



Checklist for safety briefing v.2 – updated 25.1.22

	Action	Tick
Q1	Has work station been cleared and cleaned?	
Q2	Is there absolute clarity on which product is being used for next session?	
Q3	Is there clarity on which form of authorisation is being used? (Protocol / PGD / PSD)?	
Q4	What dose of which vaccine is to be used for the next session?	
Q5	Do you have the right strength of the right vaccine?	
Q6	Have all staff present been assessed as competent in the use of the vaccine being administered in this session?	
Q7	Are correct syringes, needles and other consumables available?	
Q8	Is process needed for dilution?	
Q9	If Yes to Q7 – are the staff involved in this stage clear on the process?	
Q10	Is process for drawing up vaccine clear?	
Q11	Is the right documentation available for use?	
Q12	Is there adequate vaccine available to meet anticipated requirements for the vaccination session?	
Q13	If No to Q11 are there plans in place to access supplies needed in a timely way?	
Q14	Are staff familiar with the IT system being used and competent in using it?	
Q15	What is the post vaccination observation period?	
Q16	Are eligible staff able to access the SCR if necessary and understand the need for patient consent to view their records?	
Q16	Do staff know where to access anaphylaxis kits if needed?	
Q18	Is there any learning from incidents to be shared?	
Q19	Are there any important changes in national policy to communicate?	
Q20	Does anyone have any questions to ask or issues to raise?	
Signature		Date