

COVID-19 Vaccine Pharmacy Provider Tool

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](#) 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”](#) to see a catalog of education and training related to COVID-19 vaccination. APhA recommends reviewing the following CDC programs to prepare:
 - [“COVID-19 Vaccine Training: General Overview of Immunization Best Practices for Healthcare Providers”](#)
 - [“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”](#) 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.

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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.

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- ❑ 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.

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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 [VaxTextSM 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.

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