This tool provides a comprehensive list of references and recommendations to help you verify that your pharmacy and staff are ready to administer COVID-19 vaccines—extending from initiation of a program to follow-up with additional doses and patient care continuity. Depending on where you are providing COVID-19 vaccines, your pharmacy or institution may have established a process. So, use this tool to identify additional learning opportunities and perform programmatic continuous quality improvement.

This tool includes references and recommendations for:

- Education and Training
- Establish Supply
- Storage and Handling
- Vaccination Process

**EDUCATION AND TRAINING**

*Pharmacists, Pharmacy Technicians, and Student Pharmacists (Retired, Inactive, Active)*

- Familiarize yourself with APhA's [COVID-19 Vaccines](https://www.pharmacist.com/covid-19-vaccines) webpage for helpful resources and links to important COVID-19 vaccination information.

- Visit APhA's Know the Facts practice resource library to access the following resources:
  - “Authority to Immunize Against COVID-19”: This chart outlines the education and training requirements for each pharmacy team member as detailed in the U.S. Department of Health and Human Services (HHS) COVID-19 vaccine authorities.
  - “COVID-19 Vaccine Summary Chart”: This chart outlines key information about each COVID-19 vaccine and the clinical considerations for COVID-19 vaccination. Print out this chart for your team to refer to throughout their training.

- Consider reviewing CDC's [“COVID-19 Vaccination Training Program and Reference Materials for Healthcare Professionals”](https://www.cdc.gov/vaccines/programs/hcp/covid-training-information.html) to see a catalog of education and training related to COVID-19 vaccination. APhA recommends reviewing the following CDC programs to prepare:
  - “You Call the Shots: Vaccine Storage and Handling”
  - “You Call the Shots: Administration”

- Complete organization-directed OSHA and Blood Borne Pathogen training.

- Utilize CDC's [“Skills Checklist for Vaccine Administration”](https://www.cdc.gov/vaccines/programs/hsps/vaccine-administration.html) to assess the team's preparedness for vaccination. This tool can be used to evaluate yourself and/or your team on the competency areas and the clinical skills, techniques, and procedures outlined for each area.
ESTABLISH SUPPLY

Federal, State, and Local Considerations

☐ Review individual state requirements for provider agreements.

☐ Complete provider agreement for federal contract (through chain pharmacy, PSAO, or federal agency) and/or state jurisdiction.

☐ Review individual state board of pharmacy policies.

☐ Enroll in state/local immunization information system (IIS) to report vaccination and access records.

☐ Enroll in Vaccine Finder to report on-hand vaccine stock daily.

☐ Prepare all materials and supplies needed for vaccine clinics. Reference the checklists below to determine the supplies you need:
  • CDC’s "Satellite, Temporary, and Off-Site Vaccination Clinic Supply Checklist"
  • IAC’s "Supplies You May Need at an Immunization Clinic Checklist"

☐ Report ancillary kit deficiencies to McKesson directly at 833-272-6634 or SNSSupport@McKesson.com and to your state department of health or clinic/hospital leadership, who may then contact the Operation Regional Command Liaison Officer (LNO).

☐ Prepare emergency kit for management of anaphylactic reactions.

STORAGE AND HANDLING

General Vaccine Storage and Handling

☐ Ensure appropriate temperature-specific refrigeration/freezer units are functioning within recommended temperature range, with enough interior space to house vaccine product, and plugged in with a sign posted that indicates "Do Not Unplug."

  Temperature Key:
  • Ultra-Low Frozen Temperature: −80°C to −60°C (−112°F to −76°F)
  • Frozen Temperature: −25°C to −15°C (−13°F to 5°F)
  • Refrigerated Temperature: 2°C to 8°C (36°F to 46°F)
  • Room Temperature: 9°C to 25°C (47°F to 77°F)

☐ Maintain daily temperature logs on all vaccine-housing units to ensure vaccines are stored at recommended temperatures.

Storage and Handling continues on the next page.
Review how to pack vaccines for transport if taking vaccines to off-site clinics:

- USP’s “COVID-19 Vaccine Handling Toolkit: Transporting COVID-19 Vaccines Off-Site”
- CDC’s “Packing Vaccines for Transport During Emergencies”

**Considerations for COVID-19 Products**

- Review CDC’s "Vaccine Storage and Handling Toolkit" for best practices on vaccine storage and handling from the Advisory Committee on Immunization Practices (ACIP).
- Review USP’s "COVID-19 Vaccine Handling Toolkit" for strategies on preparing and administering COVID-19 vaccines and operational considerations.
- Ensure vaccine preparers are accurately recording COVID-19 vaccine expiration dates.
- Review how to ensure the maximum number of doses are obtained from each vaccine vial:
  - APhA’s “Minimizing COVID-19 Vaccine Dose Variability” in the Know the Facts practice resource library.
  - USP’s "Maximizing Doses of Pfizer-BioNTech COVID-19 Vaccine”

**VACCINATION PROCESS**

**Patient Intake and Screening**

- Develop site-specific COVID-19 policies and procedures that include, but are not limited to: staffing needs, workflow, patient insurance information for billing purposes, vaccine administration area, provision of CDC-issued COVID-19 vaccination card, and waiting area (appropriately distanced).
- Print CDC’s “Prevaccination Checklist for COVID-19 Vaccines” for patients to complete at intake.
- Complete and retain consent form per organization and state requirements.
- Review immunization history in IIS and information on the patient’s COVID-19 vaccination card (if second vaccination in a series).
- Screen for precautions and contraindications to receiving a COVID-19 vaccine, and review CDC’s “Preparing for the Potential Management of Anaphylaxis” to screen for patients with a history of allergic reaction.
- Review APhA’s “Considerations for COVID-19 Vaccination in Immunocompromised Patients” to counsel patients who are immunocompromised in the APhA Know the Facts practice resource library.
- Review APhA’s “Considerations for COVID-19 Vaccination in Pregnancy and Lactation” to counsel patients who are pregnant or breastfeeding in the APhA Know the Facts practice resource library.

*Vaccination Process continues on the next page.*
Vaccine Preparation
- Don and doff appropriate PPE accurately to protect yourself when administering vaccines.
  - Review CDC's [COVID-19 PPE graphic](#).
  - View a video on "How to Safely Remove Used Gloves."
- Check each product's EUA for specific directions:
  - Pfizer-BioNTech (issued 12/11/20)
  - Moderna (issued 12/18/20)
  - Janssen (issued 02/27/21)
- Refer to Storage and Handling section above to review general best practice and recommendations.

Post Vaccination
- Complete postvaccine documentation requirements through [VAMS (watch 56:35 to end)](#).
- Follow up with the patient's primary care provider, as applicable.
- Bill vaccine according to current guidance.
- Record vaccinations in IIS.
- Schedule appointment for the patient’s second dose for relevant vaccines.
- If the patient is 18 years of age or younger, inform the patient and the adult caregiver accompanying the patient of the importance of a well-child visit with a pediatrician or other licensed primary care provider, and refer patients as appropriate.
  - Well-Child Visit Brochure
  - Template Referral Form Well-Child Visit
  - Well-Child Checkup Letter
- Check the VAERS [Table of Reportable Events Following Vaccination](#) to confirm which adverse events should be reported to [VAERS](#).
- Encourage patient to register for CDC [V-Safe After Vaccination Health Checker](#) to record patient-reported symptoms after vaccination.
- Encourage patient to register CDC [VaxText COVID-19 Vaccination Second-Dose Reminder](#) so that they receive a text message letting them know when it is time to get their second dose.