


<b>WORK STANDARD</b>	 <b>Saskatchewan Health Authority</b>		<b>Title: PHN Roles and Responsibilities</b>  <b>Role performing Activity: COVID-19 Vaccine and Clinic Preparation</b>
	<b>Location: Lloydminster SHA</b>		<b>Department/Unit: Public Health</b>
	<b>Document Owner: Public Health</b>		<b>Date Prepared: January 16, 2021</b>
	<b>Last Revision: Jan 2021</b>		<b>Date Approved:</b>
	<b>Related Policies/Documentation</b>		

### Work Standard Summary:

<b>Essential Tasks:</b>	
1.	<ul style="list-style-type: none"> <li>PHN will arrive at office and prepare a vaccine bag using the work standard: Packing and Temperature Monitoring of Vaccine  <a href="https://www.saskhealthauthority.ca/news/service-alerts-emergency-events/covid-19/vaccine-info-health-care-providers/Documents/Pfizer%20BioNTech%20COVID-19%20Vaccine/CV-19-WS0057-Packing-and-Temperature-Monitoring-of-Vaccine.pdf">https://www.saskhealthauthority.ca/news/service-alerts-emergency-events/covid-19/vaccine-info-health-care-providers/Documents/Pfizer%20BioNTech%20COVID-19%20Vaccine/CV-19-WS0057-Packing-and-Temperature-Monitoring-of-Vaccine.pdf</a></li> <li>PHN will take COVID-19 Vaccine binder – see below for contents</li> </ul>
2.	<ul style="list-style-type: none"> <li>PHN will use the Vaccine Management &amp; Temperature Log (Appendix A) to track vaccine temperature and ensure the vaccine stays between 2° - 8° C at all times.</li> <li>Prior to leaving the office, the PHN will document Min/Max temps along with initials and <b>call contact to communicate the PHN is</b> leaving the office</li> </ul>
3.	<ul style="list-style-type: none"> <li>PHN will arrive at the Pharmacy at designated pick up time – refer to work standard: Vaccine Transport</li> <li>PHN will record Min/Max temps on arrival at pharmacy</li> <li>Record # of vials received – initial and have pharmacist initial</li> <li>Pharmacist will place frozen vaccine into the vaccine using precautions</li> <li>Ensure vaccine is well supported in the vaccine bag using foam supports and bubble wrap and is protected from light.</li> <li><b>PHN will be escorted by security from pharmacy to vehicle</b></li> </ul>
4.	<ul style="list-style-type: none"> <li><b>PHN will communicate the vaccine has arrived with contact and will be escorted by security to the clinic location</b></li> <li>PHN will record Min/Max temp upon arrival to the clinic</li> </ul>

5.	<ul style="list-style-type: none"> <li>• <b>PHN will continue to record Min/Max temperatures every hour.</b></li> <li>• PHN will ensure vaccine sits at room temperature for 30 minutes to ensure thawed.</li> </ul>
6.	<ul style="list-style-type: none"> <li>• Prior to clinic start, PHN will huddle with Peer Immunizers to review immunizing station set up, supplies, vaccine brand, vaccine preparation for use and documentation to answer any questions. (see below for documents to prepare for immunizing station)</li> </ul>
7.	<ul style="list-style-type: none"> <li>• PHN will distribute one (1) vial per immunizer station when required in an amber bag to protect from light.</li> <li>• Vials at Nurse Immunizing station must stay between 2° - 25° C</li> </ul>
8.	<p><b>IMMUNIZERS:</b></p> <ul style="list-style-type: none"> <li>• Ensure you know the Vaccine brand you are working with and review the vaccine reconstitution and preparation for use laminated form at the immunizing station</li> <li>• As per vaccine specific guidelines, record the date and time your vial was accessed on the Vaccine Tracking Form (Appendix B)</li> <li>• It is recommended to only put the correct number of syringes at your station as your vial of vaccine permits for better vaccine tracking.</li> <li>• Each time a dose is withdrawn from the vial, record it on the Vaccine Tracking Form</li> <li>• If you get a “Bonus” dose, mark this down on your Vaccine Tracking Form</li> <li>• If you have any wastage mark this on your Vaccine Tracking Form</li> <li>• Start again for every new vial</li> <li>• Peer Immunizers will tally their Vaccine registration forms when all 25 spots are full (disregard if using electronic data entry) and give them to admin to enter on site or to PHN if they are to be faxed in for external entry</li> </ul>
9.	<ul style="list-style-type: none"> <li>• PHN will need to ensure that as the clinic nears the end that vials are used in their entirety and that vials aren’t punctured unnecessarily</li> <li>• PHN will need to alert _____ if there are additional doses to ensure no wastage.</li> </ul>
10.	<ul style="list-style-type: none"> <li>• PHN will do final tally of all immunizations and report on the Vaccine Management &amp; Temperature Log. <b>This will also be emailed by PHN to Jessica Campbell, Lisa McGillivray &amp; Shelley Nichols prior to 5:00pm CST .</b></li> <li>• PHN will assess stock of supplies and documents prior to leaving clinic site and order/restock/photocopy as needed</li> <li>• In the event that unpunctured, cold chain maintained vaccine is left over, PHN will return it to pharmacy using proper cold chain and transportation standards.</li> </ul>

**Recommended COVID-19 Vaccine Binder Contents (Prepared for each Vaccine Type Separately):**

- COVID-19 Vaccine Information Sheet
- COVID-19 Product Monograph
- Work Standard : Packing and Temperature Monitoring of Vaccine
- Vaccine Management & Temperature Log (5) – Appendix A
- Vaccine Tracking Form – Appendix B
- Work Standard: Vaccine Transportation
- Work Standard: Vaccine Storage and Handling and Cold Chain Break Procedure of COVID-19 Vaccine
- COVID -19 Cold Chain break Form (3)
- COVID-19 Wastage Report Form (3)
- COVID-19 Vaccine Precautions, Recommendations and Scripts - Appendix C
- Benefit/Risk Information for Immune Suppressed Individuals (10) – Appendix C

- Benefit/Risk Information for Individuals with an Autoimmune Condition (10) – Appendix C
- Benefit/Risk Information for Breastfeeding Women (10 ) – Appendix C
- Benefit/Risk Information for Pregnant Women (10) – Appendix C
- Memo: *COVID-19 Vaccine Immunization Recommendation for Persons with a Current of Prior History of SARS-CoV-2 Infections*
- COVID-19 Vaccine Consent Form (3)
- Documentation of COVID-19 Vaccine Administered Long Term Care Form (ONLY where Convergence is utilized)
- COVID-19 Vaccine Registration Form
- OH&S Workplace Incident Report Forms (3)
- Client Occurrence and Safety Report Forms (COSR) – (3)
- User Guide to Completion and Submission of the AEFI Reports
- Report of Adverse Events Following Immunization Forms (AEFI) - (3)

**Recommended Documents to prepare for each Immunizing Station (Ensure Vaccine Type Specific):**

- Laminated COVID-19 Vaccine Information Sheet
- Laminated COVID-19 Vaccine Preparation for Use
- Laminated COVID -19 Screening Questions
- Laminated COVID-19 After Care Sheet

**Appendix A:**

# Vaccine Management & Temperature Log



**Vaccine must be kept between 2° - 8° C**

Date: \_\_\_\_\_ PHN: \_\_\_\_\_ Lot # \_\_\_\_\_  
 Location: \_\_\_\_\_ LTC HCW Mass  
 # of Vials Received: \_\_\_\_\_ / PHN initials: \_\_\_\_\_ Pharmacist Initials: \_\_\_\_\_  
 Total # of doses given: \_\_\_\_\_ / PHN initials: \_\_\_\_\_ Nurse Initials: \_\_\_\_\_  
 Total # given to LTC residents: \_\_\_\_\_ Total # given to HCW: \_\_\_\_\_ Total # of doses Wasted: \_\_\_\_\_  
 Total # of Vials Returned to Pharmacy: \_\_\_\_\_ / PHN initials: \_\_\_\_\_ Pharmacist Initials: \_\_\_\_\_

Interval	Time	Min	Max	Initials	Comments
Before leaving office					
Arrival at Pharmacy					
Arrival at Clinic					
Hour 1					
Hour 2					
Hour 3					
Hour 4					
Hour 5					
Hour 6					
Hour 7					
Hour 8					
Hour 9					
Hour 10					
Hour 11					
Hour 12					
Before Leaving Clinic					
Arrival at Pharmacy					

Before 5:00pm CST, please scan and email to : Jessica Campbell, Lisa McGillivray, and Shelley Nichol

## Appendix B:

# Vaccine Tracking Form

Vial	Doses	Bonus Doses	Wastage
# 1	1 2 3 4 5		
# 2	1 2 3 4 5		
#3	1 2 3 4 5		
#4	1 2 3 4 5		
#5	1 2 3 4 5		
#6	1 2 3 4 5		
#7	1 2 3 4 5		
#8	1 2 3 4 5		
#9	1 2 3 4 5		
#10	1 2 3 4 5		
<b>Totals</b>			

**Appendix C:**

-   
 Benefit Risk Information for Autoi
-   
 Benefit Risk Information for Breas
-   
 Benefit Risk Information for Immu
-   
 Benefit Risk Information for Pregr
-   
 COVID19 vaccine precautions, recomm