

COVID-19 Vaccine

Patient Safety Checklist for Vaccination Clinics Held at Satellite, Temporary, or Off-Site Locations



The following checklist is an assessment tool to help clinic coordinators/supervisors prepare for COVID-19 vaccination clinics held at satellite, temporary, or off-site locations. It includes recommended practices that are critical to ensure vaccine recipient safety. Use this checklist before hosting a vaccination clinic to assess clinic staff's competency in each recommended practice.

Note: This checklist highlights minimum practices to maintain patient safety. It is not a step-by-step guide to all activities that should be conducted at an off-site clinic. For a more detailed checklist, see Best Practices for Vaccination Clinics Held at Satellite, Temporary, or Off-Site Locations (<https://www.izsummitpartners.org/content/uploads/2019/02/off-site-vaccination-clinic-checklist.pdf>).

Instructions

1. Review this Patient Safety Checklist with clinic staff.
2. For each recommended practice, select **"yes"** if all staff members responsible for that practice have reviewed the recommended resources and demonstrate competency.
3. For each recommended practice, select **"no"** if all staff members responsible for that practice have NOT reviewed the recommended resources and cannot demonstrate competency.
4. Review the entire checklist when complete. For each practice with **"no"** selected, assign responsible staff to review the recommended resources before proceeding with a vaccination clinic.

Staff Training

YES	NO	RECOMMENDED PRACTICE	RECOMMENDED RESOURCES
<input type="checkbox"/>	<input type="checkbox"/>	Complete training based on core competencies for each vaccine to be provided and for each staff member's role.	<ul style="list-style-type: none"> • Training and Education https://www.cdc.gov/vaccines/covid-19/training.html • COVID-19 Vaccine Training: General Overview of Immunization Best Practices for Healthcare Providers https://www2.cdc.gov/vaccines/ed/covid19/SHVA/index.asp • Pfizer-BioNTech COVID-19 Vaccine: What Healthcare Professionals Need to Know https://www2.cdc.gov/vaccines/ed/covid19/pfizer/index.asp • Moderna COVID-19 Vaccine: What Healthcare Professionals Need to Know https://www2.cdc.gov/vaccines/ed/covid19/moderna/index.asp
<input type="checkbox"/>	<input type="checkbox"/>	Complete training to answer common questions about COVID-19 vaccines (all staff).	<ul style="list-style-type: none"> • COVID-19 Vaccine FAQs for Healthcare Professionals https://www.cdc.gov/vaccines/covid-19/hcp/faq.html • Questions about Pfizer-BioNTech COVID-19 Vaccine https://www.cdc.gov/vaccines/covid-19/info-by-product/pfizer/pfizer-bioNTech-faqs.html • Questions about Moderna COVID-19 Vaccine https://www.cdc.gov/vaccines/covid-19/info-by-product/moderna/moderna-faqs.html
<input type="checkbox"/>	<input type="checkbox"/>	Complete infection control training (all staff).	<ul style="list-style-type: none"> • Infection Control Guidance for Healthcare Professionals about Coronavirus (COVID-19) https://www.cdc.gov/coronavirus/2019-ncov/hcp/infection-control.html
<input type="checkbox"/>	<input type="checkbox"/>	Complete general training on vaccine storage, handling, preparation, and administration (clinical staff).	<ul style="list-style-type: none"> • CDC's Vaccine Storage and Handling Toolkit https://www.cdc.gov/vaccines/hcp/admin/storage/toolkit/storage-handling-toolkit.pdf • <i>You Call the Shots</i>: Vaccine Storage and Handling https://www2a.cdc.gov/nip/isd/ycts/mod1/courses/sh/ce.asp • <i>You Call the Shots</i>: Vaccine Administration https://www2.cdc.gov/vaccines/ed/vaxadmin/va/ce.asp

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Infection Control

YES	NO	RECOMMENDED PRACTICE	RECOMMENDED RESOURCES
<input type="checkbox"/>	<input type="checkbox"/>	Implement physical distancing and enhanced infection control measures.	<ul style="list-style-type: none"> Infection Control Guidance for Healthcare Professionals about Coronavirus (COVID-19) https://www.cdc.gov/coronavirus/2019-ncov/hcp/infection-control.html CDC/EPA Guidance https://www.cdc.gov/coronavirus/2019-ncov/community/pdf/Reopening_America_Guidance.pdf Interim Guidance for Routine and Influenza Immunization Services During the COVID-19 Pandemic https://www.cdc.gov/vaccines/pandemic-guidance/index.html Guidance for Planning Vaccination Clinics Held at Satellite, Temporary, or Off-Site Locations https://www.cdc.gov/vaccines/hcp/admin/mass-clinic-activities/index.htm Vaccine Administration: COVID-19 Personal Protective Equipment https://www.cdc.gov/vaccines/hcp/admin/downloads/COVID-19-vaccine-administration-PPE-508.pdf Disinfectants for Coronavirus (COVID-19) https://www.epa.gov/pesticide-registration/list-n-disinfectants-coronavirus-covid-19
<input type="checkbox"/>	<input type="checkbox"/>	Provide extra cleaning and sanitizing support. Frequently clean and disinfect all patient service counters, patient contact areas, and frequently touched objects and surfaces.	<ul style="list-style-type: none"> CDC/EPA Guidance https://www.cdc.gov/coronavirus/2019-ncov/community/pdf/Reopening_America_Guidance.pdf Disinfectants for Coronavirus (COVID-19) https://www.epa.gov/pesticide-registration/list-n-disinfectants-coronavirus-covid-19

Storage and Handling

YES	NO	RECOMMENDED PRACTICE	RECOMMENDED RESOURCES
<input type="checkbox"/>	<input type="checkbox"/>	Ship vaccine directly to the facility where it will be used. When this is not possible, transport vaccine using a portable vaccine refrigerator or qualified container and packout. Monitor and record temperatures using a temperature monitoring device (preferably a digital data logger with a buffered probe). CDC does not recommend routine transport of vaccine.	<ul style="list-style-type: none"> CDC's <i>Vaccine Storage and Handling Toolkit</i> https://www.cdc.gov/vaccines/hcp/admin/storage/toolkit/storage-handling-toolkit.pdf Transport Temperature Log https://www.cdc.gov/vaccines/covid-19/downloads/transport-temperature-log.pdf
<input type="checkbox"/>	<input type="checkbox"/>	Store vaccine immediately upon arrival at the facility/clinic using proper storage equipment to maintain vaccine temperatures within the manufacturer-recommended range.	<ul style="list-style-type: none"> CDC's <i>Vaccine Storage and Handling Toolkit</i> https://www.cdc.gov/vaccines/hcp/admin/storage/toolkit/storage-handling-toolkit.pdf Pfizer-BioNTech COVID-19 Vaccine Storage and Handling Summary https://www.cdc.gov/vaccines/covid-19/info-by-product/pfizer/downloads/storage-summary.pdf Moderna COVID-19 Vaccine Storage and Handling Summary https://www.cdc.gov/vaccines/covid-19/info-by-product/moderna/downloads/storage-summary.pdf

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Storage and Handling (continued)

YES	NO	RECOMMENDED PRACTICE	RECOMMENDED RESOURCES
<input type="checkbox"/>	<input type="checkbox"/>	<p>Monitor and record temperatures using a digital data logger with a buffered probe. If storing in:</p> <ul style="list-style-type: none"> An on-site refrigerator, then record min/max temperatures at the start and end of the clinic workday A qualified container and packout, then record min/max temperatures every time the container is opened 	<ul style="list-style-type: none"> CDC's <i>Vaccine Storage and Handling Toolkit</i> https://www.cdc.gov/vaccines/hcp/admin/storage/toolkit/storage-handling-toolkit.pdf Transport Temperature Log https://www.cdc.gov/vaccines/covid-19/downloads/transport-temperature-log.pdf Refrigerator Storage Temperature Log (Celsius) https://www.cdc.gov/vaccines/covid-19/downloads/refrigerator-storage-logger-celsius.pdf Refrigerator Storage Temperature Log (Fahrenheit) https://www.cdc.gov/vaccines/covid-19/downloads/refrigerator-storage-logger-fahrenheit.pdf
<input type="checkbox"/>	<input type="checkbox"/>	<p>Take immediate action if a temperature excursion occurs. Label affected vaccines "DO NOT USE," place vaccines in a separate container in the storage unit, complete the vaccine storage troubleshooting record, and immediately contact the vaccine manufacturer.</p>	<ul style="list-style-type: none"> Vaccine Troubleshooting Record https://www.immunize.org/catg.d/p3041.pdf CDC's <i>Vaccine Storage and Handling Toolkit</i> https://www.cdc.gov/vaccines/hcp/admin/storage/toolkit/storage-handling-toolkit.pdf

Preparation and Administration

YES	NO	RECOMMENDED PRACTICE	RECOMMENDED RESOURCES
<input type="checkbox"/>	<input type="checkbox"/>	<p>Screen every patient for contraindications and precautions to determine whether they can receive COVID-19 vaccine and, if so, follow the recommended observation period.</p>	<ul style="list-style-type: none"> Prevaccination Checklist for COVID-19 Vaccines https://www.cdc.gov/vaccines/covid-19/downloads/pre-vaccination-screening-form.pdf Interim Clinical Considerations https://www.cdc.gov/vaccines/covid-19/info-by-product/clinical-considerations.html Managing Anaphylaxis https://www.cdc.gov/vaccines/covid-19/clinical-considerations/managing-anaphylaxis.html
<input type="checkbox"/>	<input type="checkbox"/>	<p>Perform hand hygiene before vaccine preparation, between patients, when changing gloves (if worn), and any time hands become soiled.</p>	<ul style="list-style-type: none"> Hand Hygiene in Healthcare Settings https://www.cdc.gov/handhygiene/providers/index.html
<input type="checkbox"/>	<input type="checkbox"/>	<p>Choose the correct equipment, including the correct needle size. Use a new, sterile needle for each injection.</p>	<ul style="list-style-type: none"> Vaccine Administration: Needle Gauge and Length https://www.cdc.gov/vaccines/hcp/admin/downloads/vaccine-administration-needle-length.pdf
<input type="checkbox"/>	<input type="checkbox"/>	<p>Prepare vaccine in a designated preparation area using aseptic technique and as recommended by the manufacturer.</p>	<ul style="list-style-type: none"> Pfizer-BioNTech COVID-19 Vaccine Preparation and Administration Summary https://www.cdc.gov/vaccines/covid-19/info-by-product/pfizer/downloads/prep-and-admin-summary.pdf Moderna COVID-19 Vaccine Preparation and Administration Summary https://www.cdc.gov/vaccines/covid-19/info-by-product/moderna/downloads/prep-and-admin-summary.pdf Preparing Vaccines from a Multidose Vial https://www.youtube.com/watch?v=TDcFievCUVs

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Preparation and Administration (continued)

YES	NO	RECOMMENDED PRACTICE	RECOMMENDED RESOURCES
<input type="checkbox"/>	<input type="checkbox"/>	Triple-check labels, contents, and expiration dates or beyond-use dates before administering vaccine. Never use expired vaccine or vaccine past the beyond-use date.	<ul style="list-style-type: none"> Vaccine Expiration Date Tracking Tool https://www.cdc.gov/vaccines/covid-19/info-by-product/pfizer/downloads/expiration-tracker.pdf
<input type="checkbox"/>	<input type="checkbox"/>	Check that you have the correct: <ul style="list-style-type: none"> • Patient • Timing for vaccination (interval and age) • Vaccine (and diluent) • Dosage • Route, needle, and technique • Injection site • Documentation 	<ul style="list-style-type: none"> <i>You Call the Shots: Vaccine Administration</i> https://www2.cdc.gov/vaccines/ed/vaxadmin/va/ce.asp <i>Epidemiology and Prevention of Vaccine-Preventable Diseases</i>, "Vaccine Administration" chapter https://www.cdc.gov/vaccines/pubs/pinkbook/vac-admin.html
<input type="checkbox"/>	<input type="checkbox"/>	Administer the correct dosage by intramuscular injection.	<ul style="list-style-type: none"> Vaccine Administration: Intramuscular (IM) Injection Adults 19 years of age and older https://www.cdc.gov/vaccines/hcp/admin/downloads/IM-Injection-adult.pdf
<input type="checkbox"/>	<input type="checkbox"/>	Take corrective action immediately if a vaccine administration error occurs. Put strategies in place to prevent errors from occurring in the future.	<ul style="list-style-type: none"> Vaccine Administration: Preventing Vaccine Administration Errors https://www.cdc.gov/vaccines/hcp/admin/downloads/vaccine-administration-preventing-errors.pdf Clinical Considerations, Appendix A https://www.cdc.gov/vaccines/covid-19/info-by-product/clinical-considerations.html#Appendix-A
<input type="checkbox"/>	<input type="checkbox"/>	Observe patients for the recommended time period: <ul style="list-style-type: none"> • 30 minutes: Recipients with a history of an immediate allergic reaction of any severity to another (non-mRNA COVID-19) vaccine or injectable therapy and recipients with a history of anaphylaxis due to any cause • 15 minutes: All other recipients 	<ul style="list-style-type: none"> Managing Anaphylaxis https://www.cdc.gov/vaccines/covid-19/clinical-considerations/managing-anaphylaxis.html

Documentation

YES	NO	RECOMMENDED PRACTICE	RECOMMENDED RESOURCES
<input type="checkbox"/>	<input type="checkbox"/>	Provide every vaccine recipient or caregiver with vaccine-specific Emergency Use Authorization (EUA) Fact Sheet for Recipients and Caregivers and a vaccination record card.	<ul style="list-style-type: none"> COVID-19 Vaccine Emergency Use Authorization (EUA) Fact Sheets for Recipients and Caregivers https://www.cdc.gov/vaccines/covid-19/eua/index.html
<input type="checkbox"/>	<input type="checkbox"/>	Complete required reporting for COVID-19 vaccination providers.	<ul style="list-style-type: none"> CDC COVID-19 Vaccination Program Provider Requirements and Support https://www.cdc.gov/vaccines/covid-19/vaccination-provider-support.html
<input type="checkbox"/>	<input type="checkbox"/>	Report adverse events that occur in a recipient following COVID-19 vaccination to the Vaccine Adverse Event Reporting System (VAERS). Vaccination providers are required by the FDA to report: <ul style="list-style-type: none"> • Vaccine administration errors • Serious adverse events • Cases of multisystem inflammatory syndrome • Cases of COVID-19 that result in hospitalization or death following COVID-19 vaccination under an EUA 	<ul style="list-style-type: none"> Vaccine Adverse Event Reporting System (VAERS) https://vaers.hhs.gov Vaccine Administration: Preventing Vaccine Administration Errors https://www.cdc.gov/vaccines/hcp/admin/downloads/vaccine-administration-preventing-errors.pdf