

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:



SAFEVAC: Integrated Vaccine Safety

Welcome to SAFEVAC - an Australian database for reporting of Adverse Events Following Immunisation (AEFI) and associated clinical visits. Please note this is the same system previously used by reporters (formerly AEFI-CAN).

Currently AEFI reporting can only be completed via this website if the vaccine was administered in Victoria or Western Australia (reports followed up by SAEFVIC or WAVSS respectively).

The mission of SAFEVAC is to promote confidence in the National Immunisation Program through enhancing national vaccine safety monitoring and rapid signal detection.

To help us achieve this we encourage all immunisation providers and vaccinees **including healthcare workers** to report any unexpected, serious or unusual Adverse events following immunisation (AEFI) to their local surveillance body (see below).

Providers are encouraged to report all vaccine or Drug (program) errors as well.

Details of who you should report to are tabulated below.

State	Reporting Service	Phone	Website
Victoria	SAEFVIC	1300 882 924 (option 1)	SAEFVIC
Western Australia	WAVSS	(08) 6456 0208	WAVSS
Australian Capital Territory	ACT Health Department	02 5124 9800	www.health.act.gov.au
New South Wales	Local Public Health Unit	1300 066 055	www.health.nsw.gov.au
Northern Territory	NT Department of Health	08 8922 8044	NT AEFI form
Queensland	Queensland Health	07 3328 9888	www.health.qld.gov.au
South Australia	SA Department of Health	1300 232 272	www.sahealth.sa.gov.au
Tasmania	Direct to TGA	1800 044 114	www.health.tas.gov.au



Step 2: Open the Registration Page

Click on the Register link to open the registration window.



Surveillance of Adverse Events Following Vaccination In the Community (SAEFVIC)

SAEFVIC (Surveillance of Adverse Events Following Vaccination In the Community) is the central reporting service in Victoria for any significant adverse event following immunisation (AEFI).

We are a public health partnership initiative of the Victorian Immunisation Program funded by the Department of Health (DH). Reporting adverse events is not mandatory in Victoria, however doing so allows the rapid investigation of any potential vaccine or system problems by Victorian and national health authorities (Therapeutic Goods Administration). This helps to ensure a safe and effective immunisation program and it maintains community confidence in vaccines.

Timely reporting to SAEFVIC enables us to quickly detect any potential vaccine or system problems. This helps to ensure Victoria has a safe immunisation program and maintains community confidence.

SAEFVIC offers expert immunisation safety advice to reporters and healthcare workers, and can provide clinical services for children and adults who have experienced an AEFI.

Please see your GP, local emergency department or call 000 if immediate assistance is required.

- + What is an Adverse Event Following Immunisation (AEFI)?
- + What symptoms should be reported?
- + Reporting an adverse event following a vaccine
- + Who can report an AEFI?
- + What happens with reports?
- + Why do we collect information about your vaccination experience?
- + How do we store your data?
- + Who do we give the data to?

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 must include at **least 8 characters**, including **one letter, one number**, and **no spaces**.

SAFEVAC Reporting
Integrated Vaccine Safety

SAFEVAC

Login

About | Register | Login | VIC | WA | TAS | ACT | NT | SA | NSW | QLD

Register

New Users

Email: *

Password: *

Your password must be at least 8 characters long, with no spaces, and contain at least one letter (a-z) and one number (0-9)

Confirm password: *

First Name: *

--

Surname: *

Type of Reporter: *

-- Select --

Other:

Organisation: *

Address: *

Suburb: *

State: *

-- Select --

Postcode: *

Phone: *

-- Select --

Register

Existing Users

Email: *

Password: *


[Forgotten password?](#)

Login

Adverse event reporting can only be done via this website if the vaccine was administered in Victoria or Western Australia (reports will be followed up as usual by SAEFVIC or WAVSS respectively).

If the vaccine was administered by a provider in ACT, NSW, NT, QLD, SA or TAS you must continue to report using your existing methods.


INTEGRATED VACCINE SAFETY



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.



The image shows the SAFEVAC Reporting login page. The header is blue with 'SAFEVAC Reporting' and 'Integrated Vaccine Safety' on the left, and 'SAFEVAC' on the right. A 'Login' link is circled in yellow in the top right. Below the header is a navigation bar with links: 'About', 'Register', 'Login' (circled in yellow), 'VIC', 'WA', 'TAS', 'ACT', 'NT', 'SA', 'NSW', 'QLD'. The main content area has a 'Login' heading. On the left, under 'Existing Users', there are input fields for 'Email: *' and 'Password: *', a 'Forgotten password?' link, and a 'Login' button. On the right, under 'How do I make a report?', there are three numbered steps: 1. Register and set up your reporting account via the Register tab. This will only take a few minutes and your details will be saved and auto-populated into the reporter field each time you submit a new report. 2. Log in to your account. 3. Click on the Report Adverse Event tab and start reporting. Click on the Save and Next > button to proceed through the report and then click Submit to complete. Below the steps, a note states: 'Consent must be sought for reporting and follow-up, unless it is impracticable (patient is deceased, not contactable, incapable or incompetent).'

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.



The image shows the SAFEVAC Reporting dashboard. The header is blue with 'SAFEVAC Reporting - VIC' and 'Integrated Vaccine Safety' on the left, and 'SAFEVIC' on the right. A 'Welcome,' message and a 'Logout' link are on the far right. Below the header is a navigation bar with links: 'Instructions', 'My Profile', 'Report Event' (circled in yellow), 'Search Reports', and 'Administration'. The main content area has a heading 'Instructions' and two buttons: 'Download Reporter Guide' and 'Report an Adverse Event' (circled in yellow).

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.

Reporter Details

Standard AEFI ID: Z2106-000078

Status: Submitted

Submitted: 23/06/2021 8:45 AM by Adele Harris

Last modified: 23/06/2021 8:45 AM by Adele Harris

Reporter Vaccinee Provider Vaccines Details Submission Office Use Attachments

Reporter Details

First Name: *	Mrs	Jane	Organisation: *	Hospital
Surname: *	Dodd		Address: *	Flemington Rd
Reporter Type: *	Nurse		Suburb: *	Parkville
	Other:		State: *	VIC
Reporter Setting:	Hospital		Postcode: *	3052
			Phone: *	Landline 03 1234 5678
			Email Address:	

Save and Next >

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.

Vaccinee Details

Reporter Vaccinee Provider Vaccines Details Submission

Vaccinee Details (Child or Adult)

Same as Reporter Details

First Name: *	Mr	Jimmy	Address: *	15 Brown St
Surname: *	Pang		Suburb: *	BRIGHT
Birth Date:	12/06/1982		State: *	VIC
Gender: *	<input checked="" type="radio"/> Male <input type="radio"/> Female <input type="radio"/> Neither <input type="radio"/> Unknown		Postcode: *	3741
Medicare Number:	1234567141		Phone 1: *	Mobile 00 0000 0000
ATSI Status: *	Unknown		Phone 2:	-- select --
Vaccinee Category: *	<input checked="" type="radio"/> Health/aged/disability care worker <input type="radio"/> In residential/aged/disability care <input type="radio"/> None of the above <input type="radio"/> Unknown		Email Address:	jimmy.pang@hospital.com
			Parent/Guardian Name (if applicable)	
			First Name:	--
			Surname:	

< Previous Save and Next > Cancel

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 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.

Immunisation Provider Details

[Reporter](#) [Vaccinee](#) [Provider](#) [Vaccines](#) [Details](#) [Submission](#)

Immunisation Provider Details

[Same as Reporter Details](#) ☐ Unknown

Provider Setting:

Hospital

 Other:

First Name:

Mrs

 Jane

Surname:

Dodd

Provider Type:

Nurse

Other:

Email Address:

adele.harris@mcri.edu.au

Vaccination Venue:

Hospital

Organisation:

Hospital

Address:

Flemington Rd

Suburb:

Parkville

State:

VIC

Postcode:

3052

Phone:

Landline

 03 1234 5678

< Previous

Save and Next >

Cancel

Step 5: Complete the Vaccines Administered Page

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

Vaccines Administered

[Reporter](#) [Vaccinee](#) [Provider](#) [Vaccines](#) [Details](#) [Submission](#)

Vaccines Administered Related to AEFI

Vaccination Date:

☐ Unknown

Antenatal Vaccination: ☐

Weeks of Gestation:

Vaccination Time: hour : min AM/PM

☐ Unknown

Vaccine *	Dose No *	Batch No (if known)	Injection Site
<input type="text" value="COVID Pfizer"/>	<input type="text" value="1"/>	<input type="text" value="12345"/>	<input type="text" value="Left Deltoid"/>
-- select --	<input type="text"/>	<input type="text"/>	-- select --
-- select --	<input type="text"/>	<input type="text"/>	-- select --
-- select --	<input type="text"/>	<input type="text"/>	-- select --
-- select --	<input type="text"/>	<input type="text"/>	-- select --
-- select --	<input type="text"/>	<input type="text"/>	-- select --

Description of the vaccines (if uncertain or not listed above):

[< Previous](#) [Save and Next >](#) [Cancel](#)

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 **error**” and clearly describe what occurred in the **Reaction** field.
- Note whether the vaccinee was informed and what clinical advice was given.

Event Details

ReporterVaccineeProviderVaccines**Details**Submission

Reaction

Time elapsed between the administration of the vaccine and onset of the symptoms: 0 mins10 hours0 days0 weeks

☐ Unknown☒ N/A (Drug/program error)

Detailed description of the event including time of AEFI onset as applicable: *

Fever, nausea, pain at injection site with associated redness, swelling and heat.

Treatment (tick one or more boxes)

Treatment: ☒ Known ☐ Unknown *

☐ None or symptomatic (e.g. paracetamol) only☐ Paramedic attendance

☐ Helpline☐ Hospital emergency at

☐ Nurse assessment☐ Hospital admission at

☒ GP assessment☐ # Days: ☐ Unknown

☐ Other:

Details:

review by GP. Antiemetic medical prescribed and paracetamol recommended.

Outcome

How long did the symptoms last? 0 mins0 hours3 days0 weeks

☒ Known☐ Unknown but Ongoing☐ Unknown but Resolved

Detailed description and timing of outcome: *

☐ Unknown

Resolved over 3 days

< PreviousSave and Next >Cancel

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.

The screenshot shows the 'Submission' section of a form. At the top, there are tabs: 'Reporter', 'Vaccinee', 'Provider', 'Vaccines', 'Details', and 'Submission'. The 'Submission' tab is selected. Below the tabs, the 'Consent' section is visible. It contains a text box with the following text: 'I, the reporter, have obtained the following consent from the vaccinee, parent or guardian to report this AEFI and for their local public health unit or specialist immunisation clinic to contact them.' To the right of this text is a 'Date' field with the value '22/07/2021' and a calendar icon. Below the text box are three radio button options: 'Full consent was obtained' (which is selected), 'Consent to report but NOT to contact was obtained', and 'Consent is not required*/impracticable'. A footnote below the third option states: '*only in those jurisdictions where reporting is mandatory'. At the bottom right of the form, there are three buttons: '< Previous', 'Submit' (which is circled in yellow), and 'Cancel'.

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

The screenshot shows the 'Thankyou' page. It contains the following text: 'Thank you for your submission.', 'The Event ID assigned to this report is V2107-039475.', 'Your report will be reviewed and feedback provided via the selected method.', and 'If you have any queries regarding this submission, please contact [SAFEVAC Reporting](#) directly.' Below this text is a 'Regards,' followed by 'The SAFEVAC Reporting'. At the bottom left, there is a 'Print Event' button (circled in yellow). At the bottom right, there is a 'Report Another Event' button.