

<b>Site Immunization Plans</b>	<ul style="list-style-type: none"> <li>Sites will designate a site lead to coordinate immunization plans</li> </ul> <p><b>AND</b></p> <ul style="list-style-type: none"> <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</li> </ul> <p><b>OR</b></p> <ul style="list-style-type: none"> <li>Work with their community pharmacy to develop plans for maintenance and surge vaccination</li> </ul>
<b>Vaccine Maintenance List</b>	<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>
<b>Order Vaccine</b>	<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 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 Prior to pick-up</li> <li>Ensure requested date for 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>Vaccine pick up on the date indicated in order approval email, to be ensured by Site lead.</li> </ul>
<b>Vaccine Pick-up and Storage</b>	<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 Vaccine Storage and Handling Guide</a>, Page 6-8.</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 an appropriately sized hard sided cooler with insulating materials (gel packs preconditioned in fridge at +2°C to +8°C, bubble wrap or packing paper), frozen ice packs 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 ≥ 4 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 retaining 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 as well as the room temperature 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 +2°C to +8°C, immediately:             <ul style="list-style-type: none"> <li>○ Place vaccine in a bag and label ‘QUARANTINE – DO NOT USE’</li> <li>○ Store bag between +2°C to +8°C in a monitored fridge, or cooler packed according to <a href="#">Page 6-8 of the BCCDC Vaccine Storage and Handling Guide</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> <p>Per BCCDC Manual and the associated legislation <a href="#">Health Care (Consent) and Care Facility (Admission) Act. [RSBC 1996]. Chapter 181</a></p> <ul style="list-style-type: none"> <li>• When consent is provided by a TSDM, the legislation requires that a single dose (influenza), or series (COVID-19), must be initiated within 21 days of consent being obtained.</li> <li>• Consent for COVID-19 vaccination can be considered valid for 12 months, as Fall and Spring Boosters may be considered a series.</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>

## Vaccine Administration

- Clinic Lead to review [Safety Huddle](#) with immunizing staff prior to start of clinic
- Review appropriate BCCDC Immunization Manual [Biological Product](#) page for administration, vaccine handling, contraindications/precautions, special considerations etc.

### Immunizing Residents:

- Review resident record for previous doses, and refer to COVID-19 Eligibility and product pages: [BCCDC Immunization Manual Part 4](#)
- 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 a KP.2 vaccine and wish to receive an additional dose this spring may do so

### Education:

- When providing an immunization **under a physician's order**, there are no BCCDC education requirements, however, the immunizer should be familiar with the product they are administering and refer to the biological pages.
- When providing immunizations **without an order**, the following BCCDC education courses are required:
  - Nurses providing flu & covid vaccine for the first time:
    - [COVID-19 Immunization Competency Course for Nurses](#) (Course Code 24913 – 3 hours)
  - Nurses who have already completed the courses above in previous seasons:
    - [COVID-19 Vaccines Webinar](#) (Course Code 31138 – 1 hour)

### 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

	<ul style="list-style-type: none"> <li>• Review current <a href="#">BCCDC Immunization Manual Biological Product</a> page(s)</li> <li>• Obtain informed consent for immunization using HealthLinkBC File:             <ul style="list-style-type: none"> <li>○ <a href="#">COVID-19 mRNA Vaccines (HealthLinkBC 124a)</a></li> </ul> </li> </ul>
<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, the immunizer will:</b></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> <p><b>Receive Access to ImmsBC:</b></p> <ul style="list-style-type: none"> <li>• <b>Affiliate &amp; Private LTC Homes and Assisted Living (Non-Island Health Staff)</b> <ol style="list-style-type: none"> <li>1) Site staff immunizers: email <a href="mailto:BCVAX-Support@gov.bc.ca">BCVAX-Support@gov.bc.ca</a> for <b>NEW</b> ImmsBC access, support, and onboarding instructions.</li> </ol> <p><b>Please Note:</b> Previous access &amp; support for ImmsBC through your Island Health account will be inactivated as of March 31, 2025.</p> </li> <li>• <b>Island Health Owned &amp; Operated LTC Homes (Island Health Staff)</b> <ol style="list-style-type: none"> <li>1) Supervisor: go to <a href="#">ISLH PPH Info Systems SharePoint Site: ImmsBC Account Request</a> and complete the <b>ImmsBC Request Form</b> using the <b>ImmsBC Request Workflow</b>.</li> <li>2) ImmsBC User: go to <a href="#">ISLH PPH Info Systems SharePoint Site: ImmsBCEducation</a> and complete: <b>ImmsBC Education for ISLH LTC &amp; CHS Vaccine Providers</b></li> <li>3) <b>Support &amp; Questions:</b> email <a href="mailto:PPH.Infosystems.Support@islandhealth.ca">PPH.Infosystems.Support@islandhealth.ca</a></li> </ol> </li> </ul> <p><b>For immunizations provided by a community pharmacy, the pharmacy immunizer will:</b></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>
<b>End of Day Clinic Tally</b>	<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>
<b>Vaccine Supplies</b>	<p><b>Recommended Cold Chain supplies</b></p> <ul style="list-style-type: none"> <li>• Minimum/Maximum Thermometers (min/max devices)</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 1mL 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>
<b>Resources</b>	<ul style="list-style-type: none"> <li>• <a href="#">Page 6-8 of the BCCDC Vaccine Storage and Handling Guide</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> </ul>