

Mobile Clinic Checklist: Vaccine Prep

- **Upon arrival to clinic vaccine prep area:**
 - Sanitize area designated for vaccine prep and outside of coolers
 - Record cooler temperature and reposition icepacks and/or cryopak blanket if required
 - Remove transportation bubble wrap from boxes and place on top of 2nd cooler ice packs
 - Check quantity of vaccine and compare with VACCINE OUTREACH CLINIC form. Call manager if not correct
 - Check vaccine expiry dates and lot numbers, identifying if more than one lot
 - Ensure good ergonomics for the prep person (standing at counter height, sitting at table)

- **Vaccine Prep:**
 - Gather 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
 - Advise SMDHU staff and RH-NH staff involved who the clinic coordinator is and that they should touch base with them for questions or concerns (this helps minimize interruption during vaccine prep)
 - 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

- **Pfizer Vaccine Prep (each vial):**
 - 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 allowing to come to room temperature. If frozen, thaw at room temperature for 30 min.
 - Each time removing vaccine from cooler note if temperature of cooler remains in range
 - Gently invert vaccine 10 x to mix, sanitize hands
 - Remove lids from diluent and vaccine and cleanse both 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 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 x 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
 - 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
- Once all vaccine is prepped place empty vials in box back in cooler
- **Vaccine Distribution at clinic:**
 - *Diluted* vaccine can be stored between 2 to 25 C, administered no later than 6 hours after dilution, and can be handled in room light conditions
 - Vaccine prep nurse 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 so they can adjust the clinic inventory if necessary [instructions](#)