Appendix A:   
**Site checklist**

As a general principle, the site and staff should be prepared and adhere to standard operating policies and standards, including the clinical governance and health and safety, expected in a clinical environment to ensure staff and consumer safety.

Tables A1 to A5 below, provide an overview of the minimum requirements to deliver COVID-19 vaccinations safely and efficiently.

Table A1 – plan checklist

|  |  |  |
| --- | --- | --- |
| Plan | Y / N | Comments |
| **Vaccination volume plan** Vaccination sites have planned for expected daily volumes of vaccine recipients, considering:   * Staffing numbers * Space and distancing * Privacy and confidentiality | Y  N  Y  N Y  N |  |
| Workforce plan  To maintain the staff roster including managing unavailability, illness, and other absences. | Y  N |  |
| The list of **Key Contacts** is up to date and accessible. | Y  N |  |
| **Clinical Quality and Safety** oversight is on site. | Y  N |  |
| **Local development of:**   * Infection Prevention * Control guidance * SOPs * Cold Chain Accreditation for this site | Y  N  Y  N   Y  N  Y  N |  |
| **Site locations consideration**:   * Location/traffic/access/parking/signage * Availability of public transport * Accessibility (including disability access to parking and to vaccination site building) * Traffic management | Y  N  Y  N   Y  N   Y  N |  |
| The site can maintain temperature requirements of the vaccination preparation space. | Y  N |  |
| A **documented risk assessment** has been conducted for the vaccination site and includes a business continuity plan. | Y  N |  |
| A plan is in place to maintain adequate and appropriate resources including:   * PPE supplies * Vaccine and consumables * IPC supplies * Waste management * Signage | Y  N  Y  N  Y  N  Y  N  Y  N |  |
| A plan is in place to **maintain daily supplies** of consumer collateral, including ensuring teams have the latest versions of the following leaflets:   * What you need to know about the COVID-19 vaccination * COVID-19 vaccination consent form and/or Universal consent form * After the COVID-19 vaccination * Privacy Statement | Y  N  Y  N  Y  N  Y  N  Y  N |  |
| A plan is in place for **equitable access**, including:   * Access to translation and interpretation services * Written material and signage in easy-to-read formats * Supporting resources/literature is available in a range of languages/formats for those with low health literacy. * Service delivery model provides for whanau/support people accompanying consumers. * Venue access caters for disabled people and support for those with visual or hearing impairments. | Y  N  Y  N  Y  N  Y  N  Y  N |  |
| A site evacuation plan is in place. | Y  N |  |
| A dry run has been completed at the vaccination site. | Y  N |  |

Table A2 – place site checklist

|  |  |  |
| --- | --- | --- |
| Physical site | Y / N | Comments |
| Adequate space (including also for whanau/support persons) and associated capacity for:   * Screening * Registration * A private space for consultation, family groups, and vulnerable people requiring support * Waiting (seated) * Vaccination (including drawing up and administrating) * Post-vaccination observation. | Y  N  Y  N  Y  N  Y  N  Y  N  Y  N |  |
| Access to secure storage for medical records (including consent forms). | Y  N |  |
| Appropriate signage to identify as vaccination site for consumers, including COVID-19 vaccination campaign posters/banners/flags. Signage should also include Code of Consumer Rights. | Y  N |  |
| Adequate number of hand-hygiene stations in strategic areas for public and staff | Y  N |  |
| Appropriate emergency medication, equipment, and space to respond to medical emergencies. All equipment in the site to be well maintained, in good working order, calibrated/monitored as required and with current electrical safety compliance testing/certificates as necessary.  **Note:** This should also include equipment suitable for children if the site will be administering paediatric vaccines. | Y  N |  |
| Appropriate cold chain provisions that are applicable for the site are in operating order, including having appropriate refrigerators and opaque containers to store supplies.  Cold Chain Accreditation is held and is current if applicable. | Y  N  Y  N/A |  |
| Adequate space for vaccine storage and preparation. | Y  N |  |
| Adequate security (e.g., alarm, overnight security guard) if vaccine is to be stored at vaccination site overnight. | Y  N |  |
| Appropriate waste management facilities, including facilities in place to safely dispose of sharps and unused, damaged, or empty vaccine vials (e.g., Interwaste vial disposal bin ordered). | Y  N |  |
| Vaccination stations at least one metre apart. | Y  N |  |
| Access to system-compatible IT hardware including tablets, laptops or desktop computers with screens positioned out of sight of unauthorised persons. | Y  N |  |
| For Inventory Portal and AIR vaccinator portal users, IOS or Android smartphones with Salesforce Authenticator app must be available. | Y  N |  |
| High-speed wireless or 4G coverage. | Y  N |  |
| Access to appropriate internet browser (Note: Internet Explorer is not supported). | Y  N |  |

Table A3 – process checklist

|  |  |  |
| --- | --- | --- |
| Process | Y / N | Comments |
| Scheduling of vaccination appointments avoids over-crowding and allows for physical distancing. | Y  N |  |
| All staff have access to the Operational Guidelines. | Y  N |  |
| Procedures are in place for identifying vaccine recipients. | Y  N |  |
| Standardised screening processes are in place for contraindications, receipt of previous dose of COVID-19 vaccine or other vaccines, and COVID-19 symptoms. | Y  N |  |
| ‘Where to get help’ poster is accessible to all staff. | Y  N |  |
| Consumer information processes in place, including the provision of current consumer collateral. | Y  N |  |
| Cold chain process in place, site delivery and receipt. | Y  N |  |
| Processes in place for infection prevention and control including:   * Hand hygiene * PPE protocols * Injection safety * Needlestick injury protocol | Y  N Y  N Y  N Y  N |  |
| Processes in place to safely manage waste and for safe disposal of sharps and unused, damaged, or empty vaccine vials. | Y  N |  |
| Process in place for monitoring, managing, and reporting adverse events following immunisation, including anaphylaxis. | Y  N |  |
| Policies in place for blood body and fluid exposures (BBFE) and infection prevention control (IPC). | Y  N |  |
| Appropriate process in place to respond to medical emergencies associated with the vaccination. | Y  N |  |
| Incident management procedures are in place and staff know how to report any clinical incident. | Y  N |  |
| SOP available for accessing and operating Inventory Portal and AIR to complete inventory reporting requirements. | Y  N |  |
| Business continuity plans in place, including access to hard-copy versions of:   * Vaccination recording form * Consent form * Post vaccine information leaflet | Y  N |  |

Table A4 – workforce checklist

|  |  |  |
| --- | --- | --- |
| Workforce | Y / N | Comments |
| Staffing levels (including trained and accredited as required) are appropriate for delivering the scheduled vaccination volume. At a minimum, the following functions need to be allocated:   * Consumer welcome * Preparation and administration of doses * Pre-vaccination screening process in place utilising IMAC resources * Obtaining informed consent including ensuring consumers are informed of myocarditis and pericarditis risk, symptoms, the need to seek medical review and how to access this * Events recording in the AIR or integrated PMS by a trained person * Inventory Portal management * After-immunisation observation | Y  N Y  N Y  N Y  N Y  N |  |
| Site workforce encourages equitable access and the workforce demographic, as reasonably practicable, reflects of the likely consumer population or local area. | Y  N |  |
| Staff are educated in disability equity access and know how to apply supported decision-making approach (e.g., the Ministry’s [Disability equity course](https://learnonline.health.nz/enrol/index.php?id=443)) | Y  N |  |
| Staff accessing consumer data have completed the appropriate privacy training (e.g., see the [Privacy Commissioner courses link](https://elearning.privacy.org.nz/course/index.php?categoryid=1)). | Y  N |  |
| Staff inducted to the site and to have completed all relevant training including cold chain and IMAC/vaccine training, adverse event training, Inventory Portal and AIR vaccinator portal training (if using). | Y  N |  |
| Appropriate staff training to respond to three possible medical emergencies associated with the vaccination (fainting, hyperventilation, and anaphylaxis). | Y  N |  |
| Staff roles and responsibilities are clearly defined. | Y  N |  |
| Multi-vaccinator sites have a named Lead Clinician. | Y  N |  |
| An appropriate person has been identified to receive vaccine delivery as part of cold chain provisions. | Y  N |  |
| Infection Prevention and Control staff have been identified including:   * IPC Lead * IPC trainers | Y  N Y  N |  |
| Security presence available to control access to the site and be available for support in the event of attempted unauthorised access. | Y  N |  |
| All vaccination site staff have been given the opportunity to receive a COVID-19 vaccination. | Y  N |  |

Table A5 – other considerations checklist

|  |  |
| --- | --- |
| Other considerations | Y / N |
| * Staff working in locations that may require additional infection prevention controls, must adhere to the standard SOPs and associated protocols for such locations, including physical distancing requirements. | Y  N |
| * Where a mobile vaccination team is being set up, in addition to the above also consider the following: * Staff numbers to match expected demand as well as site health and safety requirements * Site security * Appropriate training * Correct set up in AIR vaccinator portal or PMS * Correct set up and access to Inventory Portal * Reliability of supply of resources and equipment * Internet connectivity to enable use of AIR vaccinator portal or PMS * Logistics, including vaccine storage and transport * Business continuity | Y  N  Y  N Y  N Y  N  Y  N  Y  N  Y  N  Y  N |
| * Drive through vaccinations: * Some disabled people use modified vehicles that seat the driver/passengers higher – potentially making it more difficult for vaccinators to reach * A reminder that car doors can also be opened if proper needle positioning can’t be achieved through the window | Y  N  Y  N |