



Immunization Best Practices

① Set Up

- Complete immunization training. Pharmacists, pharmacy technicians, and pharmacy interns eligible for vaccine administration should have documentation on file for training and competency upon hire, annually, and with each vaccine change.
- Select a pharmacy champion responsible for vaccine-related processes.
- Prepare storage and handling processes. Digital data loggers, refrigerator, and freezer requirements must be reviewed before handling the vaccine.
- Review process for statewide protocols.
- Build a Vaccine Binder for pharmacy staff, include the following at a minimum:
 - Separate binder for each vaccine, or large binder with tabs
 - Statewide protocol documents
 - Current VIS/EUA
 - Education: documented staff training
 - Vaccine Management Plan (inclusive of all vaccines stored at the pharmacy)
 - Billing Information
 - May prepare a separate binder to keep by computer for processing
 - Review which vaccines are billable, administration fee processing

② Workflow

Appointments

- PrepMod is an online tool for scheduling appointments. It will submit vaccine information directly to NDIIS. For more information and to access PrepMod, click on the following link: [PrepMod: North Dakotas Mass Vaccination System | Department of Health](#)
- Prepare spreadsheets with open appointments and set up appointments based on staffing plan.
 - Ex: Appointments at 20-minute increments, time frames selected to match workflow availability.
 - File to include appointment date, time, patient name, date of birth, vaccine to administer, initials of vaccinator, line for follow up if needed.

Walk Ins

- Walk in appointments require vaccines to be on hand.
- Utilize binder for consent/screening forms.

3 Safety Tips

Avoid preparing multiple vaccines at the same time.

- After preparation, label each syringe or use labeled baskets, color code if desired.
- Separate vaccines in the fridge that may look alike. Label storage bin.
 - Access examples here: [Vaccine Label Examples - Updated January 12, 2022](#)
- Offer certain vaccine clinics on certain days.
 - Ex: **Pfizer** on **Friday**
 - Use mnemonics to help safely give vaccines if giving multiple vaccines during same appointment. Ex: **FLU** (Remember the L!) in **Left** arm

Vaccine Selection

Utilize Forecast in NDIIIS to review vaccines due. Access training resources here:

- [NDIIS Vaccine Forecaster Handout](#) and/or the [NDIIS Using the Immunization Forecaster Video](#)

Vaccine Storage

- Review [CDC \(Centers for Disease Control\) Storage and Handling Toolkit](#) (see page 6)
- Review the ND DHHS [Best Practices for Vaccine Storage and Handling](#).
- Storage includes continuous temperature monitoring and daily documentation that temperature is monitored for both refrigerator and/or freezer.
- Dorm refrigerators are not acceptable to store any vaccine.
- The freezer in a fridge/freezer combo cannot be used to store any vaccine, a freezer must be a stand-alone freezer to meet requirements.

Vaccine Preparation

- Prepare supply bins in preparation area. Must be clean and free of clutter.
 - Separate adult and pediatric supplies (syringes, needles)
 - Utilize needle-shielding syringes
 - Check vaccine, expiration.
- Always perform hand hygiene and use aseptic techniques.
- Utilize color coded labels to differentiate vaccine syringes.
- All prepared syringes must be labeled if drawing in advance.
- Safety Tip: If multiple vaccines are being prepared, separate physically. Best practice would be to implement an **independent double check** of all vaccine preparation prior to administration.

Vaccine Area Set Up

- Prepare supply bins in the vaccine administration room.
 - Band-Aids, Gauze pads
 - COVID Cards – These must be handwritten. Some sites requiring COVID Vaccine documentation will not accept stickers placed on COVID cards.
- Sharps container

Vaccine Administration

- Vaccine Information Statements (VIS) or Emergency Use Authorizations (EUA) are required to be provided to all patients or caregiver prior to any immunization administration. This can be given when patient checking in or signing screening.
- The screening form must be completed by the patient or caregiver. You can access checklists here: [Screening Checklists about Vaccine Contraindications and Precautions](#)
- Verbally confirm patient name, date of birth, vaccine being administered.
- Adverse Reactions
 - Print and place in immunization area.
 - **Vaccine reactions adult:** [Medical Management of Vaccine Reactions in Adults in a Community Setting](#)
 - **Vaccine reactions pediatric:** [Medical Management of Vaccine Reactions in Children and Teens in a Community Setting](#)
 - VAERS: Check out the [Vaccine Adverse Event Reporting System website](#).
- Prepare Filing System for:
 - Consent Form
 - Screening Form
 - Vaccine Information Statements (VIS)
 - Emergency Use Authorizations (EUAs)
 - V-Safe Information Sheets

Documentation

- Gather all patient and billing information prior to vaccine administration, run prescription through operating system. This will ensure all information is available at time of vaccination and may print a label for your syringe.
- Review process for NDIS and document within 24 hours of immunization
 - Documenting vaccines administered
 - Documenting providers lot #s
 - Documenting vaccine wastage

Please see the NDIS [tip sheet on reports module](#) and the [NDIS trainings page](#) for tip sheets and training videos on a variety of topics related to documentation.

Follow Up

- If pharmacy operating system allows, automate cross over with NDIS.
- Notify PCP of immunizations complete. This information will be in NDIS but can continue to improve collaboration and increase awareness of pharmacy-based immunization services.

Questions?

Contact us at NDSU.CAPCenter@ndsu.edu