

<p>ISLAND HEALTH WEBSITE</p>	<ul style="list-style-type: none"> • Respiratory Immunization Information for Long-Term Care and Assisted Living Facilities Island Health • All required forms and resources for ordering, reporting, documentation, and vaccine management can be found on the website.
<p>CLINIC PLANNING</p>	<p>The Facilities Respiratory Immunization Quick Reference Guide is a tool to provide facilities with the information needed to organize and coordinate COVID-19 clinics. Immunizations may be administered by facility staff or by contracted community pharmacists; by individual immunizers or in a team approach.</p> <p>General Immunizations for residents of Long-Term Care facilities are outside of the scope of this document. Information about all other immunizations can be found on the Island Health Website - Immunization Information for Healthcare Professionals</p> <p><u>Facilities are responsible for:</u></p> <ul style="list-style-type: none"> • Coordinating all immunization planning and activities • Ordering vaccine supply needed from Public Health • Ensuring valid consent and MRP (most responsible provider) orders are in place for all vaccines • Ensuring that facility or pharmacy immunizers have a valid ImmsBC account • Documenting all doses of COVID-19 vaccine in ImmsBC • Reporting vaccines administered to Public Health within 48 hrs <p><u>Public Health is responsible for:</u></p> <ul style="list-style-type: none"> • Ensuring vaccine supply is available for all LTC residents in Island Health • Preparing vaccines orders for pick up at local Health Units • Reporting immunization campaign progress and completion, as directed by the Ministry of Health/BCCDC
<p>VACCINE ORDERING</p>	<ul style="list-style-type: none"> • The designated site lead completes the Facility COVID-19 Vaccine Order Form • Confirm quantity required for both residents and eligible staff (if staff will be immunized on site) • Order vaccine at least 5 business days prior to requested pick up date • Indicate who will be administering vaccine for this clinic (e.g. Site Staff or Retail Pharmacy) • Submit the completed form by email to: PublicHealthVaccineManagement@islandhealth.ca • Vaccine order approval email will confirm the available pick-up date and location • Ensure the individual picking up vaccine provides the site name upon arrival at the Health Unit

<p>VACCINE SUPPLIES</p>	<p><u>Required Cold Chain supplies for Transport:</u></p> <ul style="list-style-type: none"> • Min/Max thermometers • Insulating Materials: gel packs (preconditioned to +2°C to +8°C e.g., Cryopak Flexible Reusable Blanket/Pack) or bubble wrap, packing paper • Frozen ice packs • Hard-sided cooler <p><u>Immunization Supplies:</u></p> <ul style="list-style-type: none"> • COVID-19 syringes with needles (Low dead-volume (LDV) preferred; 1mL syringes acceptable if LDV unavailable) • Anaphylaxis kit(s) • Additional supplies: <ul style="list-style-type: none"> ○ Alcohol swabs, Band-Aids, cleaning supplies, cotton balls, fainting supplies (cot or mat, juice boxes), hand sanitizer, Kleenex, garbage bags, and pens <p><i>Note: Island Health sites can order immunization supplies through Stores</i></p>
<p>VACCINE TRANSPORT AND STORAGE</p>	<p>Please refer to the BCCDC Vaccine Storage & Handling: Quick Reference Guide for those who handle vaccines</p> <p><u>Preparing to pick up your vaccine:</u></p> <ul style="list-style-type: none"> • Vaccine order approval email will confirm the available pick-up date and location • Ensure the individual picking up vaccine provides the site name upon arrival at the Health Unit • Become familiar with cold chain procedures, daily monitoring and transportation of vaccine as per BCCDC Quick Reference Guide above • Ensure you have the required equipment and supplies for transportation of vaccine. Distribution may be declined if essential supplies are missing <p><u>Transporting Vaccine:</u></p> <ul style="list-style-type: none"> • Ensure vaccine is maintained at cold chain temperatures (+2°C to +8°C) during transport. • For packing a cooler, follow the instructions found on page 6-8 of the BCCDC Vaccine Storage & Handling: Quick Reference Guide for those who handle vaccines • Use a temperature monitoring device during transport whenever possible. <u>Must</u> be used when vaccine will be stored in cooler for ≥ 4 hours • Pick up vaccine order on confirmed date unless other arrangements have been made with Health Unit and Public Health Vaccine Management • Complete pick-up section of order form with Health Unit staff • Health Unit staff will keep a copy of order form and send the original with the vaccine <p><u>Storing Vaccine:</u></p> <ul style="list-style-type: none"> • Store vaccine immediately in a monitored fridge for biological products only

	<ul style="list-style-type: none"> At the start and end of each day, use the BCCDC Fridge Temperature Form to record the minimum, maximum and current vaccine fridge temperatures, as well as the room temperature <p><u>What to do if your vaccine is out of temperature range (Cold Chain Incident):</u> If vaccine is exposed to any temperature outside +2°C to +8°C, immediately:</p> <ol style="list-style-type: none"> Place vaccine in a bag and label 'QUARANTINE – DO NOT USE' Store the bag in a monitored fridge (or cooler packed according to BCCDC pg 6-8) at +2°C to +8°C Complete the Cold Chain Incident form and submit to local Health Unit Await direction prior to administration of vaccines, disposal or return
<p>IMMUNIZER EDUCATION</p>	<p><u>Education Requirements:</u></p> <ul style="list-style-type: none"> Immunizing with a physician’s order: No BCCDC course required; immunizers must still be familiar with the product and the relevant BCCDC Immunization Manual Biological Product pages Immunizing without a physician’s order (autonomous practice): BCCDC Immunization Courses are required. Immunizers must assess learning needs and complete initial and annual education updates
<p>CONSENT AND MRP ORDERS</p>	<p><u>Legislative Requirements:</u></p> <ul style="list-style-type: none"> Consent must follow the Health Care (Consent) and Care Facility (Admission) Act. [RSBC 1996]. Chapter 181 When consent is provided by a TSDM (Temporary Substitute Decision Maker), the legislation requires that a single dose (influenza), or series (COVID-19), must be initiated within 21 days of consent being obtained. <p><u>Consent for a series:</u></p> <ul style="list-style-type: none"> COVID-19 vaccine consent may be considered valid for up to 12 months, as Fall and Spring Boosters may be treated as part of a continuous series. <p><u>When to Defer Vaccination:</u></p> <ul style="list-style-type: none"> Refer to BCCDC product pages for deferral and special consideration instructions. <p><u>Consent for Adults Unable to Provide Informed Consent:</u></p> <ul style="list-style-type: none"> Use the BCCDC form: Consent for Vaccine for Adults Assessed as Incapable of Giving Informed Consent (ensure staff follow the appropriate process for incapable adults)
<p>VACCINE ADMINISTRATION</p>	<p><u>General:</u></p> <ul style="list-style-type: none"> Always refer to the BCCDC Immunization Manual Biological Product pages for current information on vaccine administration, guidance, product handling, contraindications, precautions and special considerations. <p><u>Immunizing Residents:</u></p>

	<ul style="list-style-type: none"> Review resident immunization history and check COVID-19 eligibility and BCCDC Biological Product pages Assess for contraindications and precautions (e.g. allergies) Administer vaccine according to BCCDC guidelines <p><u>Immunizing Staff:</u></p> <ul style="list-style-type: none"> Staff registered in the Get Vaccinated system may receive an invitation to book at a pharmacy or community clinic; on-site immunization may also be offered (optional). Immunization of staff is considered an autonomous practice, as it is not under doctor order. Refer to education requirements above. <p><u>At Time of Immunization:</u></p> <ul style="list-style-type: none"> Refer to BCCDC Immunization Manual Part 4: Biological Products Review immunization history in ImmsBC to confirm eligibility and determine appropriate vaccine product using the BCCDC COVID-19 Vaccine Eligibility page. Use the COVID-19 Vaccine Screening Checklist to assess for contraindications, precautions, or special considerations If valid consent not already on file, obtain informed consent using HealthLinkBC Files for COVID-19
<p>DOCUMENTATION IN IMMSBC</p>	<p><u>Documentation Requirements:</u></p> <ul style="list-style-type: none"> All COVID-19 immunizations must be recorded in ImmsBC Use the correct Service Delivery Location: LTC or AL Select the appropriate Reason for Immunization: <ul style="list-style-type: none"> LTC Resident or AL Resident. Do not use reasons such as “routine” or “high risk” <p><u>ImmsBC Access for Facility Immunizers:</u></p> <ol style="list-style-type: none"> Affiliate & Private Facilities (Non-Island Health Staff) <ul style="list-style-type: none"> For new access, support or onboarding, email: BCVAX-Support@gov.bc.ca Island Health Owned & Operated LTC Homes (Island Health Staff) <p>Supervisors:</p> <ul style="list-style-type: none"> Complete the ImmsBC User Account Request Form via the PPH Information Systems Sharepoint: ImmsBC Account Request <p>ImmsBC User:</p> <ul style="list-style-type: none"> Complete the Orientation-for-LTC+CHS-Provider in the PH Information Systems Sharepoint: ImmsBC Education <p>Support:</p> <ul style="list-style-type: none"> Email PPH.Infosystems.Support@islandhealth.ca <p><u>If Immunizations are provided by Facility Staff:</u></p> <p>The facility immunizer will:</p> <ul style="list-style-type: none"> Record vaccine administration in ImmsBC Record it on the resident Immunization Record Record vaccine in resident MAR

	<p><i>Note: ImmsBC access will expire if a user has not logged in for 90 days. Ensure your ImmsBC access is up to date 2 weeks prior to your planned clinic.</i></p> <p><u>If Immunizations are provided by a Community Pharmacy:</u></p> <p>The pharmacy immunizer will:</p> <ul style="list-style-type: none"> • Record vaccine administration in ImmsBC • Provide site with a vaccine record <p>The MRN will:</p> <ul style="list-style-type: none"> • Transcribe vaccine administration into resident Immunization Record & MAR
<p>REPORTING REQUIREMENTS</p>	<ul style="list-style-type: none"> • A Clinic Tally is to be completed by the immunizer (nurse, pharmacy or site manager) at the end of any clinic • When vaccines are administered by a pharmacist, the pharmacist will provide the facility leader with a completed Clinic Tally • Facility leader submits Clinic Tally by email within 48hrs of clinic to: PublicHealthVaccineManagement@islandhealth.ca
<p>BCCDC RESOURCES</p>	<ul style="list-style-type: none"> • Immunization Manual – Part 4: Biological Products (COVID-19) • Vaccine Storage and Handling: Quick Reference guide for those who handle vaccines • Cold Chain Management • COVID-19 vaccination toolkit for health professionals • Immunization Communication Tool for COVID-19 • Immunization Clinical Resources