

## Steps for Community Health Services (CHS) Immunizers:

### 1) CHS Immunizers Order COVID-19 Vaccine From Local Public Health Unit

- Whenever possible, plan to immunize several clients on the same day to minimize vaccine wastage
- Email [order form](#) to [PublicHealthVaccineManagement@islandhealth.ca](mailto:PublicHealthVaccineManagement@islandhealth.ca) a minimum of **1-2 days prior to immunization date**, including date immunizations planned, vaccine product and dosage, and number of doses
  - If more than 10 doses are required order a minimum of 3 days in advance
- Regional [Biological Products Monitor \(BPM\)](#) and Centralized Vaccine Inventory Teams to ensure additional vaccine doses are available each day at Public Health Units for CHS Immunizers and advise Health Unit of order

### 2) CHS Immunizers Pick-up Vaccine from Local Public Health Unit

- When picking up vaccine CHS Immunizer will be prepared to transport vaccine as per [Transport of Pre-Drawn COVID-19 mRNA Vaccine](#)
- This includes bringing an insulated cooler, ice packs, gel/water packs and being familiar with [BCCDC Guidelines for Packing an Insulated Cooler](#).
  - Temperature monitoring device (ie – datalogger or min/max thermometer) should be used during transport whenever possible.
- Upon arrival at Public Health Unit, CHS immunizer to check in with Public Health staff (BPM) for access to COVID-19 vaccine. CHS Immunizer will pre-draw COVID-19 vaccine doses
- If required, request COVID-19 Immunization Record Cards at time of pick-up

### 3) Complete Documentation and Clinic Tally

- Document all COVID-19 vaccines administered in ImmsBC
- Each day Lead CHS Immunizer(s) for each site to document on CHS/Other tab on [COVID-19 Immunizations - Clinic Tally](#)
  - [Ensure any wasted doses are documented on the clinic tally](#)  
[Note: Dispose of wasted vaccine doses in sharps container](#)

## Steps for Public Health

- [Ensure a minimum of 2-3 vials on hand at Health Unit for CHS immunizing needs](#)

### Each day vaccine is picked up by CHS:

1) Health Unit staff (BPM) to connect with CHS immunizer when they arrive at the health unit and direct them to COVID-19 vaccine. CHS Immunizer will pre-draw COVID-19 vaccine doses.

2) Local BPM emails completed [order form](#) with the lot number and number of doses picked up by CHS and emails copy to the Regional BPMs at [PublicHealthVaccineManagement@islandhealth.ca](mailto:PublicHealthVaccineManagement@islandhealth.ca)

### 4) Regional BPM updates ImmsBC Inventory

- Transfers vaccine from the Health Unit Supply Location to the appropriate CHS Supply Location in ImmsBC (based on the CHS Clinic Tracker) and accepts the transfer
- Makes adjustments as required based on online Clinic Tally