

# Mobile Team Vaccine – Clinical Training

This document was created as a part of the Mobile Team Vaccine Documentation to support Clinical Vaccination Teams. This document provides information and supporting materials for clinical teams and includes guidance for on-site set up and client flow, vaccination information and videos. Please also see the supporting [Mobile Team Vaccine – Clinical Readiness](#) that provides a succinct list for pre-, during and post-clinic day activities.

In this document, *Clinical Vaccination Team* refers to the clinical team coming on site to help vaccinate; the *Site Team* refers to the staff that work for the organization where the vaccinations are taking place and who will be working with the Clinical Vaccination Team. *Vaccine Recipients* refer to people at the site receiving the vaccine, such as clients, staff, and essential caregivers (ECGs).

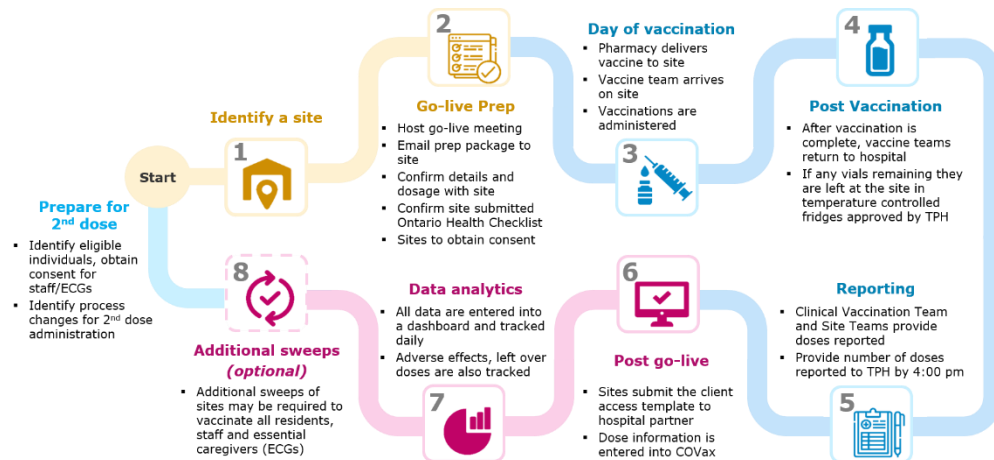
## IMPORTANT: Shadowing Sessions for New Mobile Vaccination Teams



Mobile Vaccine Teams will vary based on the needs of different settings and populations. We recommend that teams book an on-site shadowing session for 1-2 members, ideally a physician and nurse, from your clinical vaccination team before going out to your sites. This allows a more hands-on experience and real-time knowledge sharing that can immediately address unique circumstances.

Please contact Melissa Chang at [Melissa.Chang@uhn.ca](mailto:Melissa.Chang@uhn.ca) to schedule your shadowing session.

## Mobilizing Team Vaccine (~72-hour process)



### Pre

- Once a site is identified, the Joint Operations team will confirm date, time, location and numbers (clients, staff and essential caregivers [ECGs] with the team
- Team to prep duffle bags or containers with required supplies (see *Clinical Checklist*) and confirm roles and responsibilities

### Day of

- Arrive on site
- Clinical Vaccination and Site Teams to meet to review plan for day including layout, flow, supplies and roles team members will play for the day
- Distribute Vaccine and using the *Clinical Vaccination Team – Site Visit Form* (please see page 4 for where this form is located) to document counts and clinical team on site and send to Joint Operations Site Lead

### Post

- May be required to do additional sweeps at site to finish vaccinating new recipients

# Mobile Team Vaccine – Clinical Training

- Second Dose**  Will go back to the site to provide the second dose (following the first dose steps)

Please refer to the [Mobile Team Vaccine – Clinical Readiness](#) document for more information on what you will need to do pre, during and post the site’s clinic day, including roles and responsibilities, arrival information, vaccine readiness, documentation and unused doses.

## Roles and Responsibilities

The Clinical Vaccine Team lead will determine the roles and responsibilities for day on site and will liaise with Site Team’s staff, numbers will depend on the size of the site and resources available on site:

- First 30 minutes
  - 1-3 people to help thaw, prepare and dose vaccine
  - 1-2 people to prepare carts and set up supplies
- Remainder of the clinic
- 1-2 people to draw up vaccines, to maintain consistency
- 2-4 MD/nursing staff to vaccinate

## Training Videos

Please [click here](#) and go to the **Clinical Training Section** to view the following Mobile Vaccination Videos:

Process	Content Guidance
<b>Confirming Vials Received</b>	<ul style="list-style-type: none"><li>• Tips on confirming vials including expiry date and count</li></ul>
<b>Drawing Doses</b>	<ul style="list-style-type: none"><li>• Tips for drawing doses from the vial to get 11 doses and ensuring vials aren’t mixed</li></ul>
<b>Entry and Exit Screening Reminders</b>	<ul style="list-style-type: none"><li>• Tips for entry and exit screening at sites, what’s needed to come on site and what to bring</li></ul>
<b>Labelling Syringe and Documenting Remaining Doses</b>	<ul style="list-style-type: none"><li>• Tips on what should be on label and requirements for when drawn and for remaining doses</li></ul>
<b>Needle Options for Vaccinating</b>	<ul style="list-style-type: none"><li>• An overview of the types of needles that can be used when vaccinating to get 11 doses from a vial</li></ul>
<b>Prepping your Mobile Vaccination Cart</b>	<ul style="list-style-type: none"><li>• Tips on setting up your mobile vaccination cart, including materials used/needed for the cart, order and placement, and process to keep the cart replenished (e.g., prep of Band-Aids, how are syringes replaced etc.)</li></ul>
<b>Storing Vials in Cooler</b>	<ul style="list-style-type: none"><li>• If required to store vials in cooler, tips on what is needed to store and protect the vaccine</li></ul>
<b>Thawing and Documenting Thaw Time of Vials</b>	<ul style="list-style-type: none"><li>• Tips for thawing the vials, knowing when they are thawed and documenting thaw time</li></ul>
<b>Tips and Tricks for Mobile Vaccination Teams</b>	<ul style="list-style-type: none"><li>• Tips and tricks including logistics, flow for the vaccination day, working with the site team, roles and responsibilities, processes and documentation for vaccinating</li></ul>

## Guidance for Site Set Up and Client Flow

Layouts will differ based on site size and layout, the following shows options and images of potential layouts. The sites will be most familiar with their layout and client needs and will work with the site leads to identify the best set up for their needs. Please note: The Joint Operations Site Leads will prep sites for these options.

### Centralized Vaccine Area – preferred for larger settings/sites

We recommend a large area on site is used for all staff and ECGs. However, we recommend smaller areas on the unit/floor (e.g. dining rooms) are used for clients if possible, rather than taking them to a larger space on site.

- For sites with on-site refrigeration (validated with Toronto Public Health)
  - **Drawing Station:** Set up a table close to the fridge, in a well-lit area, to draw up vaccine doses
- Vaccination Stations:** Each station should have a table or cart with supplies and a sharps disposal container (see vaccination cart setup)
- Client Flow:** Clients may line up while observing social distancing OR site staff may choose to bring clients to locations (e.g. bring in groups of 10); staff and ECPs to be vaccinated after clients
- Observation Area:** All vaccine recipients should be monitored for adverse effects for a period of 15 minutes. The sites should designate a large area that will enable social distancing

### Vaccination for Non-Ambulatory Clients

- Clients who cannot ambulate, have responsive behaviors or need to remain in their room can be vaccinated in their room
- Consider alternate observation strategy
- Vaccinations for these clients should be done last after completing all ambulatory clients on the unit first

### Vaccinating a Unit in Outbreak

- Outbreak units will be visited once vaccination of other clients is complete
- COVID negative clients can be vaccinated in a central room on this unit if appropriate or at the bedside
- Have a separate cart for sharps disposal container so this can be brought in and out of room without contaminating main cart

### Vaccination for Smaller Settings/Sites

- Consider having ambulatory clients sit or wait at their doors for their vaccination
- If this is not possible (e.g. if multiple clients share a room and limited space for observation), may have to consider vaccination in rooms instead
- Staff from the site may consider observation walk-throughs at regular intervals

## Moderna COVID-19 Vaccine Management for Site Mobile Vaccination

Each hosting facility orders the supply for the day directly from partner hospital, based on their anticipated vaccination numbers.

- It is delivered to the facility approximately one hour before mobile team's arrival time via special delivery process
- The facility signs for the vaccine, and places it in their secured medication fridge, which is temperature controlled and monitored

**Note:** The fridge temperature must be monitored for 14 days as per [Toronto Public Health guidance](#), prior to storing the vaccine.

# Mobile Team Vaccine – Clinical Training

- If an appropriate fridge is unavailable, the partner hospital will make other arrangement for vaccine storage
- The vaccine is delivered in a frozen state – it must be frozen for any type of transportation, as excess movement in the thawed state can impact the structural integrity of the molecules and potentially its effectiveness



## IMPORTANT:

- **Thawed vaccine should not be shaken or rolled in any way, and movement should be minimized where possible.** The vials could be transported **FOR A MAXIMUM OF 10 MINUTES** if absolutely necessary. Please consult with Pharmacy before moving.

The clinical vaccination team is accountable for all aspects of vaccine management and administration. This accountability starts with receipt of product and ends with handover of any unused product to the site. Only the clinical vaccination team staff should handle or administer vaccine.

**Goal is no dose wasted** - The facility is directed to prepare an on-call list of approved and eligible potential recipients of any surplus doses. They also assume accountability for ensuring a second dose is administered to these recipients.

## Mobile Team Vaccine Documentation

<b>Clinical Vaccination Team – Site Visit Form*</b>	This document is a tracking form used by the Clinical Vaccination team for each site visit, capturing the team on site, roles they played, and vaccine information
<a href="#">Recommendations for LTC Second Vaccine Dose (Jan 25 2021)</a>	Additional information on clinical assessment following COVID-19 second dose vaccination

\* To view please [click here](#) and go to the **Clinical Training Section** to download the word version to the Site Visit Form