PLANNING FOR COVID-19 VACCINE DELIVERY IN OFFICES

April 2021

BEFORE THE VACCINE GETS TO YOUR OFFICE...

- NIH research in collaboration with world research centers
- CDC endorsement and budgeting for US coverage using public funds
- Coordinate with State, local health departments and Association of Immunization Managers
- FDA approval and risk/efficacy profile of individual vaccine types
- Contracts with distributors

GET READY...

BRING THE ENTIRE TEAM INTO THE PLANNING PROCESS - ROLE IN RESPONSE

YOU MUST OPT IN!

- Enroll as vaccine provider with department of health - ADHS provider onboarding tool
- Designate staff and sites for implementation
- Secure storage equipment and supplies for any vaccine possibility
- Detail hours and locations of immunization services
- Credential and train staff: pharmacy, dental, medical, behavioral as possibilities
- Secure refrigerator/freezers, storage space, supplies, PPE, electronic records, data logger
- Budget costs

BE DETAILED

ANTICIPATE EXPANSION

PARTNERS IN VACCINE DISTRIBUTION

CDC

Allocates Vaccine to state/groups. Report # doses Vaccine Finder

STATE HEALTH

Patient records/inventory ASIIS

DIRECT ALLOCATION: SOME PHARMACY, FQHC, IHS

Federal doses reported to VTrcKS

COUNTY

County process reporting dose #

HOSPITALS

CLINICS

PHARMACIES

Reporting doses:
- Total # of Doses to Vaccine Finder & County Health
- Patient Record and Inventory Doses to ASIIS, FQHCs, IHS, PHARMACY VTrcKS

Join TAPI COVID-19 Trainings

Adapted from original source at nachc.org
**CORE LEADERSHIP TEAM OVERSEES FOUR MAJOR PLANNING AREAS**

<table>
<thead>
<tr>
<th>DESIGN WORKFLOW</th>
<th>DATA USE</th>
<th>EDUCATE &amp; INFORM</th>
<th>ENGAGEMENT</th>
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</thead>
<tbody>
<tr>
<td>• Patient intake process</td>
<td>• Plan for staff dosing being mindful of side effects and stagger delivery</td>
<td>• Designate lead in staff training</td>
<td>• Constantly update educational tools to population served; consider a hotline method or dedicated media site</td>
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<tr>
<td>• Registration &amp; screening</td>
<td>• Prepare a list of staff, elderly and high risk as first tier recipients</td>
<td>• Separate training and delivery objectives by vaccine types</td>
<td>• Address vaccine hesitancy</td>
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<tr>
<td>• Delivery</td>
<td>• Allow for two dose schedule unless J&amp;J</td>
<td>• Plan for separate storage and safety tracking</td>
<td>• Counter false claims</td>
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<tr>
<td>• Post-vaccine waiting time</td>
<td>• Plan daily vaccine delivery goals based on supply and population</td>
<td>• Plan for weekly staff communication</td>
<td>• Identify cultural and social barriers to vaccination</td>
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<tr>
<td>• Do a dress rehearsal</td>
<td>• Have IT &amp; clinical leads collaborate with ASIIS</td>
<td>• Include Team in decision-making</td>
<td>• Outreach to high risk groups - Develop call list of high risk for end of day doses</td>
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<td>• Implement Standing Orders</td>
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<td>• Order free patient posters/postcards &amp; buttons for staff</td>
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**GO!**

- **Patient screened and ready**
- **1st dose given**
  - 2 weeks before/after other vaccines
  - J&J 1 dose
  - Moderna 2 dose separated by 28 days
  - Pfizer 2 dose separated by 21 days
- **Document charges**
- **Explain V-safe**
- **Supply Patient Fact Sheet**
- **Schedule 2nd dose if needed**
- **Update ASIIS**
- **See AZ Billing Guide**

**IT’S A MARATHON—STAY FLEXIBLE AND SAFE!**

- **TRACK YOUR EFFORTS**
  - with strong IT leadership
  - Run charts on vaccine uptake
  - Impact on populations at risk
  - Changes in COVID-19 vaccine and disease
  - Safety concerns: incident reports, VAERS, V-safe

- **MONITOR CHANGES**
  - in quality, clinical outcomes, finances, staffing and overall services
  - Staff satisfaction
  - Effect on center operations
  - Patient satisfaction & concerns addressed

- **REVISE AS NEEDED**
  - and incorporate into long term operations
  - Continue contagion prevention efforts!
  - Keep information factual and available

**STAY IN THE RACE!**

- **KEEP YOUR EYE ON THE FINISH LINE—DON’T FORGET ROUTINE VACCINES!**

Adapted from original source at nachc.org