

# CHS Workflow for Ordering and Picking-Up COVID-19 Vaccine

## Steps for Community Health Services (CHS) Immunizers:

### 1) CHS Immunizers Order COVID-19 Vaccine From Local Public Health Unit

- Whenever possible, plan to immunize several clients on the same day to minimize vaccine wastage
- Email [order form](#) to [COVIDVaccineInventory@islandhealth.ca](mailto:COVIDVaccineInventory@islandhealth.ca) a minimum of **1-2 days prior to immunization date**, including date immunizations planned, vaccine product and dosage, and number of doses
  - If more than 10 doses are required order a minimum of 3 days in advance
- Regional Biological Products Monitor (BPM) and Centralized Vaccine Inventory Teams to ensure additional vaccine doses are available each day at Public Health Units for CHS Immunizers and advise Health Unit of order

### 2) CHS Immunizers Pick-up Vaccine from Local Public Health Unit

- When picking up vaccine CHS Immunizer will be prepared to transport vaccine as per [Transport of Pre-Drawn COVID-19 mRNA Vaccine](#)
- This includes bringing an insulated cooler, ice packs, gel/water packs and being familiar with [BCCDC Guidelines for Packing an Insulated Cooler](#).
  - Temperature monitoring device (ie – datalogger or min/max thermometer) should be used during transport whenever possible.
- Upon arrival at Public Health Unit, CHS immunizer to check in with Public Health staff (BPM) for access to COVID-19 vaccine. CHS Immunizer will pre-draw COVID-19 vaccine doses
- If required, request COVID-19 Immunization Record Cards at time of pick-up

### 3) Complete Documentation and Clinic Tally

- Document all COVID-19 vaccines administered in ImmsBC
- Each day Lead CHS Immunizer(s) for each site to document on CHS/Other tab on [COVID-19 Immunizations - Clinic Tally](#)
  - Ensure any wasted doses are documented on the clinic tally  
Note: Dispose of wasted vaccine doses in sharps container

## Steps for Public Health

- Ensure a minimum of 2-3 vials on hand at Health Unit for CHS immunizing needs

### Each day vaccine is picked up by CHS:

- 1) Health Unit staff (BPM) to connect with CHS immunizer when they arrive at the health unit and direct them to COVID-19 vaccine. CHS Immunizer will pre-draw COVID-19 vaccine doses.
- 2) Local BPM emails completed [order form](#) with the lot number and number of doses picked up by CHS and emails copy to the Regional BPMs at [COVIDVaccineInventory@islandhealth.ca](mailto:COVIDVaccineInventory@islandhealth.ca)
- 4) Regional BPM updates ImmsBC Inventory
  - a) Transfers vaccine from the Health Unit Supply Location to the appropriate CHS Supply Location in ImmsBC (based on the CHS Clinic Tracker) and accepts the transfer
  - b) Makes adjustments as required based on online Clinic Tally