

Site Immunization Plans	<ul style="list-style-type: none"> • Effective March 31, 2022 • Sites will identify and ensure COVID-19 mRNA vaccine immunizers have been trained in order to provide residents with on-going vaccine maintenance or to respond to broad vaccination (surge) of all residents if announced • OR sites will work with their community pharmacy to develop plans for maintenance and surge vaccination • Sites will designate a Site Lead to coordinate immunization plans
Vaccine Maintenance List	<ul style="list-style-type: none"> • Resident vaccination status will be reviewed on admission and on-going • Site leads are responsible for keeping an active list of residents who require COVID-19 mRNA vaccination • Once threshold met to immunize residents eligible for mRNA vaccine in a timely manner, the site lead is responsible for ordering the amount of doses required, determining the date of vaccine pick-up and date of immunization administration
Order Vaccine	<ul style="list-style-type: none"> • Site lead completes the vaccine order form <ul style="list-style-type: none"> ○ Confirm which product and quantity of mRNA vaccine required ○ Public Health requires at least 5 business days for pick-up ○ Ensure date of pick-up and person picking up vaccine is completed on order form ○ Once complete email to: COVIDVaccineInventory@islandhealth.ca • Site lead ensures that an assigned Immunizer (if not self) will pick up vaccine on date requested • Local health unit Biological Product Monitor (BPM) will confirm pick-up arrangements 2 days prior to pick-up day
Pick-up Vaccine	<ul style="list-style-type: none"> • LTC Immunizer or alternate designated for vaccine pick-up will: <ul style="list-style-type: none"> ○ Follow correct cold chain management ○ Use hard-sided cooler with frozen ice packs, gel/water blankets and pack vaccine according to BCCDC standards ○ If transport time greater than hour a temperature monitoring device (ie – datalogger or min/max thermometer) will be used • LTC designated staff or alternate arrives at local Health Unit on assigned pick-up day and time <ul style="list-style-type: none"> ○ Completes tracking form with Health Unit staff • Health Unit staff to fax tracking form to COVIDVaccineInventory@islandhealth.ca • Supplied vaccine is intended for use the day of pick-up and not intended for sites to store on-site for an extended length of time

Vaccine Administration	<ul style="list-style-type: none"> Review resident record for previous doses and eligibility Obtain informed consent or written consent for series (first dose only) Assess for contraindications and precautions (e.g. allergies) Provide vaccine to residents according to BCCDC guidelines
Documentation	<p>For immunization provided on-site by nurse The COVID-19 Immunizer will:</p> <ul style="list-style-type: none"> Record vaccine administration into ImmsBC Record vaccine on Resident Immunization Record Record vaccine in Resident MAR <p>For immunizations provided by a community pharmacy The pharmacy COVID-19 Immunizer will:</p> <ul style="list-style-type: none"> Record vaccine administration into ImmsBC Provide site with COVID vaccine record <p>The MRN will:</p> <ul style="list-style-type: none"> Transcribe vaccine administration into Resident Immunization Record
End of Day Clinic Tally	<p>For Island Health Sites</p> <ul style="list-style-type: none"> Site lead or designate will fill out the end of day tally <ul style="list-style-type: none"> Instructions on completion of form By end of shift enter information into the online tally sheet <ul style="list-style-type: none"> COVID-19 Vaccine Tracker Ensure you have access to this page, if not contact COVIDtrackingvaccine@islandhealth.ca to grant you access <p>For Affiliate & Private Sites (Tally Sheet)</p> <ul style="list-style-type: none"> Site lead or designate will complete tally sheet and email COVIDVaccineInventory@islandhealth.ca with the information listed below by end of shift: <ul style="list-style-type: none"> Lot number(s) How many doses administered How many doses wasted
Vaccine Supplies	<p>VWR® Traceable® Sentry Minimum/Maximum Memory Thermometers</p> <ul style="list-style-type: none"> The thermometers (min/max devices) https://ca.vwr.com/store/catalog/product.jsp?catalog_number=21800-076 <p>Water Blankets</p> <ul style="list-style-type: none"> https://www.uline.ca/BL_2164/Ice-Blankets?keywords=ice+packs <p>Low dead-volume syringes with needles for booster campaigns will be ordered by Island Health for your site and direct-delivered to your site from PHSA</p> <ul style="list-style-type: none"> The shipment from PHSA will contain extra supply for future maintenance doses. Please retain these supplies at your site for future use

Resources

***With any questions or concerns please reach out to: LTCCoach@islandhealth.ca**

[Cooler packing requirements](#)

[Storing, Monitoring and Transporting the Vaccine \(internal link\)](#)

[Cold Chain Management \(BCCDC resource\)](#)

[COVID-19 vaccination toolkit for health professionals](#)

[ImmsBC Documentation Training](#)

[LTC COVID-19 Immunizer Self-Assessment](#)

[Tally Sheet](#) (for non-Island Health users)

To keep up to date with the BCCDC Immunization Manual sign up for their email distribution here: [BCCDC Automated Email updates](#)

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