

COVID-19 Vaccine Order Form for Community Vaccine Providers (CVPs)

[Including Indigenous Providers, Long-Term Care (LTC) and Assisted Living (AL) Facilities]

Complete all fields in Community Vaccine Provider section (tan). Email completed form to

covidvaccineinventory@islandhealth.ca Allow at least 1 week (5 business days) to fill your order. Vaccine will be distributed based on available products and supply.

****Only CVPs that have been pre-approved by Public Health can order COVID-19 vaccines****

Community Vaccine Provider

Site Name:		Address:	
Pharmacy/Facility Administering Vaccine (Clinic Name as per ImmsBC):			
Date:	Contact Person:	E-mail:	
Phone Number:	Ext:	Fax Number:	
Date Immunizations Planned:		Time:	Name of Health Unit Picking-up From:
Number of Doses Requested: SPIKEVAX™ Moderna - COVID-19 Vaccine Eligibility			Number of Doses Requested: BIVALENT SPIKEVAX™ Moderna
Dose: 0.25mL – Pediatric 6mos – 4y	Dose: 0.5mL 1 st & 2 nd 12y+ & 3 rd dose*	Dose: 0.25mL Booster 12y+*	Dose: 0.5mL – Fall Booster 18y+***
Number of Doses Requested: COMIRNATY® (Pfizer) COVID-19 Vaccine Eligibility		Number of Doses Requested: BIVALENT COMIRNATY® (Pfizer)	
Dose: 0.2mL – Pediatric 5-11 y	Dose: 0.3mL 1 st & 2 nd doses 12y+**	Dose: 0.2mL – Pediatric Bivalent 5 – 11y	Dose: 0.3mL – Fall Booster 12y+****
<p>*Pfizer 0.3ml is preferred product for immunocompetent 12-29 year olds **Moderna 0.5ml is preferred product for moderately to severely immunosuppressed 12y+ ***Moderna Bivalent is preferred product for moderately to severely immunosuppressed 12y+ ****Comirnaty Bivalent (Pfizer) approved for 12y+</p>			

Regional BPM Use Only

Approved By:		Date:	
Vaccine Brand	Number of Doses	Number of Vials	Lot Number (if known)
<input type="checkbox"/> CVP to Pick Up	<input type="checkbox"/> Island Health Transport to Deliver	Pick up Location:	
Pick up Date:	Time:	Notes:	

Public Health – Print form. Complete at time of vaccine pick-up and retain a copy

Date	Time	Fridge Temp	Date/Time Removed from Freezer*	Lot Number(s)	Vials Sent	Doses Sent	Total Previous Transport Time
Vaccines Filled by (print name):				<p>*Once removed from freezer and placed in vaccine fridge: *Moderna SPIKEVAX® vials must be used within 30 days, Pfizer COMIRNATY® Adult/Adolescent vials must be used within 31 days and Pfizer COMIRNATY® Pediatric and Pfizer COMIRNATY Bivalent vials must be used within 10 weeks</p>			

Transportation

- Bring hard-sided cooler with frozen ice packs and gel/water packs when picking up vaccine
- Temperature monitoring device should be used during transport whenever possible. [Pack and store](#) vaccine according to [BCCDC standards](#)
- Once thawed, COVID-19 mRNA Vaccines may be transported for a maximum total of 12 cumulative hours
- If transferred to another site complete table below
- Store this form with vaccine (in fridge) to ensure temperature monitoring and transport documentation is accessible
- Remaining doses should be used at next scheduled clinic

Transport – Record temp for each cooler at end of transport (when transferring vaccine from cooler to fridge)						
Date of Cooler Packing/Pick Up	Time of cooler Packing/Pick Up	Duration of Transport	Time of Arrival	Current Temp	Min Temp	Max Temp
Vaccine Transported By (print name):						

Remaining Doses at End of Clinic – Number of Unopened Vials								
Transport to/from	Date	Depart Time	Arrival Time	Current Temp	Min Temp	Max Temp	Reset Min/Max	Duration of Transport
Previous Transport Time (from 'Health Unit Use' section)								H: M:
From Health Unit to Site							<input type="checkbox"/> Yes	H: M:
							<input type="checkbox"/> Yes	H: M:
							<input type="checkbox"/> Yes	H: M:
Total Duration of Transport								H: M:

- Store vaccine in refrigerator between +2° and +8°C, in the original packaging to protect from light
- For more information about vaccine eligibility, vaccine products and intended use, see [BCCDC Immunization Manual](#)
- Report cold chain incidents by following the [COVID-19 Cold Chain Incident Reporting Process for CVPs \(including LTC and CHS\)](#)

Monitoring Vaccines

Date: _____ Site: _____ Vaccine Product: _____

When storing vaccine in a vaccine fridge:

- Twice daily, record the temperatures (current, minimum and maximum) on the [BCCDC refrigerator temperature log](#).
 - Store temperature log near vaccine fridge
- **Once temperatures are recorded, reset min/max thermometer**

When storing vaccine in a cooler:

- Check temp every 1-2 hours and each time the cooler is opened, record the temperatures below
- Cooler temperature will gradually rise. Minimize frequency of cooler opening.
- If temperature reaches +6.5 to +7°C, replace cool and ice packs and keep cooler closed until temperature drops
- If exposed above +8°C, it is considered room temperature
 - Record date and time vaccine was last known be within 2°C to 8°C on Vial Label: Placed at Room Temp
 - Diluted/used within time frame established by manufacturer
 - Quarantined and reported as a cold chain

Monitoring Vaccine at Clinic					
Time	Current Temp.	Min Temp.	Max Temp.	Reset Min/Max	Nurse Name (print)
				<input type="checkbox"/> Yes	
				<input type="checkbox"/> Yes	
				<input type="checkbox"/> Yes	
				<input type="checkbox"/> Yes	
				<input type="checkbox"/> Yes	
				<input type="checkbox"/> Yes	
				<input type="checkbox"/> Yes	
				<input type="checkbox"/> Yes	
				<input type="checkbox"/> Yes	
				<input type="checkbox"/> Yes	
				<input type="checkbox"/> Yes	
				<input type="checkbox"/> Yes	
				<input type="checkbox"/> Yes	
				<input type="checkbox"/> Yes	
				<input type="checkbox"/> Yes	
				<input type="checkbox"/> Yes	
				<input type="checkbox"/> Yes	
				<input type="checkbox"/> Yes	
				<input type="checkbox"/> Yes	
				<input type="checkbox"/> Yes	
				<input type="checkbox"/> Yes	

At end of each clinic complete [online clinic tally](#) to document doses administered at clinic and any doses remaining at end of clinic.