

COVID-19 VACCINE

Checklist for Vaccine Preparation

10/29/20

Date	Activity	Additional Resources/Information
Pre-Vaccine Enrollment		
	Consider establishing a COVID-Vaccine Coordinator	<ul style="list-style-type: none"> This person will stay abreast of vaccine progress and availability, assist with coordination of operational considerations and ensure appropriate staff education.
	Review jurisdiction COVID-19 Interim Vaccination Plan	<ul style="list-style-type: none"> Internet search jurisdiction name and "COVID-19 Vaccination Plan".
	Check jurisdiction requirements for vaccination enrollment	<ul style="list-style-type: none"> This varies by jurisdiction, check the vaccination plan for details.
	Complete the COVID-19 Program Provider Agreement	<ul style="list-style-type: none"> This form is required by the CDC, but submitted to jurisdiction. Many jurisdictions are creating on line versions of this form for submission. Preview a draft of the agreement.
	Complete the COVID-19 Vaccination Program Provider Profile Form	<ul style="list-style-type: none"> This form is required by the CDC, but submitted to jurisdiction. Many jurisdictions are creating online versions of this form for submission. Information to have available can be located here.
	Consider your capacity to store and administer a two-stage vaccine 21-28 days apart	<ul style="list-style-type: none"> Storage, staffing and patient flow.
Immunization Information System (IIS)		
	Identify the system the jurisdiction is using to submit vaccination information	<ul style="list-style-type: none"> The system utilized varies by jurisdiction. Check your jurisdiction's plan.
	Confirm facility is enrolled in the system. If not take steps to enroll	
	Request or verify user access for individuals who will be providing vaccines and entering patient information into the IIS	
	Verify if EMR in use will communicate with IIS	

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	Ensure all users receive appropriate education on how to navigate the system and enter required elements daily	<ul style="list-style-type: none"> Mandatory data elements for entry are available here.
	Understand how to order and track vaccination dosages	<ul style="list-style-type: none"> Each jurisdiction will be placing orders for points of distribution in VTrckS.
	Coordinate with jurisdiction to understand what will be provided by the jurisdiction	
Vaccine Storage & Handling		
	Understand your capacity for vaccine storage (refrigerators/freezers) at each vaccination site	<ul style="list-style-type: none"> Refer to CDC Vaccine Storage and Handling Toolkit for additional information. Per CDC: providers are not advised to purchase ultra-low cold chain storage.
	Ensure storage units (refrigerators/freezers) are in proper working order and being monitored 24 hours a day using a digital data logger	
	Storage units must be plugged into an electric supply that will run on a generator (red plug) in the event there is loss of power	
	Determine if site is able to receive vaccines after hours. If not designate alternate site for delivery	
	Acquire tools for handling dry ice and identify potential local resource for the dry ice	<ul style="list-style-type: none"> One vaccine that is ultra-low cold chain storage may be stored in dry ice containers until utilization. COVID-19 Dry Ice Infographic
	Designate a minimum two employees who will be trained to receive deliveries of COVID-19 vaccines and who will be available by phone	<ul style="list-style-type: none"> Ensure staff review CDC Vaccine Storage and Handling Toolkit
	Create a list of current staff who are authorized to order and administer vaccines	<ul style="list-style-type: none"> Review state scope of practice regulations, check to see if there are exceptions for PHE. Utilize template for tracking available staff located here.
	Develop a tracking log for recording temperatures	
	Update standard operating procedure for security as well as after-hours building access and security	
	Update building management and security staff, if appropriate, on SOP and ensure relevant staff has copies of this information available at home	
Vaccine Clinic (Point of Distribution) Planning		
	Gather a multidisciplinary team to establish prioritization based on ACIP and jurisdiction guidance, standard orders, protocols for vaccine administration, patient flow, staff and patient education	<ul style="list-style-type: none"> Check for resources that may be provided by your jurisdiction. Also check out our list of valuable links available here.

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	Establish a policy for employee vaccination of staff, including appropriate prioritization	<ul style="list-style-type: none"> Consider possible immune system response (low-grade fever, muscle pain, weakness) for 24-48 hours post vaccination. Vaccinating entire units or all staff (i.e. nursing) at one time may not be prudent and facilities may want to stagger vaccination to ensure limited staffing impact
	Standard order set embedded in EMR	
	Staff education can start now: IIS system, basic vaccine information, proper vaccine storage and handling, proper handling of dry ice, EUA process, vaccine adverse event reporting (VAERS)	<p>Check out the following links for assistance:</p> <ul style="list-style-type: none"> Recommended COVID-19 Vaccination Provider Training Valuable Links for COVID-19 Vaccination Info COVID-19 Dry Ice Infographic CDC Vaccine Storage and Handling Toolkit https://vaers.hhs.gov/ CMS Vaccination Partner Toolkit
	As FDA approval is granted ensure review through health system P&T committee	
	Establish communication plan to provide updates to staff and patients on vaccine availability, vaccine phase, priority groups to receive vaccine and vaccine safety/efficacy	<ul style="list-style-type: none"> Review this list on the CDC website. NASEM Framework for Equitable Allocation of COVID-19 Vaccine
	Establish patient flow that accounts for vaccine delivery, while maintaining appropriate COVID measures such as screening and social distancing	<ul style="list-style-type: none"> Test this process during influenza vaccinations. Make sure your process takes into account the variability in time some vaccines are viable at room temperature (e.g. MDV 6 hours).
	Review list of ancillary supplies provided with vaccines	<ul style="list-style-type: none"> Ancillary supplies for vaccine administration to 100 patients are provided as well as limited PPE. An infographic with a list of supplies is available here.
	Coordinate with jurisdiction to determine additional supplies that may be provided to ensure adequate supply of PPE (gloves, etc.)	<ul style="list-style-type: none"> Some jurisdictions are planning to have additional supplies available; however this varies among jurisdictions.
	Create a process for patient reminders in the event a two-stage vaccine is utilized	<ul style="list-style-type: none"> Certain vaccines will be administered in two doses 21-28 days apart.
	Review the CDC Clinic Check list and complete at vaccination sites	<ul style="list-style-type: none"> Site vaccination clinic checklist
	Implement appropriate measures to ensure proper billing and coding	<ul style="list-style-type: none"> CMS Provider Toolkit: Enrolling, Reimbursement, Billing & Coding CMS COVID Vaccine Interim Final Rule
	If you are planning to provide vaccination at a temporary, drive through or an off-site clinic, review the CDC guidance on this topic	<ul style="list-style-type: none"> CDC Guidance for Planning Vaccination at Satellite, Temporary or Off-Site Clinics

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