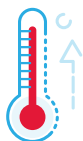# want to be prepared to give COVID-19 vaccines?

here's a checklist.

As more points of care start providing COVID-19 vaccines to their patients, we want to make things a little easier for healthcare professionals like you by **providing a list of key actions to consider** as you prepare to administer COVID-19 vaccines.*

before you start[1,2]

- ☐ **Register as a provider with the CDC COVID-19 Vaccination Program**
- ☐ **Refer your office staff to the CDC for answers to questions** about administration or for specific vaccine information
- ☐ **Develop clear communications** to facilitate patient appointments
- ☐ **Prepare to answer your patients' questions**. For helpful FAQs, visit the CDC
- ☐ **Establish a method to gather onboarding and consent forms** for patients
- ☐ Screen patients for **contraindications, allergies and immunization history**
- ☐ **Create a mechanism for scheduling second appointments and develop a reminder system** for patients ahead of their second dose, if needed

storage and handling

- ☐ **Establish an ongoing ordering process** for the number of vaccines needed at your facility
- ☐ **Ensure you can meet proper temperature and space storage** requirements for your anticipated supply
- ☐ **Ensure vials are prepared according to the manufacturer fact sheets,** and note the shelf-life for administration and the amount you will need for the day (to avoid waste)
- ☐ **Check vaccine expiration dates and rotate vaccine supply** so that older vaccines are used first
- ☐ **If you discover an error** with a vaccine (eg, an inappropriate dose or a dose that was not stored properly), take appropriate action according to your facility protocols and vaccine manufacturer guidance

*This list is not meant to provide medical advice or be all-inclusive (and there may be additional actions needed).

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before and during administration[3]

☐ **Establish where you'd like patients to wait** prior to their appointments, and follow appropriate social distancing guidelines

☐ **Encourage patients to read about product information** or FAQs while waiting—for a printable in-office poster, click here

☐ **Create a seating area to observe patients** for side effects after receiving their vaccine; communicate the wait time to patients

☐ **Have all necessary equipment on hand as required by the CDC in the event of a severe allergic reaction.** All vaccination providers should be trained to address life-threatening reactions

☐ **Double check the expiration date** on all vaccine vials

☐ **Maintain the integrity of the vaccines** as you fill syringes, noting if dilution is required

☐ **Be prepared to advise patients about possible adverse reactions** to and side effects of the COVID-19 vaccines

☐ **Familiarize yourself with possible adverse reactions** and how to report them through the Vaccine Adverse Event Reporting System (VAERS)
  • Encourage patients to sign up for VSAFE at their vaccination appointment

☐ **Consider how to advise patients about medications that may help alleviate adverse reactions** and what to do if side effects become severe

☐ **Record all vaccine information,** including date, location, lot numbers, and injection site, in the patients' records

☐ Encourage staff to access **resources to learn more** about vaccinations, including the CDC, your state and local governments, and the NIH. **See links below**

stay current

Be sure you regularly read the latest rules, regulations, protocols, and facts about vaccines. **Below you'll find links** that will provide information about enrolling as a COVID-19 vaccination provider, training and education, inventory management best practices, COVID-19 vaccinations and more.

CDC on administration: www.cdc.gov/vaccines/hcp/admin/

CDC information on COVID-19 vaccines: www.cdc.gov/coronavirus

For up-to-date local information: National Organization of Counties www.NACO.org/covid19

For up-to-date state information: www.usa.gov/state-health

references:
1. Centers for Disease Control and Prevention. *COVID-19 Vaccination Program Interim Operational Guidance Jurisdiction Operations. Version 2.0*. October 29, 2020. https://www.cdc.gov/vaccines/covid-19/downloads/COVID-19-vaccination-program-playbook-annex.pdf. Accessed May 7, 2021. **2.** Centers for Disease Control and Prevention. *Vaccine Administration.* https://www.cdc.gov/vaccines/hcp/admin/admin-protocols.html. Accessed May 7, 2021. **3.** Centers for Disease Control and Prevention. *Prevaccination Checklist.* https://www.cdc.gov/vaccines/covid-19/downloads/pre-vaccination-screening-form.pdf. Accessed May 15, 2021. **4.** Centers for Disease Control and Prevention. *Guidance for Planning Vaccination Clinics Held at Satellite, Temporary, or Off-Site Locations.* https://www.cdc.gov/vaccines/hcp/admin/mass-clinic-activities/index.html. Accessed June 8, 2021.

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