

<p><b>Site Immunization Plans</b></p>	<ul style="list-style-type: none"> <li>• Sites will designate a site lead to coordinate immunization plans <b>AND</b></li> <li>• Identify and ensure vaccine immunizers have been trained in order to provide residents with on-going vaccine maintenance or to respond to broad vaccination (surge) of all residents if announced <b>OR</b></li> <li>• Work with their community pharmacy to develop plans for maintenance and surge vaccination</li> <li>• <b>Planning your clinics:</b> <ul style="list-style-type: none"> <li>○ For site-based campaign planning, Covid-19 immunizations may be administered over a series of days provided storage requirements are met</li> <li>○ Plan for staffing levels to support campaign (i.e. immunizers, observers, porters, etc.)</li> <li>○ LTC sites must ensure they have immunizers who have completed the required <a href="#">Education for COVID-19 &amp; Influenza</a> (if LTC staff are providing immunizations)</li> </ul> </li> </ul>
<p><b>Vaccine Maintenance List</b></p>	<p>Resident vaccination status will be reviewed on admission and on-going</p> <ul style="list-style-type: none"> <li>• Site leads are responsible for keeping an active list of residents who require COVID-19 mRNA immunizations</li> </ul>
<p><b>Order Vaccine</b></p>	<p>LTC sites are responsible for ordering the total vaccine supply needed for the immunization campaign from Public Health (allow 5 business days for orders to be processed)</p> <ul style="list-style-type: none"> <li>• Site lead completes the <a href="#">COVID-19 Vaccine Order Form for Facilities</a> <ul style="list-style-type: none"> <li>○ Confirm the product and quantity required for both residents and eligible staff (if staff will be immunized on site)</li> <li>○ Public Health requires at least 5 business days for approval and pick-up</li> <li>○ Ensure date of pick-up is completed on order form, and complete the checkbox indicating if immunizations are being provided by site staff</li> </ul> </li> </ul> <p>Once complete email to: <a href="mailto:PublicHealthVaccineManagement@islandhealth.ca">PublicHealthVaccineManagement@islandhealth.ca</a></p> <ul style="list-style-type: none"> <li>• Note in body of email the name of the person picking up vaccine if different from contact person on order form</li> <li>• Site lead ensures that vaccine is picked up on the date requested</li> </ul>
<p><b>Vaccine Pick-up and Storage</b></p>	<p>LTC sites are responsible for picking up their vaccine order on the specified date from Public Health and transporting vaccine back to their site according to <a href="#">BCCDC direction for packing of insulated coolers</a></p>

	<ul style="list-style-type: none"> <li>• LTC Immunizer or designate for vaccine pick-up will:             <ul style="list-style-type: none"> <li>○ Ensure vaccine is maintained at cold chain temperatures during transport</li> <li>○ Use a hard-sided cooler large enough to accommodate vaccine order, bring frozen ice packs, insulating material (e.g.: gel blankets/water blankets/ crumpled packing paper), and pack vaccine according to BCCDC standards</li> <li>○ A temperature monitoring device should be used during transport whenever possible, and <u>must</u> be used when vaccine will be stored in cooler for <math>\geq 4</math> hours</li> </ul> </li> <li>• LTC immunizer or designate (e.g. pharmacy provider) arrives at Health Unit on assigned pick-up day             <ul style="list-style-type: none"> <li>○ Completes pick up section of order form with Health Unit staff</li> <li>○ Health Unit staff to make a copy of order form, send original with vaccine, and retain the copy for Health Unit records</li> </ul> </li> </ul> <p>Vaccine must be stored in a monitored fridge. Record the minimum, maximum <b>and</b> current vaccine fridge temperatures at the start and end of each day using the <a href="#">BCCDC Fridge Temperature Form</a></p> <ul style="list-style-type: none"> <li>• If vaccine is exposed to any temperature outside <math>+2^{\circ}\text{C}</math> to <math>+8^{\circ}\text{C}</math>, immediately:             <ul style="list-style-type: none"> <li>○ Place vaccine in a bag and label 'QUARANTINE – DO NOT USE'</li> <li>○ Store bag between <math>+2^{\circ}\text{C}</math> to <math>+8^{\circ}\text{C}</math> in a monitored fridge, or cooler packed according to <a href="#">BCCDC standards</a></li> <li>○ Contact <a href="#">local health unit</a></li> </ul> </li> </ul>
<p><b>Consent and MRP Orders</b></p>	<p>LTC sites are responsible for consent and MRP orders</p> <ul style="list-style-type: none"> <li>• MRP Orders and informed consent are valid for 12 months, therefore must be reviewed annually</li> <li>• For LTC residents who have a current (obtained within the last 12 months) consent on file, a new consent is not required</li> <li>• Residents who are actively unwell or actively dying at the time of booster campaigns will need to have boosters deferred until symptoms improve per BCCDC</li> </ul> <p><a href="#">Consent for Vaccine for Adults Assessed as Incapable of Giving Informed Consent</a></p>
<p><b>Vaccine Administration</b></p>	<ul style="list-style-type: none"> <li>• Clinic Lead to review <a href="#">Safety Huddle</a> with immunizing staff prior to start of clinic</li> <li>• Review appropriate BCCDC Immunization Manual <a href="#">Biological Product</a> page for administration, vaccine handling, contraindications/precautions, special considerations etc.</li> </ul>

## **Immunizing Residents:**

- Review resident record for previous doses, and refer to [BCCDC COVID-19 Vaccine Eligibility](#) page & [Biological Product](#) pages
- Ensure consent and provider's order on file are valid
- Assess for contraindications and precautions (e.g. allergies)
- Provide vaccine to residents according to BCCDC guidelines

## **Immunizing Staff:**

- Staff over 65 years of age will receive an invite through the [Get Vaccinated](#) system to book their vaccine appointment at a community pharmacy or community clinic site, or staff can be immunized on site (this is not a requirement).
- Staff under 65 years of age who have previously received an XBB.1.5 vaccine and wish to receive an additional dose this spring may do so

## **Education:**

Nurses (RNs, RPNs and LPNs) must complete education in order [to immunize without a physician's order](#) to ensure they possess the competencies to provide immunizations

### **• Anaphylaxis:**

- [Anaphylaxis Initial Emergency Treatment by Nurses \(Adult & Pediatric\)](#) (LearningHub course #19708)

### **• COVID-19:**

- Complete the [BCCDC COVID-19 Immunization Competency Course for Nurses](#) if not previously completed. Course consists of two components:
  - Online [COVID-19 Immunization Competency Course for Nurses \(RNs, RPNs, LPNs\)](#)
  - [COVID-19 Immunization Skills Checklist](#) (review of immunization competencies by the facility employer)

## **At Time of Immunization:**

- Review staff member's record of immunization in ImmsBC to confirm eligibility, and refer to [BCCDC COVID-19 Vaccine Eligibility](#) to determine vaccine product to administer
- Use the [COVID-19 Vaccine Screening Checklist](#) to assess for contraindications, precautions, or special considerations to immunization
- Review current [BCCDC Immunization Manual Biological Product](#) page(s)
- Obtain informed consent for immunization using COVID-19 Client Handouts:
  - [COVID-19 mRNA Vaccines \(HealthLinkBC 124a\)](#)

<p><b>Documentation</b></p>	<p>All COVID-19 immunizations (residents and staff) must be recorded in the provincial immunization registry (i.e. ImmsBC).</p> <p><b>For immunization provided on-site by nurse</b>, the immunizer will:</p> <ul style="list-style-type: none"> <li>• Record vaccine administration into ImmsBC</li> <li>• Record vaccine on resident Immunization Record</li> <li>• Record vaccine in resident MAR</li> </ul> <p>Note: Ensure immunizers have access to ImmsBC. Users who have not logged-in within 90 days, may no longer have access</p> <ul style="list-style-type: none"> <li>○ If access is required:             <ul style="list-style-type: none"> <li>▪ <b>Supervisor:</b> complete <a href="#">ImmsBC User Account Request Form</a> using the <a href="#">ImmsBC Request Workflow</a></li> <li>▪ <b>ImmsBC User:</b> <a href="#">complete Education for LTC &amp; AL Sites</a></li> </ul> </li> <li>○ For support &amp; questions email: <a href="mailto:PublicHealthInformatics@islandhealth.ca">PublicHealthInformatics@islandhealth.ca</a></li> <li>○ Ensure you are checking your Island Health email accounts for important updates.</li> </ul> <p><b>For immunizations provided by a community pharmacy</b>, the pharmacy immunizer will:</p> <ul style="list-style-type: none"> <li>• Record vaccine administration into ImmsBC</li> <li>• Provide site with a vaccine record</li> </ul> <p>The MRN will:</p> <ul style="list-style-type: none"> <li>• Transcribe vaccine administration into resident Immunization Record</li> </ul>
<p><b>End of Day Clinic Tally</b></p>	<p><b>For Island Health sites</b></p> <ul style="list-style-type: none"> <li>• Site lead or designate will enter information into the online clinic tally at end of clinic             <ul style="list-style-type: none"> <li>○ <a href="#">Online Clinic Tally Instructions</a></li> <li>○ <a href="#">Online Clinic Tally</a></li> </ul> </li> <li>• To request access contact: <a href="mailto:PublicHealthVaccineManagement@islandhealth.ca">PublicHealthVaccineManagement@islandhealth.ca</a></li> </ul> <p><b>For affiliate &amp; private sites</b></p> <ul style="list-style-type: none"> <li>• Site lead or designate (i.e. pharmacy provider) to complete paper tally sheet at end of clinic and email to: <a href="mailto:PublicHealthVaccineManagement@islandhealth.ca">PublicHealthVaccineManagement@islandhealth.ca</a> <ul style="list-style-type: none"> <li>○ <a href="#">Clinic Tally</a></li> </ul> </li> </ul>

<p><b>Vaccine Supplies</b></p>	<p><b>Recommended Cold Chain supplies</b></p> <ul style="list-style-type: none"> <li>• Minimum/Maximum Thermometers (min/max devices) (e.g. – <a href="#">VWR® Traceable® Sentry Min/Max Memory Thermometer</a>)</li> <li>• Water Blankets (e.g. – <a href="#">Cryopak Flexible Reusable Ice Blanket/Pack</a>)</li> <li>• Ice packs</li> <li>• Hard-sided Cooler</li> </ul> <p><b>Immunization Supplies</b></p> <ul style="list-style-type: none"> <li>• COVID-19 syringes with needles: Low dead-volume (LDV) syringes with needles are preferred, but 3mL syringes can be used if LDV syringes are not available</li> <li>• Anaphylaxis kits</li> <li>• Other supplies: alcohol swabs, bandaids, cleaning supplies, cotton balls, fainting supplies (cot or mat and juice boxes), hand sanitizer, Kleenex, garbage bags, &amp; pens</li> </ul> <p>Note: Island Health sites can order immunization supplies through Stores</p>
<p><b>Resources</b></p>	<ul style="list-style-type: none"> <li>• <a href="#">Cooler packing requirements</a></li> <li>• <a href="#">Cold Chain Management (BCCDC resource)</a></li> <li>• <a href="#">COVID-19 vaccination toolkit for health professionals</a></li> <li>• <a href="#">Immunization Communication Tool for COVID-19</a></li> <li>• <a href="#">Island Health COVID-19 Resources for Vaccine Providers</a></li> </ul> <p>* If you have any questions or concerns that are not addressed in the resources listed above, please reach out to appropriate contact as per: <a href="#">COVID-19 Resources for Vaccine Providers</a></p>