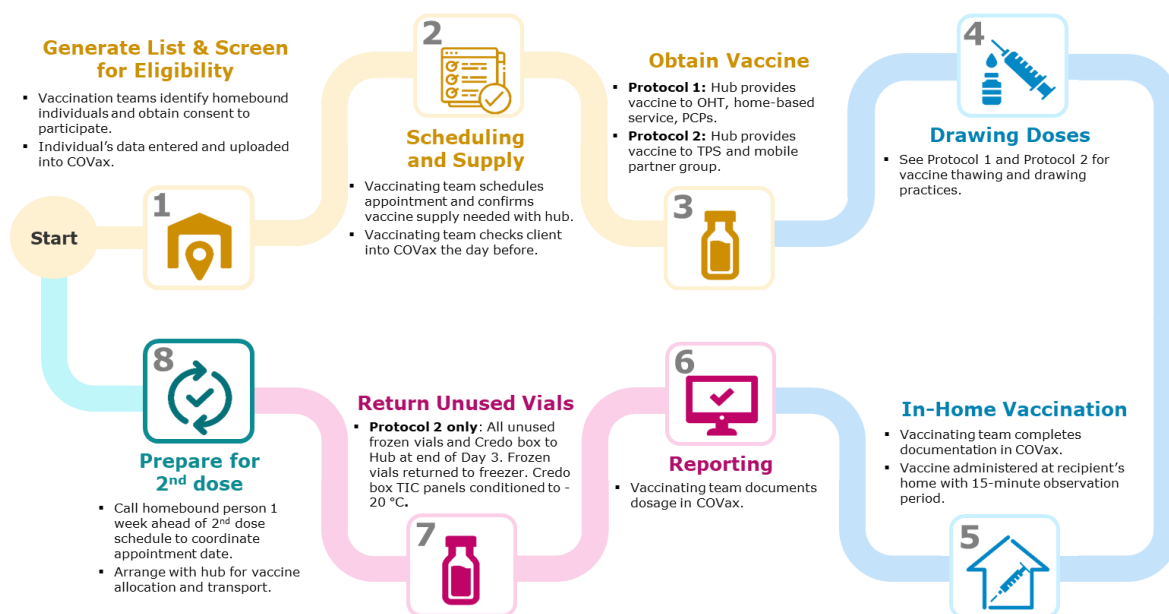


City of Toronto Vaccination Strategy for Homebound Persons Clinical Training

This document was created as a part of the Homebound Vaccination Strategy Documentation to support Vaccination Teams. This document provides information and supporting materials for teams and includes guidance on the vaccination and videos. Please also see the supporting *Walkthrough Checklist*, which provides a succinct list for pre-, during and post- vaccination day activities.

In this document, *Vaccination Team* refers to the team that will be conducting the in-home vaccination. *Vaccine Recipients* refer to individuals being vaccinated, such as homebound patients/clients and essential caregivers (ECGs). *Vaccine Hub* refers to an organization, institute, or group that stores the vaccine supply and is able to allocate and transport vaccine to PCP's or Home-Based services. *Syringe Depot* refers to an organization, institute, or group that has access to vaccine supply and will draw syringes and allocate to PCP's or Home-Based services for small quantity recipient lists (e.g. <10).

Mobilizing Homebound Team Vaccine



Pre	<ul style="list-style-type: none"> <input type="checkbox"/> Once the Homebound Vaccination model is identified, the Vaccination Team generates a list of screened, eligible recipients and sends to TPS for awareness <input type="checkbox"/> Team to prep required supplies (see <i>Readiness document</i> and <i>Walkthrough Checklist</i>), COVax credentials, and confirm roles and responsibilities <input type="checkbox"/> Schedule recipients and request vaccine from Vaccine Hub <input type="checkbox"/> Obtain vaccine supply (sub-hub to provide drawn doses for small quantity lists)
Day of	<ul style="list-style-type: none"> <input type="checkbox"/> Document counts using the <i>Vaccination Team – Homebound Counts Form</i> (please the Supporting Documents section on page 5 for where this form is located) <input type="checkbox"/> Conduct in-home vaccination, 15 minute observation, and document visit
Post	<ul style="list-style-type: none"> <input type="checkbox"/> Document dosage in COVax and record doses administered for TPH tracking <input type="checkbox"/> Return unused frozen vials and any loaned equipment to vaccine hub, if applicable
Second Dose	<ul style="list-style-type: none"> <input type="checkbox"/> Call 1 week ahead of 2nd dose schedule (follow the first dose steps)

Please refer to the *Walkthrough Checklist* for more information on what you will need to do pre-, during, and post- vaccination day, including preconditioning equipment, documentation, and process for unused doses.

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Roles and Responsibilities

The Vaccination Team will determine the roles and responsibilities for pre-, during, and post- vaccination day, including clinical and support functions.

NOTE:



- **The Vaccination Team will procure and maintain the following supplies:**
 - Preconditioned +2°C to +8°C coolers with ice blankets and temperature loggers;
Separate coolers must be obtained for frozen-to-thaw vials and syringes (thawed)

Consideration should be given to the various roles within the vaccination team. Staff will need to be trained and credentialed for COVax data entry. Real-time data entry is strongly recommended to minimize administrative workload and duplication of vaccination efforts as patients/clients may be receiving vaccination requests through multiple providers, programs, and agencies.

Clinical Functions	Support Functions
<ul style="list-style-type: none">• Vaccine preparation (e.g. drawing syringes)• Vaccination• Confirming consent, eligibility, providing vaccine education and observation period	<ul style="list-style-type: none">• Compiling and maintaining patient/client list (also sharing list of eligible recipients with TPS)• Documentation in COVax• Scheduling• Supply coordination (including vaccine, PPE, and equipment)• Vaccine pick-up and transport

Training Videos

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

Process	Content Guidance
Confirming Vials Received	<ul style="list-style-type: none">• Tips on confirming vials including expiry date and count
Storing Vials in Cooler	<ul style="list-style-type: none">• If required to store vials in cooler, tips on what is needed to store and protect the vaccine
Labelling Syringe and Documenting Remaining Doses	<ul style="list-style-type: none">• Tips on what should be on label and requirements for when drawn and for remaining doses
Thawing and Documenting Thaw Time of Vials	<ul style="list-style-type: none">• Tips for thawing the vials, knowing when they are thawed and documenting thaw time
Needle Options for Vaccinating	<ul style="list-style-type: none">• An overview of the types of needles that can be used when vaccinating to get 11 doses from a vial
Drawing Doses	<ul style="list-style-type: none">• Tips for drawing Moderna doses from the vial

Moderna COVID-19 Vaccine Management for Homebound Vaccination

The 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 (only vials that remained in the frozen-to-frozen state in a preconditioned Credo box) back to the Hub. Only the Vaccination Team staff should handle or administer the vaccine.

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Goal is no dose wasted – Ontario Health (OH), Home-Based Service, and Primary Care (PCPs) are accountable to prepare a stand-by list of approved individuals for any potential leftover doses.

Please refer to the *Homebound Vaccination Moderna Management document*, the *Interim Guidance for the Transport of Open (Punctured) Vials or Syringes Containing COVID-19 Vaccine*, and the *COVID-19_Vaccine Moderna Administration* for transportation and packing, temperature, state, and equipment guidelines.

IMPORTANT:



- The Moderna vial should be kept upright, protected from light, and not shaken/agitated during transport
- Do not jostle or shake vaccine. If the vaccine is shaken, discard the vial or syringe
- If temperature is breached per guidance from Vaccine Hub, discard the vaccine
- Once a Moderna vial is thawed it cannot be re-frozen
- Once a Moderna vial is removed from the Credo box, it cannot be returned to the box
- *Refer to product monograph for more detailed information*

Obtaining Vaccine Vials from a Hub (PC-Led Model)

- The Vaccination Team arranges supply with a Hub and schedules time and location; number of doses required should be requested 1 week in advance and confirmed the day before by 3pm
- Pick up vaccine vials from Vaccine Hub or receive delivery at scheduled date and time
- Count vials and sign the packing slip which denotes number of vials, lot number, and expiry date

IMPORTANT:



- Vaccine vials must go directly from freezer/freezer to freezer/fridge
 - Fridge temperature: +2°C to +8°C with temperature control/monitoring
 - Freezer temperature: -20°C with temperature control/monitoring
 - **Note:** The fridge temperature must be monitored for 14 days as per [Toronto Public Health guidance](#), prior to storing the vaccine.
- Vials will begin thawing in the fridge or preconditioned cooler (+2°C to +8°C) or at room temperature (up to +25°C)

Thawing Moderna and Drawing Doses (PC-Led Model)

- Move the vaccine from a freezer or Credo box at -20°C to a fridge or preconditioned cooler at +2°C to +8°C to begin thawing; Vials can also thaw at room temperature (up to +25°C)
 - Refer to *COVID-19_Vaccine Moderna Administration_9 March 2021 for more detail*
- Thaw the vaccine in a preconditioned cooler or room temperature
- Once thawed, draw into syringes
 - Once a vial is punctured, all doses must be drawn
 - **Note:** Standard Moderna vial is considered to have 10 doses. If you are able to draw an 11th and 12th dose, these will need to be noted in COVax with the vial they came from as 'extra doses' so that vaccinators are able to select them in COVax. Otherwise, vaccinators will run out of sections in the dropdown. Extra doses that are not used must also be wasted in COVax.
- Syringes are labeled with lot number and expiration time (i.e., 6 hours from time of vial puncture)
- Syringes are placed into UV protection sleeves and placed in preconditioned cooler at +2°C to +8°C

Obtain Syringes (PC-Led or Collaborative Model)

- The Vaccination Team arranges vaccine with a Syringe Depot and schedules time and location; number of doses required should be requested 1 week in advance and confirmed the day before by 3pm

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- Pick up syringes from Syringe Depot at scheduled date and time; Ensure syringes are already in UV protection sleeves and place into into a preconditioned cooler at +2°C to +8°C
- Count to confirm the number of doses received
- Confirm 6-hour administration window (syringes must be administered within 6 hours from puncture)

IMPORTANT:



- Vaccine Syringes must go directly from fridge/cooler to fridge/cooler
 - Temperature: +2°C to +8°C with temperature control/monitoring
- Do not place syringes in the same cooler with frozen-to-thaw vials; this can cause the vaccine to re-freeze and **must be discarded**.

Transportation of Moderna

- Pack vials and syringes into cooler according to *Homebound Vaccination Moderna Management document*

IMPORTANT:

- Moderna vials are transported in the frozen-to-frozen state or frozen-to-fridge state as excess movement in the thawed liquid state can impact the structural integrity of the mRNA in the vaccine.



Moderna Shelf-Life During Transport

- Un-punctured, frozen-to-fridge vials in preconditioned cooler (+2°C to +8°C) can be **transported up to 8 hours**
- Syringes (thawed) in preconditioned cooler (+2°C to +8°C) last **6 hours from the time vial is first punctured**
- Un-punctured, frozen vials in preconditioned Credo Box (-20°C) must be returned to the hub within **3 days and returned to -20C freezer or stored at in a fridge at +2°C to +8°C for up to 30 days**

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Supporting Documents

Tracking Form	
Homebound Vaccination Team – Counts Form	This document is a tracking form used by the Vaccination team for each vaccination day, capturing the team, roles they played, and vaccine information
Moderna Vaccine Guiding Documents	
Additional Tips for Moderna Transport for Homebound	Additional information about Moderna vaccine from the Homebound pilots, including transportation and storage (includes images of transportation equipment)
Interim Guidance for the Transport of Open (Punctured) Vials or Syringes Containing COVID-19 Vaccine	
COVID-19_Vaccine Moderna Administration	