

DAILY COVID VACCINE MANAGEMENT CHECKLIST FOR TEMPORARY VACCINATION SITES

Item		Y/N
1	Arrangements for vaccine management have been approved by the Regional Pharmacy Team and the site Lead Pharmacist	
2	The characteristics of the COVID vaccine has been considered in the context of the type of temporary vaccination site and the requirements for safe and secure transport storage, preparation and administration can be met.	
3	Robust processes in place to ensure that sufficient vaccine, medicines including anaphylaxis kits, and consumables are available to meet anticipated caseload.	
4	If more than one vaccine is handled on site in any one session, principles for segregation and safe management are adhered to at all times.	
5	Appropriate processes in place for receipt, validated storage, preparation, administration and disposal of the vaccine and associated waste.	
6	All staff are trained and have written competency records in all aspects of vaccine handling for which they are responsible.	
7	Appropriate staffing levels in place.	
8	Only staff assessed as competent to undertake a role are assigned to that role.	
9	Process are in place to ensure safe and secure transport and storage of vaccines to, on and from site and all times.	
10	Processes are in place minimise the risk of vaccine wastage.	
11	Vaccine and associated consumables are appropriately secured onsite at all times.	
12	All unused vaccine, consumables and anaphylaxis kits are safely returned to secure storage on the host site.	
13	Vaccine waste is stored securely on site and removed for disposal securely.	
14	Documentation related to the vaccine is available, accessible in sufficient quantity and processes in place for their accurate completion.	
15	Ensure appropriate processes in place for safe and segregated disposal of vaccines and consumables, anaphylaxis pack medicines (if used).	
16	Contingency plans in place to ensure the integrity of the COVID vaccines and maintenance of the cold chain in the event of a power loss or other unplanned event.	
17	Clear and robust processes are in place to ensure that timely pharmaceutical or medical advice is available when needed.	