

## Immunization Best Practices:

### Set Up:

- Complete training for immunizations. Pharmacists, pharmacy technicians and pharmacy interns eligible for immunization training and administration should have documentation in file for training and competency, upon hire, annually and with each vaccine change.
- Select a pharmacy champion responsible for vaccine related process.
- Prepare storage and handling process. Digital data loggers, refrigerator, and freezer requirements to be reviewed prior to handling vaccine.
- Review process for standing orders.
- Build a Vaccine Binder for pharmacy staff, include the following at a minimum:
  - Separate binder for each vaccine, or large binder with tabs
  - Standing Orders Document
  - Current VIS/EUA
  - Education: documented staff training
  - Vaccine Management Plan (inclusive of all vaccines stored at the pharmacy)
  - Billing Information
    - May prepare separate binder to keep by computer for processing
    - Review which vaccines are billable, administration fee processing

### Workflow:

- Appointments
  - Prep Mod is an online tool to set up appointments and will submit vaccine information directly to NDIIS. [PrepMod: North Dakota's Mass Vaccination System | Department of Health \(nd.gov\)](#)
  - Prepare spreadsheets to include available appointments, set up appointments based on staffing plan.
    - Examples: Appointments at 20-minute increments, time frames selected to match workflow availability.
    - File to include appointment date, time, patient name, date of birth, vaccine to administer, initials of vaccinator, line for follow up if needed.
- Walk Ins
  - Walk in appointments require vaccines to be on hand.
  - Utilize binder for consent/screening forms.

### **Safety Tips:**

- Avoid preparing multiple vaccines at the same time.
  - Label each syringe after preparation, if desired, color code the labels.
  - Separate vaccines that may look alike in fridge, label storage bin.
    - [Vaccine Label Examples-Updated January 12, 2022 \(cdc.gov\)](#)
  - Offer certain vaccine clinics on certain days.
    - Ex: **Pfizer** on **Friday**
    - Use mnemonics to help safely give vaccines if giving multiple vaccines during same appointment. Ex: **FLU** (remember the L!) in **Left** arm
  
- ☐ Vaccine Selection
  - Utilize Forecast in NDIIS to review vaccines due. [VaccineForecasting\\_SCHOOLS.pdf \(nd.gov\)](#)
  
- ☐ Vaccine Storage
  - Review CDC (Centers for Disease Control) Storage and Handling.
  - Review ND DOH Storage and Handling.
  - Storage includes continuous temperature monitoring and daily documentation that temperature is monitored for both refrigerator and/or freezer.
  - Dorm refrigerators are not acceptable to store any vaccine.
  - The freezer in a fridge/freezer combo cannot be used to store any vaccine, a freezer must be a stand-alone freezer to meet requirements.
  
- ☐ Vaccine Preparation
  - Prepare supply bins in preparation area. Must be clean and free of clutter.
    - Separate adult and pediatric supplies (syringes, needles)
    - Utilize needle-shielding syringes
    - Check vaccine, expiration.
  - Always perform hand hygiene and use aseptic techniques.
  - Utilize color coded labels to differentiate vaccine syringes.
  - All prepared syringes must be labeled if drawing in advance.
  - Safety Tip: If multiple vaccines are being prepared, separate physically. Best practice would be to implement an **independent double check** of all vaccine preparation prior to administration.
  
- ☐ Vaccination Area Set Up:
  - Prepare supply bins in the vaccine administration room.
    - Band-Aids
    - Gauze pads

- COVID Cards – These must be handwritten. Some sites requiring COVID Vaccine documentation will not accept stickers placed on COVID cards.
- Sharps container

#### ☐ Vaccine Administration

- Vaccine Information Statements (VIS) or Emergency Use Authorizations (EUA) are required to be provided to all patients or caregiver prior to any immunization administration. This can be given when patient checking in or signing screening.
- The screening form must be completed by the patient or caregiver. [Screening Checklists about Vaccine Contraindications and Precautions \(immunize.org\)](#)
- Verbally confirm patient name, date of birth, vaccine being administered.
- Adverse Reactions
  - Print and place in immunization area.
    - Vaccine reactions adult [Medical Management of Vaccine Reactions in Adults in a Community Setting \(immunize.org\)](#)
    - Vaccine reactions pediatric [Medical Management of Vaccine Reactions in Children and Teens in a Community Setting \(immunize.org\)](#)
  - VAERS [Vaccine Adverse Event Reporting System \(VAERS\) \(hhs.gov\)](#)
- Prepare Filing system for:
  - Consent Form
  - Screening Form
  - Vaccine Information Statements (VIS)
  - Emergency Use Authorizations (EUAs)
  - V-Safe Information Sheets

#### ☐ Documentation

- Gather all patient and billing information prior to vaccine administration, run prescription through operating system. This will ensure all information is available at time of vaccination and may print a label for your syringe.
- Review Process for NDIIS and document within 24 hours of immunization.
  - Documenting vaccines administered
  - Documenting provider lot #s
  - Documenting vaccine wastage

#### ☐ Follow Up

- If pharmacy operating system allows, automate cross over with NDIIS.
- Notify PCP of immunizations complete. This information will be in NDIIS but can continue to improve collaboration and increase awareness of pharmacy-based immunization services.

