**Community Clinic: Vaccine Prep Role**

* **Arrival at clinic:**
* Prior to starting, identify room to be used for vaccine prep
* Receive vaccine and spare cooler from delivery driver
* Monitor cooler temperature and record on clinic outreach form
* Check quantity of vaccine and compare with clinic outreach form
* If discrepancy with quantity of vaccine vials notify area manager if incorrect
* Check vaccine expiry dates and lot numbers, identifying if more than one lot and communicate to coordinator
* Ensure good ergonomics for the prep person (standing at counter height, sitting at table)
* **Prior to preparing vaccine:**
* Gather all supplies: 1 ml syringes, needle tips of appropriate gauge, 3 ml prep syringes, diluent, (ensuring at this time that sufficient quantity available for vaccine provided), alcohol swabs, hand sanitizer, blue prep pads, large prep basket, sharpie marker, pen, labels, secondary cooler, lap top, refuge bin.
* Set up station for personal preference and ease of vaccine prep. Some may assemble all needles at this time or prefer to assemble prior to each vial
* **Preparing each vial of vaccine:**
* Sanitize hands, gather 1 diluent, 1- 3ml syringe, 6-1ml syringes assembled with needle tips, 7 single use alcohol swabs and place on blue prep pad, sanitize hands
* Remove 1 vial of thawed vaccine from cooler and allow to come to room temperature. If frozen, thaw vial at room temperature for 30 min.
* Each time removing vaccine from cooler note if temperature of cooler remains in range
* Gently invert vial 10 times to mix and sanitize hands
* Remove lids from diluent and vaccine and cleanse both tops with single use alcohol swab, sanitize hands
* With 3 ml syringe remove 1.8 ml of air free diluent from diluent bottle, discarding diluent bottle immediately after obtained and not setting back down on surface
* Gently add 1.8 ml diluent to vaccine vial (add slowly not to add fizz and over 20 secs) and remove 1.8 ml air from vial into the empty diluent syringe prior to removing syringe to equalize pressure.
* Discard sharp
* Gently invert vaccine 10 times to mix. Note time and record on one label. Sanitize hands
* Cleanse vial stopper with alcohol swab and draw up 0.3 ml while displacing air bubbles, sanitize hands
* Repeat process 5 more times to obtain 6 doses (0.3ml each)
* Record number of doses drawn on every empty vial to assist in doses drawn and completion of vial
* Apply each dose with time/lot/expiry label, sanitize hands
* Place vaccine doses in large vaccine basket and store in secondary cooler if provided
* Try to lay prepared vaccine flat and not stack syringes on top of each other
* Once all vaccine is prepped place empty vials in box back in cooler
* **Vaccine distribution:**
* Diluted vaccine can be stored between 2 to 25 ⁰C, administered no later than 6 hours after dilution, and can be handled in room light conditions
* Vaccine prep nurse or coordinator to provide vaccine to immunizers as needed and should be the only staff in and out of vaccine coolers
* Caution should be used when removing vaccine from the cooler as not to jar the syringe plunger and accidentally dislodge vaccine resulting in dose wastage
* Once you have drawn all vaccine up and know how many doses you have, advise the clinic coordinator and record on outreach form
* **Tasks throughout the shift:**
* Stock supplies as needed and clean surfaces.
* Wipe baskets in between uses prior to filling with syringes again.
* Monitor cooler temperatures and record on outreach form hourly until all vaccine has been reconstituted.
* Monitor flow of clinic and prepare vaccines as needed trying not to get too far ahead (vaccine is good for 6 hours once reconstituted)
* If needing additional support prepping vaccines, writing on labels or putting syringes together reach out to clinic coordinator \*they could attempt to find support
* Record any wastage on vaccine outreach form and ensure entered into COVAX
* Balance numbers administered throughout the shift with COVAX?
* **Tips for Getting 6th dose:**
* Work slowly and be precise. Try to minimize distractions.
* Good markings on the syringes so can be precise (challenge with mask & goggles too)
* before last dose roll vial to get anything off sides (lipids make it stick)
* Keep the bevel very flat in bottom to get every last bit of vaccine
* Not all 1cc syringes are low dead volume