

Community-Led Vaccination – Clinical Readiness Walkthrough and Checklist

This document was created as a part of the Community Vaccination Strategy Documentation. This Clinical Readiness document provides the Clinical Vaccine Team information pre-, during and post- the site's clinic day. This includes roles and responsibilities, arrival information, vaccine readiness, documentation and unused doses. Please refer the *Clinical Training* document if you require more information.



NOTE: In this document

- *Clinical Vaccination Team* refers to the clinical team that will be available on site to help vaccinate (can be from a site or can be part of broader Mobile Team Vaccine capacity)
- *Site Team* refers to the staff that work in the setting or for the organization where the vaccinations are taking place and will be working with the Clinical Vaccination Team
- *Vaccine Recipients* refer to people receiving the vaccine, such as clients, staff, and essential caregivers (ECGs)

Pre-Site Clinic Day

- Pack two duffle bags or containers using checklist/guidelines below:

<u>Bag 1</u> (PPE, Large Black Bag)	<u>Bag 2</u> (Needle supplies, Smaller bag)
<ul style="list-style-type: none"><input type="checkbox"/> Gloves – enough for 4 carts:<ul style="list-style-type: none">○ Pack a variety of sizes, formulations (i.e. latex, latex-free) and suitable quantities for team, along with 1-2 extra boxes○ Recommend bringing 1 size up from what people normally wear to make it easier to remove/put on between vaccinations<input type="checkbox"/> Face shields – 10 on average, pack last on top of isolation gowns and visor masks<input type="checkbox"/> Visor Mask Box – replace with a new box if down to 5-6<input type="checkbox"/> Hand Sanitizer – 4 bottles, if less than half in bottle combine together<input type="checkbox"/> Isolation Gowns – 20 to 30 gowns;<ul style="list-style-type: none">○ If going a site with outbreaks take additional gowns, ~30○ Also helpful to have the Clinical Vaccination Team easily identifiable (e.g., bring yellow gowns)<input type="checkbox"/> Baggies of level 3 masks – replenish if less than 15 masks<input type="checkbox"/> Wipes – take 2 containers approved disinfecting wipes and put in top side pocket	<ul style="list-style-type: none"><input type="checkbox"/> Blue Pads – 2 bags of pads (total 20)<input type="checkbox"/> Anaphylaxis Kit & Epi Pen – check expiry before packing<input type="checkbox"/> Alcohol Swabs – At least 2 boxes<input type="checkbox"/> Cotton Balls – 1 biohazard bag full of cotton balls, replenish if needed<input type="checkbox"/> Band-Aids – 1 box of Band-Aids, replenish if needed<input type="checkbox"/> Tissue Boxes – 4 boxes, not needed but some prefer having<input type="checkbox"/> Sharps Containers<input type="checkbox"/> 2 white trays – to put vaccinations on<input type="checkbox"/> Vaccination Carts – if going to site where you need to go on multiple floors<input type="checkbox"/> Pens and Stickers/Name Tags – to use for people vaccinated to show time observation period ends<input type="checkbox"/> Blank Consent and Receipt forms – just in case they are needed<input type="checkbox"/> AEFI Forms <p>Will come with vials</p> <ul style="list-style-type: none"><input type="checkbox"/> Syringes – Syringes will come with the vials; the number of syringes will match the number of doses in the vials

If a portable cooler is needed on site

- Prepare Portable Cooler
- Ensure temperature probe resting against an ice pack and ice packs are covered with blue pad; vaccine containers should not be in direct contact with ice packs

Community-Led Vaccination – Clinical Readiness Walkthrough and Checklist

- Prepare labels for vials and syringes

Sample Vial Label

Moderna COVID-19 Vaccine
Volume: 0.5 ML Lot: 300042460
Discard by:

Roles and Responsibilities

Clinical Vaccine Team Roles

- **Clinical Team Lead:** Each team should identify one lead. They will:
 - The team lead will determine the roles and responsibilities for the day on site and will liaise with the Site Team’s staff; numbers will depend on the size of the site and resources available on site
 - Ensure PPE and supplies are brought to site
 - Help lead huddle with both teams and walk through the day, ensuring all are clear on roles
 - Keep connected with the team through the day (e.g. group text, WhatsApp group, etc.)
 - Provide ongoing communication to team during the day (through WhatsApp, advising Runner)
- **Vaccine Preparer:** Recommend only 1-2 people in this role, to maintain consistency (e.g. pharmacist, registered pharmacy technician, nurse [RN, RPN, NP] or physician)
 - Count vials and needles to ensure correct number delivered, document lot number and expiry date
 - Dilute Pfizer and draw doses and work with team lead to ensure correct number of doses drawn for the site, ensuring a new vial is only opened if required
 - Label syringes with correct lot and expiry
- **Vaccinators:** (e.g. physician or nurse [RN, RPN, NP])
 - Confirms consent for the person being vaccinated and they meet the screening criteria
 - May also be needed for observation if site does not have enough resources
- **Documenters:** (COVax data entry)
 - Trained on COVax, a vaccine management application
 - Will check in people who consented (demographic information) pre-vaccination and enter dosage information once vaccinated Includes (includes lot number, dose amount and number, where vaccine was given, date and time given and information from person who administered the dose)
 - Will need to have a tablet/laptop, internet access and portable printer for receipts (if possible)
 - If no printer, will need people to write and provide receipts for people vaccinated
- **Observers:** (if required)
 - Observe people vaccinated for the mandatory 15 minute observation period following vaccination
 - Team has anaphylaxis kit, if needed
 - Vaccinators or Vaccine Preparers may need to step into this role if site does not have enough resources
- **Support to educate and build vaccine confidence:** this may include visiting sites prior to the vaccination clinic to provide education and answer any questions people may have
- **Community Ambassadors or Peer Support Workers**

Clinic Set Up

Numbers of the clinic will depend on the size of the site and resources available on site:

- **First hour:** 1-2 people to help thaw, dilute, prepare and dose vaccine; 1-2 people to prepare trays/carts and set up supplies
- **Remainder of the clinic:** 1-2 people to draw up remaining vaccines; 2-4 MD/nursing staff to vaccinate

Community-Led Vaccination – Clinical Readiness Walkthrough and Checklist

- Create group chat consisting of all Clinical Vaccination and Site team members at that particular site

NOTE:



- It is recommended for teams to work together continuously from site to site to ensure consistency
- If someone is new to the team and has not done mobile vaccinations before, pair them with someone more experienced; does not need to be the entire time unless they are going to an outbreak or locked unit
- Advise new members that a group chat is the best way to communicate, especially if more doses are required, they are planning to move to a different floor, etc.
- It can be helpful to document the roles and plan if the day in a visible location for the team to reference

Day of Site Clinic

Arrival

- Clinical Vaccination Team Lead to meet site's designated lead (e.g., Director of Care)
 - Introduce self and team
- Clinical Vaccination and Site Teams to meet to review plan for day including layout, supplies and roles team members will play for the day
 - Note that both teams will work in tandem
 - Work with site to determine the best flow for site
 - Preferred flow has been to vaccinate all clients, followed by outbreak clients, and then followed by staff; if it is simply not feasible or efficient to do something in a certain way all members should feel free to speak up
 - Confirm if there is an on-call list in the event there are leftover doses (e.g. approved priority populations as identified by TPH), so no doses are wasted
 - Write important notes down in notebook to help organize and develop a plan
 - Confirm if there are any outbreaks or any clients that would need to be vaccinated in their room (e.g. clients with cognitive impairment)
 - Confirm site has enough staff to support and they are able to do multiple floors at a time, if needed
 - Confirm plans for 15-minute observation period with Site team
 - Recommend site to do observation
 - Common areas, outbreak/locked units and bedbound clients require consideration
 - If vaccinating by floor
 - confirm number of consenting clients per floor, in order to get concrete numbers of doses required per floor
 - After convening with the Site team, decide who will be sent to which floor and document the plan before holding mini-team huddle
 - If number of clients per unit are low, may assign team members up to four floors at a time
- Clinical Vaccination Team Lead identifies and documents roles and responsibilities



IMPORTANT:

- Confirm if there is an on-call list in the event there are leftover doses (e.g. approved priority populations as identified by TPH), so no doses are wasted

Community-Led Vaccination – Clinical Readiness Walkthrough and Checklist

Vaccination Readiness

- Clinical Vaccination Team Lead requests Site’s Team Lead to show Vaccine Preparer where vaccine is stored
 - Count vials, document lot number and expiry date
 - Full vials must be stored in original box at all times
 - If the site does not have a fridge, they can put vials in a room temperature environment that is secure and away from excessive light. Once thawed, the vaccine will expire after 2 hours at room temperature if it has not been diluted. It takes ~30 minutes to thaw.
 - A Clinical Vaccination Team member must stay with vaccine station at all times
- Pfizer vaccine is in frozen state when it arrives. It takes 15-30 minutes to defrost
 - Vials may be thawed in the fridge (+2°C to +8°C) for 5 days or at room temperature (up to +25°C) and used within 6 hours
 - Once thawed, it should be a clear liquid
 - **IMPORTANT:** Do not jostle or shake vial
- Dilute Pfizer
 - Before dilution, invert the vial gently 10 times to mix the vaccine suspension. **Do not shake.**
 - The contents of the vial must be diluted with 1.8 mL of sterile 0.9% Sodium Chloride Injection, USP
 - Ensure the correct amount of diluent is added to the vial (1.8 ml) and draw up the full dose (0.3 ml)
 - Do NOT mix leftovers from other vials to make up an additional dose
 - After dilution, the vaccine will be an off-white suspension
- Write thaw time and date of dilution on each vial (can be written directly on label)
 - Each vial is 5-6 doses (drawn with regular 25 gauge needles and 3 cc syringes); **NOTE:** Do not use blunt needles to draw
 - Once each syringe is drawn with dose, place label at base of syringe
- Clients are priority – Clinical Vaccination Team Lead to ensure there are enough doses prior to allocating for staff
- When on site, remind team members to state which floor/unit they are at and how many doses they need when communicating via group chat to reduce confusion and improve efficiency

Please refer to the *Women’s College Hospital COVID-19 vaccine preparation (Pfizer)* document



IMPORTANT:

- The Pfizer vaccine should be diluted within 2 hours of being at room temperature
- Do not shake vial. If the vial is shaken, discard the vaccine.

Clinic End – Documentation

- The Clinical Vaccination Team Lead completes and documents counts onto form:
 - All empty vials are disposed of in sharps disposal container by Clinical Vaccination Team
 - Any un-punctured, refrigerated vials are labelled: “Discard by d/m/y time” and calculated by adding 30 days from thaw time
 - Any thawed vials are drawn up into syringes and labelled: “Discard by d/m/y time” and calculated by adding 6 hours from thaw time if un-punctured and if punctured 6 hours from puncture time



IMPORTANT:

Shelf life for Pfizer Vials

- Un-punctured, undiluted vials maintained in refrigerated state (2 – 8 degrees) last **5 days from thaw**
- Vials at room temperature must be diluted within **2 hours**

Community-Led Vaccination – Clinical Readiness Walkthrough and Checklist

- Thawed, diluted vials last **6 hours from time of dilution**
- Refer to product monography for more detailed information

Clinic End – Unused Doses

- If there are any unused doses available, site’s Team Lead to check:
 - If any additional clients would like vaccine (site would arrange consent)
 - Any additional staff who are eligible for and would like the vaccine (site would arrange consent)
 - Any additional approved priority populations who are affiliated with the site and could come on site when required
- Any additional potential vaccinees must come to the site within the expiry time frame to receive vaccine



IMPORTANT:

- The site is responsible for obtaining and documenting consent and administration