

Facility Adult RSV Vaccine Order Form

Long-Term Care (LTC), Assisted Living (AL) and Independent Living (IL) Facilities

- Submit order by email to: PublicHealthVaccineManagement@islandhealth.ca
- Allow at least 5 business days (Monday to Friday) between ordering date and requested pick up date.
- Vaccine will be distributed based on available products & supply. **We will NOT back fill orders.**

Facility Name:		Order Date:
Staff Immunizing ☐	Retail Pharmacy Immunizing ☐	Retail Pharmacy Name:
Facility Address:		
Facility Contact Person:		Facility e-mail:
Facility Phone Number:		Facility Fax Number:
Immunizer Name:		Immunizer or Pharmacy email:
Requested Health Unit for pick up:		
Requested Date for pick up:		Proposed Clinic Date:

<u>Doses Requested</u>	Adult RSV Vaccine (2026-2027)	Public Health Vaccine Management Use ONLY Number of Doses being provided
	Order the number of doses for eligible residents with consent	
Notes:		Approved by:
		Date:

Health Unit Use Only: BPM print form → complete at time of vaccine pick up → send original with CVP → retain a copy			
Date Picked up:		Time Picked up:	Fridge Temp:
Vaccine Product	Lot Number	MFG. Expiry or Thaw Discard Date	Doses Sent
ALL VACCINES MUST BE STORED BETWEEN +2°C and +8°C			
Filled By:		Picked up By:	
ImmsBC Supply Location:			ImmsBC Complete:

Any damaged, expired or non-useable vaccine must be reported to PublicHealthVaccineManagement@islandhealth.ca and then returned to the supplying Health Unit. • Ensure all immunizations are appropriately documented. • Report cold chain incidents by following the guidelines under Maintaining Vaccine Stability. • Complete a Clinic Tally for each clinic day using the PDF Facility RSV Clinic Tally. • A facility must submit all vaccine orders, including those that contract pharmacists to administer vaccines. • Once all immunization clinics have been completed. Contract pharmacies may take remaining doses for in pharmacy use. Transport of any vaccines require proper packing & storing as per BCCDC Quick Reference Guide.
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Transportation when moving vaccine.

- Appropriately sized hard-sided cooler, insulating material: gel packs (preconditioned to +2°C to +8°C), bubble wrap, packing paper & frozen ice packs. A temperature monitoring device should be used during transport whenever possible & **must** be used when vaccine will be stored in cooler for 4+ hours.
- [Pack & store](#) vaccine according to [BCCDC standards](#). Refer to [BCCDC Guidelines](#), for SPIKEVAX™ (Moderna) duration of transport times.
- Store this form with vaccine (in fridge) to ensure temperature monitoring & transport documentation is accessible.

Use this section for Vaccine Transportation – Record cooler temp at end of each transport leg & when transferring vaccine								
Transport to/from	Date	Depart Time	Arrival Time	Current Temp	Min Temp	Max Temp	Reset Min/Max	Duration of Transport
Previous Transport Time	(from pick up section)							H: M:
From Health Unit to Site							☐ Yes	H: M:
From To							☐ Yes	H: M:
Transported By:				Total Duration of Transport:				H: M:

Monitoring - When storing vaccine in a cooler:

- Check & document temperature every 1-2 hours & each time the cooler is opened. Temperature will gradually rise, minimize frequency of opening. If temperature reaches +6 °C to +7°C, add or replace ice packs & keep lid closed, monitor temperature closely.
 - If vaccine is exposed out of the +2°C to +8°C this is considered a Cold Chain Incident.
 - Quarantine & report

Monitoring Vaccine in Cooler						
Date	Time	Current Temp	Min Temp	Max Temp	Reset Min/Max	Name (print)
					☐ Yes	
					☐ Yes	
					☐ Yes	

When storing in a vaccine fridge:

- Store vaccine between +2°C & +8°C, in the original packaging to protect from light.
- Twice daily (start & end of workday), record the temperatures (current, min & max) on the [BCCDC Refrigerator Temperature Form](#). Store temperature log with vaccine fridge & retain logs for 3 years. After recording temperatures, reset min/max thermometer.