

## Preparation Checklist: PCH COVID-19 Vaccine Clinics

<input type="checkbox"/>	<p><b>Verify the vaccination status for all residents from 1 of following sources:</b></p> <ul style="list-style-type: none"> <li>• Consent form with previous vaccinations documented</li> <li>• eChart immunization history</li> <li>• PHIMS immunization record (i.e. Public Health Information Management System) through onsite access or requested from WRHA Public Health</li> <li>• Shared Health Immunization Record</li> <li>• Pan-Canadian Proof of Vaccination Credential (PVC)</li> </ul>
<input type="checkbox"/>	<p><b>Identify residents eligible for vaccination</b></p> <ul style="list-style-type: none"> <li>• Use the current version of the <i>PCH Resident Vaccination Tracking Tool</i> or similar tool to track residents requiring vaccination</li> <li>• Consult the current <a href="#">Manitoba COVID-19 Vaccine Eligibility Criteria</a></li> <li>• PCH residents are currently eligible for:             <ul style="list-style-type: none"> <li>○ 1<sup>st</sup> COVID-19 vaccination</li> <li>○ 2<sup>nd</sup> COVID-19 vaccination; recommended 8 weeks after 1<sup>st</sup> vaccination</li> <li>○ <b>COVID-19 bivalent vaccine booster; recommended 3 months after last vaccination</b></li> </ul> </li> <li>• <b>Immunocompromised residents:</b> <ul style="list-style-type: none"> <li>○ Refer to Appendix F: Definition of Immunocompromised in the <a href="#">Manitoba COVID-19 Vaccine: Clinical Practice Guidelines for Immunizers and Health Care Providers</a></li> <li>○ Recommend additional 3<sup>rd</sup> COVID-19 vaccination as part of the primary vaccine series a minimum of 28 days after the 2<sup>nd</sup> vaccination</li> </ul> </li> <li>• <b>COVID-19 recovered residents</b> <ul style="list-style-type: none"> <li>○ Manitoba public health officials recommend if a resident has had a recent confirmed COVID-19 infection (by PCR or Rapid Antigen Testing), that the resident wait 3 months since the COVID-19 infection before getting the booster. However, if the resident would like to receive the vaccine earlier than 3 months after their COVID-19 infection, it can be administered once the resident has recovered from the acute infection, as long as it has been at least 3 months since the last dose of vaccine.</li> </ul> </li> </ul>
<input type="checkbox"/>	<p><b>Gather consent for the eligible residents using the Manitoba COVID-19 consent form</b></p> <ul style="list-style-type: none"> <li>• Refer to the <a href="#">PCH Process for Obtaining Informed Consent for the COVID-19 Vaccine</a></li> <li>• Use the current version of the <a href="#">Manitoba COVID-19 Consent Form</a></li> <li>• Provide resident and/or substitute decision maker (SDM) with the current version of the applicable factsheet             <ul style="list-style-type: none"> <li>○ <a href="#">COVID-19 mRNA Vaccine Information for Adolescents and Adults (Pfizer/Comirnaty™) and Moderna/Spikevax™)</a></li> <li>○ <a href="#">COVID-19 Vaccine: Information for Individuals who are Immunosuppressed and/or have an Autoimmune Condition</a></li> <li>○ <b>COVID-19 Vaccine: Booster Dose Information for People Aged 5 and Older</b></li> <li>○ <a href="#">COVID-19 Reaction Factsheet</a></li> </ul> </li> </ul>
<input type="checkbox"/>	<p><b>Obtain a prescriber order using the current version of the <i>WRHA LTC COVID-19 Vaccine Prescriber's Order Sheet (Sep 2022)</i> for the vaccination(s) for the residents with consent</b></p> <ul style="list-style-type: none"> <li>• Remaining doses in the primary vaccine series can be ordered on the same WRHA LTC COVID-19 Vaccine Prescriber's Order Sheet</li> <li>• For COVID-19 booster doses, use a new order sheet for each vaccine booster dose and check either the Spikevax bivalent (Moderna) COVID-19 mRNA vaccine or alternate COVID-19 vaccine based on vaccine availability, eligibility, or resident preference</li> <li>• Note: the Moderna second booster dose is a half dose of 0.25 mL for all age groups</li> </ul>
<input type="checkbox"/>	<p><b>Determine the number of resident and staff vaccine doses required and request a vaccine allocation through the IIPC Program</b></p>

	<ul style="list-style-type: none"> <li>• Independent Immunization Partner Channel (IIPC) site contacts will receive a survey link every Friday to request and order COVID-19 vaccine</li> <li>• The weekly survey will close for responses at the end of day Tuesday</li> <li>• The survey will include both the vaccine request and order information so sites will not have to submit a separate vaccine order form to MDA</li> <li>• Vaccine quantities in the COVID-19 vaccine survey will be in <b>VIALS</b> instead of doses so double check your calculations before submitting the survey             <ul style="list-style-type: none"> <li>○ For the Spikevax bivalent (Moderna) COVID-19 mRNA vaccine, the dose is 0.5 mL and there are <b>5 doses per vial (2.5 mL)</b></li> </ul> </li> <li>• Vaccine order changes can be made when the survey link is open by submitting a new survey. Only the most recent survey submission will be processed.</li> <li>• After the survey closes, email <a href="mailto:COVID@gov.mb.ca">COVID@gov.mb.ca</a> if you have questions or need to modify your order.</li> <li>• If the IIPC site contact information needs to be updated, please send an email to <a href="mailto:COVID@gov.mb.ca">COVID@gov.mb.ca</a></li> </ul>
<input type="checkbox"/>	<p><b>Receive email approval and delivery confirmation for the vaccine allocation from the IIPC Program</b></p> <ul style="list-style-type: none"> <li>• Sites will receive an approval email and confirmation of delivery by the Friday after the survey closes</li> <li>• Deliveries will occur the following week for same-day clinics unless your site has an approved vaccine fridge</li> </ul>
<input type="checkbox"/>	<p><b>Assess the number of trained COVID immunizers at your site who will be available for your vaccine clinic</b></p> <ul style="list-style-type: none"> <li>• COVID-19 vaccine trained immunizers are <b>required</b> to complete a supplemental training module on the new bivalent COVID-19 vaccine before they can administer. The training module can be accessed here: <a href="#">Manitoba Health COVID-19 Fall Booster Immunization Module V1.0 09.09.22</a></li> <li>• If new immunizers are required, register staff with recent immunization or IM vaccination experience for the IIPC Non-Credential Theory only course:             <ul style="list-style-type: none"> <li>○ Complete the <a href="#">COVID-19 Immunizer Training Registration Form</a> and email it to <a href="mailto:VITFtraining@sharedhealthmb.ca">VITFtraining@sharedhealthmb.ca</a></li> </ul> </li> <li>• If your site does not have enough immunizers or staff to train as immunizers, consider completing a <a href="#">resource request form for PRRT</a> <ul style="list-style-type: none"> <li>○ Outline the following information in an email to <a href="mailto:COVID19Recruitment@sharedhealthmb.ca">COVID19Recruitment@sharedhealthmb.ca</a> <ul style="list-style-type: none"> <li>▪ How many immunizers are required?</li> <li>▪ Length of time required (i.e. 1 day, 2 days)?</li> <li>▪ Dates that immunizers will be required?</li> <li>▪ Hours that the immunizers will be expected to work?</li> </ul> </li> </ul> </li> </ul>
<input type="checkbox"/>	<p><b>Review vaccine clinic resources</b></p> <ul style="list-style-type: none"> <li>• Pfizer             <ul style="list-style-type: none"> <li>○ <a href="#">COVID-19 Pfizer Vaccine Quick Reference for Immunizers</a></li> <li>○ <a href="#">Comirnaty (Pfizer-BioNTech) COVID-19 Vaccine Label Template</a></li> </ul> </li> <li>• Moderna             <ul style="list-style-type: none"> <li>○ <a href="#">COVID-19 Vaccine Moderna Quick Reference for Immunizers</a></li> <li>○ <a href="#">Spikevax (Moderna) FULL DOSE COVID-19 Vaccine Label Template</a></li> <li>○ <a href="#">Spikevax (Moderna) HALF DOSE COVID-19 Vaccine Label Template</a></li> </ul> </li> <li>• <b>Moderna Bivalent</b> <ul style="list-style-type: none"> <li>○ Spikevax bivalent (Moderna) COVID-19 vaccine labels (distributed by email and will be posted)</li> <li>○ Moderna SPIKEVAX™ COVID-19 Vaccines Quick Reference for Immunizers (distributed by email and will be posted)</li> </ul> </li> <li>• Detailed information: <a href="#">Manitoba COVID-19 Vaccine: Clinical Practice Guidelines for Immunizers and Health Care Providers</a></li> </ul>
<input type="checkbox"/>	<p><b>Receiving the vaccine</b></p> <ul style="list-style-type: none"> <li>• The vaccine and supplies will be packaged and sent by MDA on the delivery date confirmed</li> <li>• Plan for your vaccine clinic to start after 12pm as morning vaccine delivery cannot be guaranteed</li> <li>• The person listed as the “contact name” or “alternate contact name” is required to meet the delivery driver to receive the vaccine</li> </ul>

	<ul style="list-style-type: none"> <li>The PCH Vaccine Clinic Lead should document the vaccine delivery time on the <i>PCH COVID-19 Vaccine Clinic Tracking Tool</i> (see links below)</li> </ul>
<input type="checkbox"/>	<p><b>Complete vaccine clinic tracking tool</b></p> <ul style="list-style-type: none"> <li>Complete the applicable version of the <i>PCH COVID-19 Vaccine Clinic Tracking Tool</i> to account for all vaccine doses at the end of the vaccine clinic           <ul style="list-style-type: none"> <li><a href="#">Pfizer PCH COVID-19 Vaccine Clinic Tracking Tool</a></li> <li><a href="#">Moderna PCH COVID-19 Vaccine Clinic Tracking Tool</a></li> <li><a href="#">Spikevax Bivalent (Moderna) COVID-19 Vaccine PCH Clinic Tracking Tool (will be shared prior to vaccine clinic and posted on the website)</a></li> </ul> </li> <li>Any doses that are wasted during or at the end of the vaccination clinic, must be tracked including the # of doses and vaccine lot # (e.g. 2 letters and 4 numbers EW0199) and reported to WRHA Public Health on the <i>PCH COVID-19 Vaccine Clinic Tracking Tool</i></li> <li>Send a copy of the completed COVID-19 Vaccine Clinic Tracking Tool by email to <a href="mailto:abell3@wrha.mb.ca">abell3@wrha.mb.ca</a></li> </ul>
<input type="checkbox"/>	<p><b>Submit vaccination data</b> (for sites not doing PHMIS entry onsite)</p> <ul style="list-style-type: none"> <li>On the vaccine clinic day, send a same-day courier to WRHA Public Health at 490 Hargrave Street with:           <ol style="list-style-type: none"> <li>Copies of the resident consent forms with the vaccine administration documented; file the original resident consent forms in their health record</li> <li>Original staff consent forms with the vaccine administration documented</li> <li>Copy of the completed COVID-19 Vaccine Clinic Tracking Tool</li> </ol> </li> <li>Ensure the consent forms are fully completed with the resident or staff demographic information, consent, signature and vaccination administration information</li> <li>Ensure the lot# is recorded correctly on the consent forms (lot # is the 2 letters and 4 numbers EW0199 on the vial; not the longer number e.g. PAA165969)</li> <li>Send via secure courier with tracking and signature receipt to:           <p style="text-align: center;"><b>Attention: PH Clerk</b>  <b>CD Unit</b>  <b>490 Hargrave Street, 2nd floor</b>  <b>Winnipeg, MB</b>  <b>R3A 0X7</b></p> </li> <li>Packages can be accepted at 490 Hargrave between 0830-1630h Monday to Friday (excluding stat holidays). If not able to arrive before 1630h on the day of your clinic, please send first thing the next business day</li> </ul>