



Specialist Pharmacy Service

Checklist for set up of “new” vaccine

Setup of “New” vaccine	
“New” vaccine in use (delete as appropriate)	Pfizer / Astra Zeneca/ Moderna
Action	Initials or N/A
Confirm sufficient stock of new vaccine in site fridges	
Confirm sufficient diluent for new vaccine present in storage areas (Mark N/A for ready to use vaccines)	
Confirm sufficient stock of all vaccine-specific disposables (Dilution syringes, administration syringe & needle packs etc.) present in storage areas	
Confirm Patient Information Leaflets for new vaccine are available on site and passed as appropriate to patient screening / waiting areas.	
Confirm dosing or preparation posters are available	
Confirm sufficient stock tally records for new vaccine at site	
Confirm sufficient vaccine “Receipt – Administration – Disposal” sheets for new vaccine present at site	
Confirm vaccine Preparation instructions and flowcharts for new vaccine available at site.	
Confirm stock of vaccine Supervision checklists present at site	
Make current batch(es) of the new vaccine visible on IT system.	