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

GET READY...

- 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

PARTNERS IN VACCINE DISTRIBUTION

- CDC
  Allocates Vaccine to state/groups. Report # doses Vaccine Finder
- STATE HEALTH
  Patient records/inventory ASIIS
  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

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

### Get Set... Core Leadership Team Oversees Four Major Planning Areas

#### Design Workflow
- Patient screened and ready

#### Data Use
- 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

#### Educate & Inform
- Document charges
  - Explain V-safe
  - Supply Patient Fact Sheet
  - Schedule 2nd dose if needed
  - Update ASIIS
  - See AZ Billing Guide

### 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

### It’s a Marathon—Stay Flexible and Safe!

- **Track Your Efforts**
  - Run charts on vaccine uptake
  - Impact on populations at risk
  - Changes in COVID-19 vaccine and disease

- **Monitor Changes**
  - Staff satisfaction
  - Effect on center operations
  - Patient satisfaction & concerns addressed

- **Revise As Needed**
  - 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!

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