

COVID-19 Vaccine Readiness Checklist for Primary Care

Note: physician practices must submit a completed readiness checklist and a signed [memorandum of understanding \(MOU\)](#) to pharmacists@halton.ca to enroll in Halton Region's COVID-19 vaccine program.

Name of physician practice:	
Name of contact person:	
Does your practice currently order regular publicly funded vaccine from Halton Region Public Health?	<input type="checkbox"/> Yes, please provide 5 digit holding point code: HAL_OK_ _____ <input type="checkbox"/> No

Vaccine Storage and Handling Criteria		
1. The premise has a vaccine refrigerator that has passed a public health cold chain inspection within the past 12 months. <ul style="list-style-type: none"> Practices that have not had a cold chain inspection within the past 12 months must have one completed before proceeding with onboarding. 	Yes <input type="checkbox"/>	No <input type="checkbox"/>
2. The premise is compliant with Ministry of Health Vaccine Storage and Handling Guidelines including: <ul style="list-style-type: none"> Vaccine refrigerator temperatures are maintained between +2°C and +8°C. Vaccine refrigerator temperatures are documented twice daily in an accurate and up-to-date Temperature Log Book. A contingency plan is in place in the event of a cold chain failure. 	Yes <input type="checkbox"/>	No <input type="checkbox"/>
3. The premise has a designated staff member who is knowledgeable about vaccine storage and handling to receive vaccine shipment and ensure that vaccines are moved into the refrigerator immediately upon receipt. <ul style="list-style-type: none"> Staff must be on site to receive the vaccine shipment (consider having one or two designated staff as backup). COVID-19 vaccines are delivered to primary care sites on Thursdays. 	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4. The premise will adhere to Ministry of Health guidance for COVID-19 vaccine storage, handling.	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Vaccine Administration and Inventory Criteria		
5. The premise will ensure COVID-19 vaccines are prepared and administered following the manufacturer's instructions. <ul style="list-style-type: none"> Moderna (Spikevax) COVID-19 Vaccine must be administered within 24 hours of first puncturing the vial. 12+ Pfizer-BioNTech (Comirnaty) COVID-19 Vaccine must be administered within 6 hours after reconstitution. 5 to 11 Pfizer-BioNTech (Comirnaty) COVID-19 Vaccine must be administered within 12 hour after reconstitution. 	Yes <input type="checkbox"/>	No <input type="checkbox"/>

<p>6. The premise will maintain an accurate vaccine inventory including doses received, administered, and wasted.</p> <ul style="list-style-type: none"> • A vaccine inventory report must be submitted to pharmacists@halton.ca for each day when vaccines are administered. • COVID-19 vaccines must not be administered past the specified 'use by date and time', which is different from the manufacturer's expiry date. 	<p>Yes <input type="checkbox"/></p>	<p>No <input type="checkbox"/></p>
<p>7. The premise will make every effort to minimize vaccine wastage wherever possible.</p> <p>Consider the following:</p> <ul style="list-style-type: none"> • Each vial of the Moderna (Spikevax) COVID-19 Vaccine contains either 10 or 14 doses (depending on the vial size). • Each vial of 12+ Pfizer-BioNTech (Comirnaty) COVID-19 Vaccine contains 6 doses. • Each vial of 5 to 11 Pfizer-BioNTech (Comirnaty) COVID-19 Vaccine contains 10 doses. • Limit vaccine orders to a 1-2 week supply at a time. • Do not hesitate to puncture a vial for patients who may be vaccine-hesitant or unlikely to return for vaccination. 	<p>Yes <input type="checkbox"/></p>	<p>No <input type="checkbox"/></p>
COVax Criteria		
<p>8. The premise is willing to learn and use COVax system to document vaccine administration & inventory.</p> <ul style="list-style-type: none"> • All administrative staff and healthcare providers involved in the vaccination process will require COVax accounts. • All staff who will be using COVax must complete training with OntarioMD. • Two-factor authentication is required when accessing COVax. Each staff will need access to a personal smartphone device to validate their identity through a secure app. 	<p>Yes <input type="checkbox"/></p>	<p>No <input type="checkbox"/></p>
<p>9. The premise has stable and reliable Wi-Fi/internet access for COVax.</p>	<p>Yes <input type="checkbox"/></p>	<p>No <input type="checkbox"/></p>
<p>10. The premise will provide Halton Region Public Health with a direct phone number to be reached in the case of need for urgent coordination.</p>	<p>Yes <input type="checkbox"/></p>	<p>No <input type="checkbox"/></p>
Logistics Criteria		
<p>11. The premise will establish a system to schedule patients for a vaccination appointment and ensure patients are also added to COVax.</p>	<p>Yes <input type="checkbox"/></p>	<p>No <input type="checkbox"/></p>
<p>12. The premise has sufficient space for patient flow including registration/waiting area, vaccination area, aftercare area.</p>	<p>Yes <input type="checkbox"/></p>	<p>No <input type="checkbox"/></p>
<p>13. The premise will provide supplies needed for vaccine administration and storage (trays, labels, bandages, alcohol swabs, sharps containers, etc.).</p> <ul style="list-style-type: none"> • Halton Region Public Health will provide syringes, needles, and other ancillary supplies as available. 	<p>Yes <input type="checkbox"/></p>	<p>No <input type="checkbox"/></p>

Comments: