



## SAMPLE CHECKLIST FOR COVID-19 VACCINATION CLINICS

Note: This is a supportive document for the safe practices for COVID-19 vaccination. Additional requirements may arise based on the type of vaccines, cohort of vaccinators, recipients and location of the clinics.

Before the Vaccine clinic		
Physical Environment / Layout of the Vaccine clinic		
YES	NO	A designated space for registration
YES	NO	Awaiting area for patients to be called for vaccination
YES	NO	A designated clean area for vaccine storage and preparation in the clinic.
YES	NO	A designated area for vaccine administration
YES	NO	Area for post vaccine observation for 15-30 minutes with adequate space for physical distancing and also a private space for medical emergencies (anaphylaxis management)
<b>Documentation (Check for most up to date version of documents <a href="http://www.immunisation.ie">www.immunisation.ie</a>)</b>		
YES	NO	Clinical and administrative guidance for Vaccinators
YES	NO	National immunisation Advisory Committee Immunisation Guidelines for Ireland. <a href="https://www.hse.ie/eng/health/immunisation/hcpinfo/guidelines/covid19.pdf">https://www.hse.ie/eng/health/immunisation/hcpinfo/guidelines/covid19.pdf</a>
YES	NO	Copy of a relevant COVID-19 vaccine medicine protocol (for nurse/midwife vaccinators only)
YES	NO	Anaphylaxis management in the community- Copy of an algorithm <a href="https://www.hse.ie/eng/health/immunisation/hcpinfo/guidelines/anaphylaxis.pdf">https://www.hse.ie/eng/health/immunisation/hcpinfo/guidelines/anaphylaxis.pdf</a>
YES	NO	Copy of information on Cold chain management or access to the same <a href="https://www.hse.ie/eng/health/immunisation/hcpinfo/vaccineordering/">https://www.hse.ie/eng/health/immunisation/hcpinfo/vaccineordering/</a>
YES	NO	Vaccination record cards and HSE advice leaflets for after vaccination for the recipients (if hard copies are available)
YES	NO	Current up to date copies of : HSE vaccine information leaflets and European Medicines Agency Patient Information Leaflets (please see <a href="http://www.ema.eu/en">www.ema.eu/en</a> for most up to date version)
<b>Infection Prevention &amp; Control Precautions:</b>		
YES	NO	Posters in relation to COVID-19 <ul style="list-style-type: none"> <li>o Do NOT visit if you have symptoms of COVID-19</li> <li>o Physical distancing</li> <li>o Cough etiquette/respiratory hygiene</li> </ul> Posters are available from the HSE website
YES	NO	Hand Sanitiser (alcohol gel/foam sanitiser) for staff and patients
YES	NO	PPE for the vaccinator i.e. adequate stocks of surgical face masks
YES	NO	Disposable tissues available for patients and a foot pedal bin for disposal
YES	NO	Disinfectant wipes for worktops and other areas



YES	NO	Signs and floor markers to instruct patients to remain 2 metres apart from other patients and clinic staff have been set up before the clinic.
YES	NO	Appropriate seating arrangements with physical distancing markings displayed
YES	NO	Sharps waste bin, Clinical & Non clinical risk waste bins
<b>Clinical equipment</b>		
YES	NO	Access to pharmaceutical fridge or validated cool box with external display of current temperature and data logger
YES	NO	An anaphylaxis medical kit as per Guidelines ( <a href="https://www.hse.ie/eng/health/immunisation/hcpinfo/guidelines/anaphylaxis.pdf">https://www.hse.ie/eng/health/immunisation/hcpinfo/guidelines/anaphylaxis.pdf</a> )
YES	NO	Gloves <input type="checkbox"/> Sharps boxes <input type="checkbox"/> Alcohol Gel <input type="checkbox"/> Clinical Tray <input type="checkbox"/> Cotton wool <input type="checkbox"/> Tape <input type="checkbox"/> Clinical waste bags <input type="checkbox"/> 70% Alcohol swabs <input type="checkbox"/> needles <input type="checkbox"/> syringes
<b>After the vaccination</b>		
YES	NO	Post-vaccination monitoring (recommended for 15-30 minutes): Allocation of staff for post vaccine observation for 15 -30 minutes
YES	NO	Post vaccine documentation Vaccinations administered recorded in HSE Covid-19 Vaccination Management System
YES	NO	All patient medical information placed in a secured storage location for data protection.
YES	NO	Session report form completed

**Useful resources & links:**

- 1) Immunisation Guidelines for Ireland  
<https://www.hse.ie/eng/health/immunisation/hcpinfo/guidelines/>
- 2) Anaphylaxis management  
<https://www.hse.ie/eng/health/immunisation/hcpinfo/guidelines/anaphylaxis.pdf>
- 3) HSE Guidelines for maintenance of cold-chain in vaccine fridges and management of vaccine stock <https://www.hse.ie/eng/health/immunisation/hcpinfo/vaccineordering/sopnio01.pdf>
- 4) HSE Guidelines for maintaining the vaccine cold-chain in vaccine cool box  
<https://www.hse.ie/eng/health/immunisation/hcpinfo/vaccineordering/sopnio02.pdf>
- 5) Reporting adverse reactions to the Health Products Regulatory Authority (HPRA). Details of the brand name and batch number of the vaccine must be included)
  - Online reporting at [www.hpra.ie](http://www.hpra.ie)
  - Using a downloadable report form also accessible from HPRA website, which may be completed manually and submitted to the HPRA via “freepost” available from the HPRA website <https://www.hpra.ie/homepage/about-us/report-an-issue/covid-19-vaccine-adverse-reaction>.
- 6) Summary of Product Characteristics (SmPC) for the Covid -19 vaccine used in the HSE COVID-1 vaccination programme available at <https://www.ema.europa.eu/en>
- 7) In the event of a sharps injury the local procedure must be followed. This will require immediate first aid and follow-up. For further information on sharps injury please see <http://www.hpsc.ie/AZ/EMIToolkit/EMIToolkit.pdf>