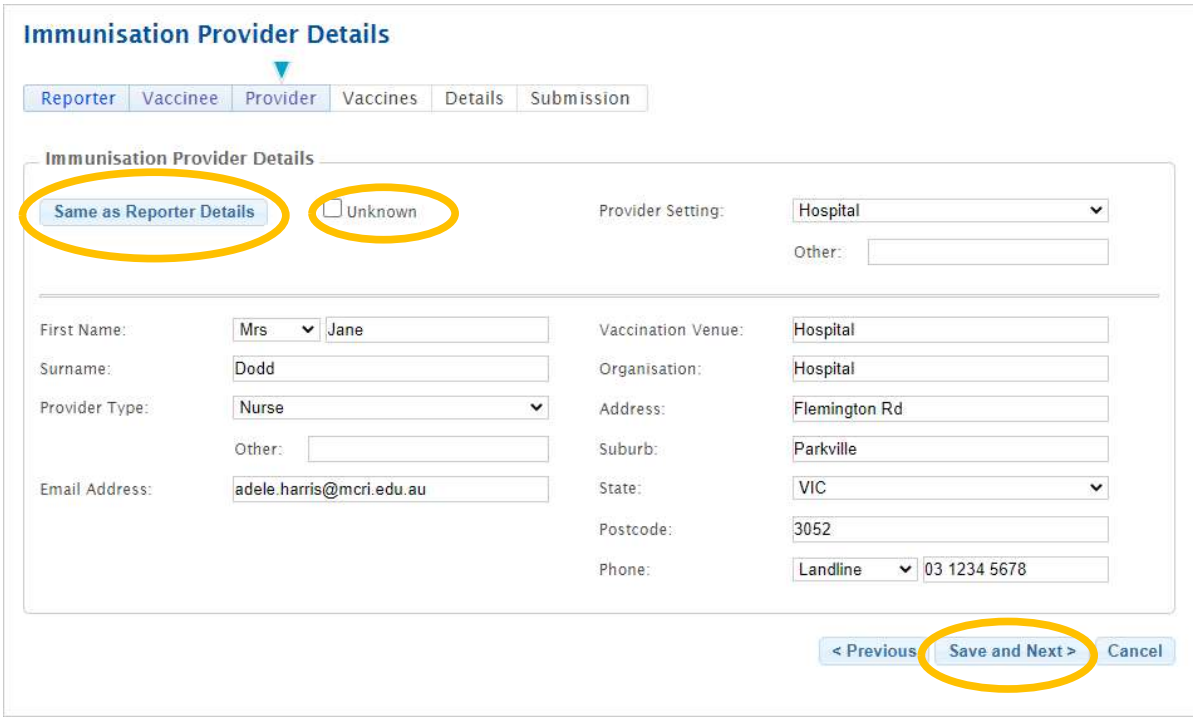


Step 4: Enter Immunisation Provider Details

If the provider is also the reporter, click **Same as Reporter Details** to auto-populate.

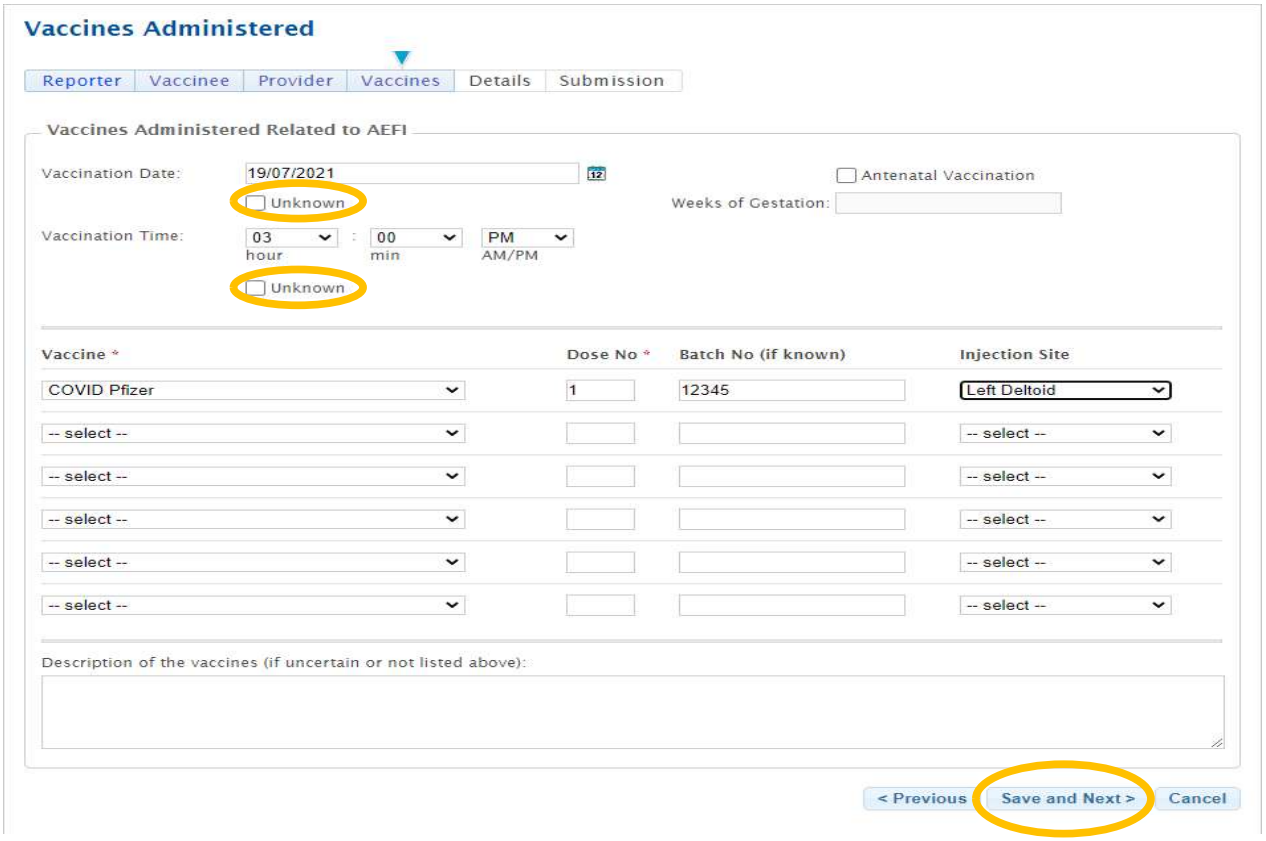
If the provider has the some of the same details as the reporter (i.e organisation details), you can click **Same as Reporter Details** to auto-populate however will need to update the actual immunisation provider details which may be different to the reporter.

If the provider is unknown, please check this box "**unknown**" and press **Save and Next** to move on. If you know the **provider setting**, please nominate in this field even if not all organisation details are available.



Step 5: Complete the Vaccines Administered Page

Enter all relevant information about the vaccine(s) given. If vaccination date **unknown**, please check these boxes.



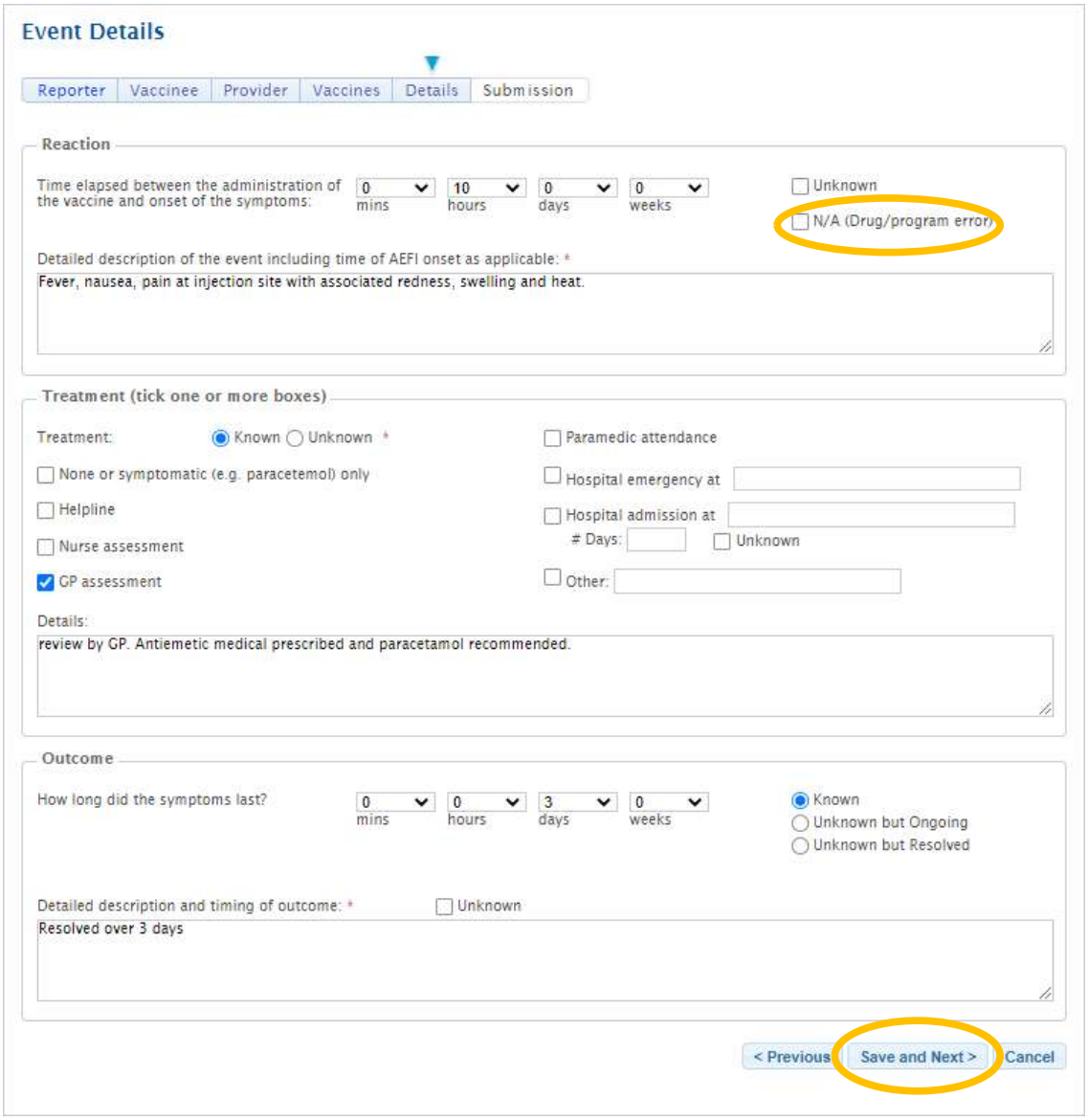
Step 6: Complete the Reaction and Treatment Page

Provide as much detail as possible, including:

- Timing of symptoms
- Injection site
- Treatment provided
- Outcome

For vaccine administration error or program errors:

- Record "N/A (Drug/ program e**rror"** and clearly describe what occurred in the **Reaction** field.
- Note whether the vaccinee was informed and what clinical advice was given.

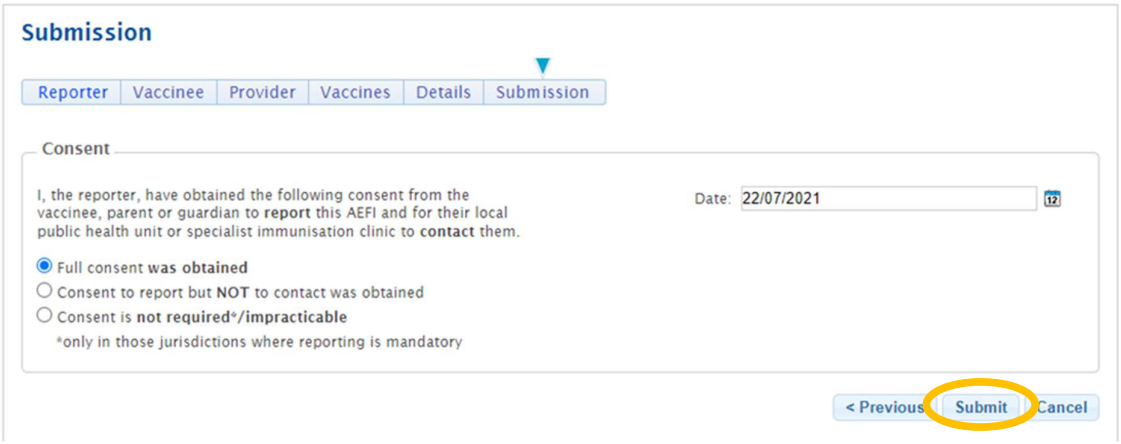


Step 7: Submit the Report

Complete the final Submission section and click Submit

Consent Requirements

- In jurisdictions where reporting is **mandatory**, consent is **not required**. Select the final consent option and state the reason.
- In jurisdictions where reporting is **not mandatory**, **consent must be obtained**.
- If the case is serious and consent is impracticable (e.g. patient is deceased, not contactable, incapable), select the final consent option and explain why. You may be asked to obtain consent retrospectively.
- In most jurisdictions, **consent to contact** must be sought if the patient may be contacted by the health department or a specialised immunisation service.
- Not all reports will receive follow up, despite consent.



Important: Once you click **Submit**, you can no longer access or edit the report. Review all sections for accuracy before submitting.

Keeping a Copy of the Report

Click **Print Event** to save a copy for your records. You cannot return to this page after leaving the screen.

Amendments

Should you need to make any amendments to the report after submission, you will need to call or email: enquiries@saefvic.org.au