**Recommended Learning Materials & Forms: Checklist for COVID-19 Immunization Clinics**

To run a COVID immunization clinic, there are certain [mandatory requirements](https://www.albertadoctors.org/about/COVID-19/covid-19-vaccination-community-clinics). The following materials and resources are provided to help you be successful in meeting these requirements.

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| **Storage, Preparation, Handling, Administration, and Reconstitution** |
|  | **Recommended for ALL CLINICS** | **For those NEW IN THEIR ROLE to vaccinating** |
| ☐☐☐☐☐☐☐☐☐☐☐ | * [Alberta Vaccine Storage & Handling for COVID-19 Vaccine](https://open.alberta.ca/publications/alberta-vaccine-storage-and-handling-for-covid-19-vaccine)
* [Alberta Immunization Regulation](https://open.alberta.ca/publications/2018_182)
* [Alberta COVID-19 Vaccine Program](https://www.alberta.ca/covid19-vaccine.aspx)
* [Management of Vaccine Errors or Deviations](https://open.alberta.ca/publications/management-covid-19-vaccine-administration-errors-deviations)
* [Moderna COVID-19 Vaccine Product Monograph](https://pdf.hres.ca/dpd_pm/00059305.PDF)
* [AHS Moderna – Biological Information](http://www.albertahealthservices.ca/assets/info/hp/cdc/if-hp-cdc-ipsm-covid-19-moderna-bio-pg-07-204.pdf)
* [Pfizer COVID-19 Vaccine Product Monograph](https://covid-vaccine.canada.ca/info/pdf/pfizer-biontech-covid-19-vaccine-pm1-en.pdf)
* [AHS Pfizer Adult Formulation – Biological information](https://www.albertahealthservices.ca/assets/info/hp/cdc/if-hp-cdc-ipsm-covid-19-pfizer-bio-pg-07-203.pdf)
* [AHS Pfizer Adult Formulation – Preparation of Vaccine](https://www.albertahealthservices.ca/assets/info/hp/cdc/if-hp-cdc-ipsm-covid-19-prep-pfizer-biontech-covid-vaccine.pdf)
* [AH Pfizer Pediatric Formulation – Biological information](https://open.alberta.ca/dataset/58d31634-61d9-469d-b95f-f714719b923e/resource/55c882c6-8dc3-4a36-a838-517276a44a86/download/aip-bp-covid-19-pfizer-pediatric-5-to-11.pdf) ***NEW***
* [AH Pfizer Comparison table – adult and pediatric formulation](https://open.alberta.ca/dataset/58d31634-61d9-469d-b95f-f714719b923e/resource/acc14ecc-54d3-4d45-8cc5-728400dc0ba6/download/aip-bp-covid-19-pfizer-formulation-comparison.pdf) ***NEW***
 | ***AHS Absorb learning modules**** [Cold Chain Management webinar](http://albertahealthservices.adobeconnect.com/p3ub3c4lmxl/)
* [Annual Foundational Vaccine Storage & Handling modules](http://cdm.absorbtraining.ca/)
* COVID Immunization Orientation: [PowerPoint](http://www.albertahealthservices.ca/assets/info/hp/cdc/if-hp-cdc-ipsm-covid-19-imm-orientation-ppt.pdf) | [Registration](https://www.albertahealthservices.ca/topics/Page17354.aspx)

***Other supplemental materials**** [AHS COVID-19 Immunization Demonstration video](https://ahamms01.https.internapcdn.net/ahamms01/Content/2021/2021-01-COVID-Vax-Walkthrough.mp4)
* [AHS Vaccine Storage & Handling Documents](https://www.albertahealthservices.ca/info/Page14001.aspx)
* [Alberta Vaccine Cold Chain Policy](https://open.alberta.ca/publications/alberta-vaccine-storage-and-handling-policy-for-provincially-funded-vaccine)
* [Alberta Immunization Policy](https://www.alberta.ca/alberta-immunization-policy.aspx?utm_source=redirector)
* [Alberta COVID-19 Immunization: Guidance](https://open.alberta.ca/publications/covid-19-immunization-guidance-during-covid-19-pandemic)
* Alberta [Prefilled syringe COVID-19 immunization policy](https://open.alberta.ca/dataset/58d31634-61d9-469d-b95f-f714719b923e/resource/3b73d911-8a68-444f-958e-87cfd54e88a9/download/prefilled-syringes-covid-19-policy.pdf)
 |
|  | **Notes** |
|  | **Moderna** | **Pfizer – Adult Formulation** |
|  | * *Storage in refrigerator:*
	+ ***Pre-Puncture****: +2°C to +8°C for* ***30 days****. +8°C to +25°C for* ***24*** *hours.*
	+ ***Post-Puncture****: +2°C to +25°C* ***24*** *hrs.*
* ***10 or 14*** *doses per vial, depending on supplier.*
* *Approved for those* ***12*** *and older.*
 | * *Storage in refrigerator:*
* ***Undiluted:*** *+2°C to +8°C for* ***31 days****. +8°C to +25°C for 2 hours.*
* *Pfizer may arrive already having begun 31-day refrigeration countdown. CHECK SHIPPING LABEL.*
* ***Diluted:*** *+2°C to +25°C for* ***6 hours***
* ***6*** *doses per vial. Pre-loading into syringes is not supported.*
* *Approved for those* ***12*** *and older.*
 |
|  | **Pfizer – Pediatric Formulation NEW** |  |
|  | * *Storage in the refrigerator:*
	+ ***Undiluted****: + 2°C to + 8°C up to* ***10 weeks****. +8°C to + 25°C for up to* ***12*** *hours*
	+ ***Diluted****: + 2°C to + 25°C for up to* ***12*** *hours*
* ***10*** *doses per vial*
* *Approved for those* ***5-11*** *years of age*
* **Do not refreeze the vaccine.**
 |  |
|  | * ***Try*** *to use all doses within* ***7 days****. However,* ***do not discard*** *unused vials after 7 days.*
 |
| **Adverse Events** |
|  | **Recommended for ALL CLINICS** | **For those NEW IN THEIR ROLE to vaccinating** |
| ☐ | * [Adverse Event Following Immunization Reporting](https://www.albertahealthservices.ca/info/Page16187.aspx)
 | ***AHS Absorb learning module**** [Anaphylaxis Management training](https://phc.myabsorb.ca/#/catalog/fca66632-4813-469e-9e03-eef96af49081)

***Other supplemental materials**** [COVID-19: Surveillance & Reporting of Adverse Events](https://open.alberta.ca/publications/covid-19-vaccine-aefi)
* [Adverse Events Following Immunization Policy](https://open.alberta.ca/publications/aefi-policy-for-alberta-immunization-providers)
* [Article: Managing anaphylaxis in primary care](https://www.ncbi.nlm.nih.gov/pmc/articles/PMC5724339/)
 |
|  | **Notes** |
|  | * *Adverse events need to be reported within* ***3 days****. Familiarize yourself with reporting requirements & process.*
* *Ensure you have the requisite knowledge and skills to manage an allergic reaction.*
 |
| **Ordering, Reconciliation & Wastage** |
|  | **Recommended for ALL CLINICS** | **For those NEW IN THEIR ROLE to vaccinating** |
| ☐☐☐☐ | * [Create NEW Alberta Vaccine Inventory (AVI) Account Specific to COVID-19 Vaccine](https://docs.google.com/forms/d/e/1FAIpQLSed6OKJZxLNGhnrXlXXHamXfXm7b-UBDPrHdsurzecC5jcwmw/viewform)
* [AHS COVID-19 Vaccine Waste Mitigation Strategy](https://www.albertahealthservices.ca/assets/info/ppih/if-ppih-covid-19-vaccine-waste-mitigation-strategy.pdf)
* [Blue Cross Vaccine Waste Mitigation Guidance](https://www.ab.bluecross.ca/pdfs/ACPIP-Vaccine-Wastage-Guidance.pdf)
* [Problems Reporting Form for COVID-19 Vaccine](https://open.alberta.ca/dataset/58d31634-61d9-469d-b95f-f714719b923e/resource/5403ebff-4dda-4f35-b7f7-4e1fab70a31a/download/health-aip-product-problem-form.pdf)
 | * [AVI training materials. (Under the Facility/Clinic Guides menu)](https://vimsavi.alberta.ca/prod/)
	+ AVI COVID [training video](https://s3-us-west-2.amazonaws.com/stc-app-ab/videos/2021-06-04%20AVI%20COVID%20PHYSICIAN%20Presentation.mp4) & [PDF transcript](https://s3-us-west-2.amazonaws.com/stc-app-ab/pdf/2021-06-04%20AVI%20COVID%20PHYSICIAN%20Presentation-PDF.pdf) for physician offices
 |
|  | **Notes** |
|  | * *A COVID-specific AVI account is required.*
* ***Weekly AVI reconciliation*** *is required.*
* *Ensure you have a* ***contingency plan to prevent wastage****.*
* *Create a plan for receiving the vaccine if delivery occurs outside the specified delivery window.*
* *Ensure you have sufficient supplies. The vaccine is shipped with needles, syringes, alcohol swabs, and band-aids. You would need to use your own needle and syringe for any extra doses.*
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| **Immunization Reporting** |
|  | **Recommended for ALL CLINICS** | **For those NEW IN THEIR ROLE to vaccinating** |
| ☐☐☐ | * [Immunization Direct Submission Mechanism (IDSM)](https://www.albertanetcare.ca/learningcentre/ImmDirectSubmission.htm)
* [Reason codes by immunization phases for COVID-19 vaccine](https://open.alberta.ca/dataset/58d31634-61d9-469d-b95f-f714719b923e/resource/174dfe64-ed4d-4d81-bb02-9a991c730dc7/download/covid-19-reason-codes-phases.pdf)
* [COVID-19 Immunization Record](https://actt.albertadoctors.org/file/COVID-19%20Clinic%20Immunization%20Record.pdf) *(If using)* Fax outline
 | * [Immunization Direct Submission Mechanism (IDSM) User Training Materials](https://www.albertanetcare.ca/learningcentre/IDSMTrainingMaterials.htm)
 |
|  | **Notes** |
|  | * *Daily IDSM reconciliation is required.*
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| **Patient Counselling and Assessment** |
|  | **Recommended for ALL CLINICS** | **Supplemental materials** |
| ☐☐☐ | * [Client Immunization Record & Care After Immunization](https://actt.albertadoctors.org/file/frm-21763.pdf) Fax outline
* [AHS Fit to Immunize Tool](https://www.albertahealthservices.ca/assets/info/hp/cdc/if-hp-cdc-ipsm-fit-to-immunize-tool-covid-19.pdf) Fax outline
* [Consent form](https://www.albertahealthservices.ca/frm-21765.pdf) *(if using)* Fax outline
 | * [AMA Be a Vaccine Positive Clinic toolkit](https://www.albertadoctors.org/about/COVID-19/vaccine-positive-clinic-toolkit)
* [U of C Vaccine Hesitancy Guide](https://www.vhguide.ca/)
* [AHS COVID-19 Vaccine Information Sheet](https://www.albertahealthservices.ca/assets/info/hp/cdc/if-hp-cdc-ipsm-covid-19-vaccine-information-sheet.pdf)
* [Second dose information for AZ recipients](https://www.alberta.ca/assets/documents/health-second-dose-az-recipients-factsheet-public.pdf)
 |
|  | **Notes** |
|  | * *Check Netcare for patient’s immunization status.*
* *Determine process to review aftercare instructions with patients and how they will be discharged following 15 min observation period.*
 |
| **Workflow/Space Planning** |
|  | **Recommended for ALL CLINICS** | **For those NEW IN THEIR ROLE to vaccinating** |
| ☐ | * [Primary Care COVID-19 Immunization Toolkit](https://covidtoolkit.ca/home/prepare/)
	+ *Contains role definitions, clinic flow, posters & more.*
* [Quick reference chart for clinic vaccination processes](https://www.albertadoctors.org/COVID-19-info-resources/vax-processes-quick-ref-chart.pdf)
 | * [PHAC: COVID-19 Vaccines Planning for Immunization Clinics video](https://nccid.ca/webcast/phac-covid-19-vaccines-planning-for-immunization-clinics/)
 |
|  | **Notes** |
|  | * *Do a ‘dry run’ to test processes before administering your first dose. These can include receiving the vaccine, patient flow, administering the vaccine, and documentation.*
* *Identify roles for each person in your clinic and what that role entails.*
* *Reach out to your PCN and have a conversation about tools, support or partnerships that may be available in your area.*
* *While waiting for your order confirmation, consider building a list of patients that are ready to receive immunization, based on eligibility and immunization status.*
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| **Billing** |
|  | **Recommended for ALL CLINICS** |
| ☐☐☐ | * [Med 242: COVID-19 vaccine codes](https://open.alberta.ca/dataset/58a224a2-0fed-4b1e-b8d5-9f6cf70450c6/resource/f2a3977e-b45d-4cce-8834-9d27197b12ed/download/health-ahcip-bulletin-med-242-covid-19-vaccine-codes.pdf)
* [Med 243: COVID-19 vaccine codes system update](https://open.alberta.ca/dataset/58a224a2-0fed-4b1e-b8d5-9f6cf70450c6/resource/3eb67876-df54-4e98-9019-986b28fdb2e1/download/health-ahcip-bulletin-med-243-covid-19-vaccine-codes-system-update.pdf)
* [AMA Guide to physician billing for COVID-19 vaccinations](https://www.albertadoctors.org/services/physicians/compensation-billing/billing-help/billing-tips/billing-covid-19-vaccinations)
 |
|  | **Notes** |
|  | * *Currently, there is no interprovincial billing arrangement enabling physicians to claim the COVID-19 vaccine fee codes when the vaccine is administered to patients without an Alberta Health Card. Another option is for these patients is to call Health Link at 811 to book a vaccine appointment at an Alberta Health Services (AHS) immunization site.*
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### Learning completed by:

|  |  |
| --- | --- |
| Name: |  |
| Signature: |  |
| Date: |  |