

COVID-19 Vaccine Roll-out through Community Pharmacies

ONBOARDING PACK

Part 2 of 3: Checklists for Pharmacies

November 2021 Version 4

This Onboarding Pack provides information and advice specific to the administration of the **Vaxzevria (AstraZeneca)**, the **Spikevax (Moderna)**, and the **Comirnaty (Pfizer)** vaccine in a community pharmacy.

[This version replaces previous versions](#)

Checklists for Pharmacies

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Checklists for Pharmacies



GUIDANCE

We have provided a number of checklists to help pharmacies with the day-to-day operation of the vaccination service in accordance with ATAGI best practice guidelines and Commonwealth Department of Health reporting requirements.

These checklists are also available on the Department of Health website and are regularly review and updated as required. Please refer to the Department's website periodically.

These lists are intended as guidance documents only and we encourage you to adapt them to suit your situation.

The following checklists are provided below:

- Onboarding Checklist (Digital Services)
- Obtaining consent & pre-vaccination checklist
- Vaccine preparation checklist
- Resuscitation/Anaphylaxis response kit checklist
- Patient Screening checklist
- Post-vaccination checklist.



Onboarding Checklist (Digital Services)

Tick when completed:

- Has each of your vaccination sites applied for an Australian Immunisation Register (AIR) provider number?
- Have you registered your organisation in PRODA (if needed) and have members of your organisation who require access also set up an individual PRODA account?
- Do you have systems in place to check patients' immunisation history and report encounters to AIR?
- Do you have an appointment management or online booking system?
- Have you registered to the Commonwealth Vaccine Administrative System (CVAS)?
- Have you registered for the COVID-19 Vaccination in Community Pharmacies (CVCP) Pharmacy Programs Administrator (PPA) Portal in order to submit claims for payment?



Obtaining Consent and COVID-19 Pre-Vaccination Checklist

Discussion checklist for providers to ensure patients are well informed when deciding to receive the COVID-19 vaccine. Contraindications, Precautions and Special circumstances provided on the next page.

Tick when discussed/confirmed:

- Benefits of vaccination
 - Possible risk of contracting/transmitting COVID-19 despite vaccination
 - Requirement for 2 doses
 - Need to continue other public health measures (e.g. Physical distancing, hand washing, wearing a face mask, COVID-19 testing and quarantine/isolation as required)
 - Safety of COVID-19 vaccines, including current safety investigations into rare clotting conditions
 - Management of side effects and seeking medical attention for side effects
 - Adverse events monitoring
 - Reporting of all vaccinations to the AIR
 - De-identified vaccination data will be provided to a 3rd party for claiming purposes as a condition of subsidised access to the COVID-19 vaccine
 - Provide information sheet on the specific vaccine the patient will receive
 - Check for contraindications to COVID-19 vaccination
 - Check precautions for COVID-19 vaccination
 - Check patient details against AIR records. The same brand should be used for second dose, except if anaphylaxis occurred after the first dose
 - Check whether the patient has received any vaccine within the past 14 days. A 14-day interval between a COVID-19 vaccine and any other vaccines are preferred
 - Check patient Medicare number (or where none provided, seek confirmation from the patient that they do not hold, or are ineligible to hold, a Medicare/DVA card)
 - Confirm eligibility
 - Obtain informed consent either verbally or using written form
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Obtaining Consent and COVID-19 Pre-Vaccination Checklist

Contraindications

- A past history of cerebral venous sinus thrombosis (CVST) - **AstraZeneca**
- A past history of heparin-induced thrombocytopenia (HIT) - **AstraZeneca**
- A past history of idiopathic splanchnic (mesenteric, portal and splenic) venous thrombosis - **AstraZeneca**
- Anti-phospholipid syndrome with thrombosis – **AstraZeneca**
- Patients with contraindications to COVID-19 Vaccine **AstraZeneca**, i.e.
 - Anaphylaxis to a previous dose of COVID-19 Vaccine **AstraZeneca**, or to an ingredient of the vaccine
 - Thrombosis with thrombocytopenia syndrome (TTS) occurring after the first dose of COVID-19 Vaccine **AstraZeneca**
 - Other serious adverse events attributed to the first dose of COVID-19 Vaccine **AstraZeneca**
- Patients with contraindications to COVID-19 Vaccine **Moderna**, i.e.
 - Anaphylaxis to a previous dose of COVID-19 Vaccine **Moderna**, or to an ingredient of the vaccine
- Patients with contraindications to COVID-19 Vaccine **Pfizer**, i.e.
 - Anaphylaxis to a previous dose of COVID-19 Vaccine **Pfizer**, or to an ingredient of the vaccine

Precautions

- Acute illness, e.g. fever $\geq 38.5^{\circ}\text{C}$
- Bleeding disorder or receipt of anticoagulant therapy
- Suspected immediate generalised allergic reaction to a previous dose of COVID-19 vaccine
- Generalised allergic reaction to any component of the COVID-19 vaccine to be administered
- Prior anaphylaxis to other vaccines or to medications (injectable or oral) where polyethylene glycol or polysorbate 80 could conceivably be the cause
- Known systemic mast cell disorder with raised mast cell tryptase that requires treatment

Special Circumstances warranting discussion before vaccination

- Pregnancy
- Immunocompromised
- Past history of COVID-19 or ongoing illness from COVID-19



Vaccine Preparation Checklist

Recommended checklist for equipment used to administer one dose to one patient.

Equipment Required

- 1 x unexpired vaccine vial containing at least 1 dose stock (with diluents, if applicable).
- 1 x sterile syringe (either a 1mL, 2mL or 3mL syringe depending on stock available and dose required) (latex-free). Luer-Lock rather than Luer-Slip are highly recommended.
- 1 x sterile 19 or 21 gauge, bevelled drawing up needle (reduces coring).
- 1 x sterile 22 to 25 gauge administration needle. 25mm length except for persons with obesity when 38mm is recommended. Safety needles are strongly recommended.
- 1 x 70% isopropyl alcohol wipe (for vials, not the person's arm).
- 1 x cotton wool ball.
- 1 x hypoallergenic tape or hypoallergenic latex-free band aid.
- 1 x procedure dish or tray for the drawn-up vaccine (e.g. kidney dish) (optional).



Resuscitation / Anaphylaxis Response Kit Checklist

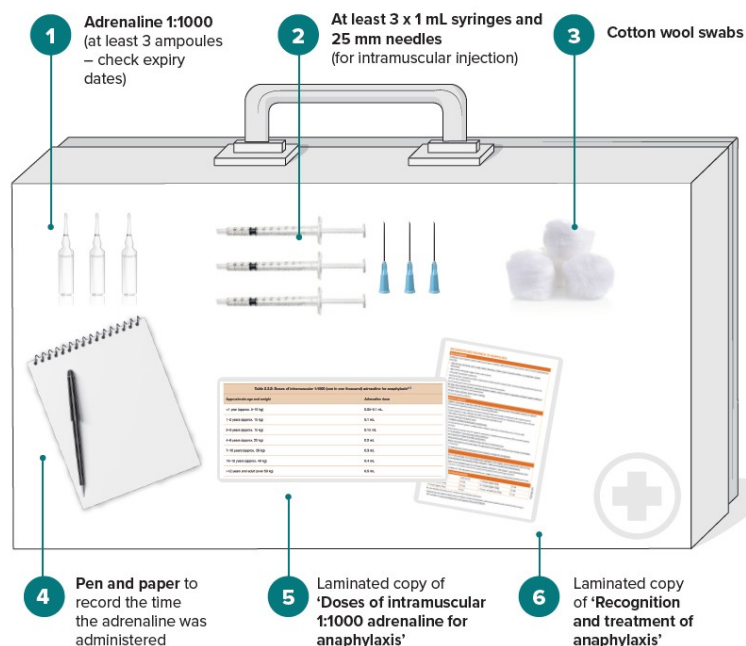
Recommended checklist for minimum required equipment to be kept on hand in the event of an anaphylactic reaction to the vaccine following administration.

Equipment Required

- 3 x adrenaline (1:1000) ampoules which are in date.
- 3 x drawing up needles.
- 3 x 1mL syringes.
- 3 x 25mm, 22 -25 gauge needles for intramuscular injection.
- 3 x cotton swabs.
- Pen and paper for documenting the resuscitation events.
- 1 x laminated copy of the '[Table. Doses of intramuscular 1:1000 adrenaline for anaphylaxis](#)' from the AIH.
- 1 x laminated copy of the '[Table. Recognising and treating anaphylaxis](#)'.

Infographic available at: <https://immunisationhandbook.health.gov.au/resources/publications/preparing-an-anaphylaxis-response-kit#>

Your anaphylaxis response kit should contain:





Post-Vaccination Checklist

Recommended checklist for minimum required equipment to be kept on hand in the event of an anaphylactic reaction to the vaccine following administration.

Tick when discussed

- Seat patient within direct line of sight and monitor for 15 minutes post-vaccination. Longer observation may be required for people with precautions to vaccination
 - Inform recipient of the brand of COVID-19 vaccine they have received
 - Inform recipient when the next dose is due (if Dose 1 received), or that they have completed the primary vaccination course (if Dose 2 received)
 - Provide vaccine patient with post-vaccination information sheet on the specific vaccine that the patient received
 - Document administration of COVID-19 vaccines (including correct brand) in AIR and in local patient record
 - If applicable, encourage patient to book in second dose while waiting
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