Clinic Leads

1. **Vaccine inventory** - vaccine should be ordered in advance of the clinic and received into inventory once delivered.
    a. Create requisition* → *Inventory* > **Create Requisition** – QRC (*if not already created by MDA*)
    b. Receive requisition → *Inventory* > **Receive Requisition** - QRC
    c. View inventory → *Inventory* > View Inventory - QRC
2. **Create mass immunization event** (refer to **Mass Immunizations Event Guide – COVID-19**)
3. **Select the 'Use Auto-Decrementing** in this Event', which activates the Holding Point pick list. Add the Holding Point (and select HPL) to the event, add the Immunizing Agent and select the lot number. Select the Reason for Immunization (refer to the **Reason for Immunization** – Guide). Add the reason when to updating or adding inventory lots.
4. **Add provider** to mass imms event:

5. **Activate inactive** client:

6. **Create Client** > *Client Records* > Create Client - QRC
7. **Create AEFI** > *Immunizations* > **AEFI – Adverse Events** - QRC
8. **Event Status** - At the end of the event, ensure all clients on the mass immunization worksheet have a **status** recorded. E.g.: "immunized", "absent" (no shows) or "deferral" (clients unable to be immunized).
9. **Number of vaccine doses administered** – to determine the number of doses administered, on the Event worksheet, filter the Event Status column for 'Immunized'. Above the worksheet, a message displays "Displaying xx out of xxx clients – this is the number of clients immunized = the number of doses administered at the event.

10. **Inventory functions** - since the supply of vaccine may be limited and the demand may be extremely high, care must be taken to protect the vaccine supply from theft and fraud. Every vaccine and vial must be accounted for at the start and end of each immunization clinic day.
    i.   Pre-clinic start: a physical count of the total number of vials on hand at the site should be completed at the beginning of each clinic day and should be compared to the quantity on hand in the PHIMS to ensure accuracy. If there are any discrepancies between the physical inventory on hand and the stock status in PHIMS, the inventory in PHIMS may be updated using a Quantity on Hand Adjustment, *Inventory* > **Adjust Inventory** – QRC
    ii. During the immunization clinic:
        a. Doses administered should be entered into PHIMS in real time using the appropriate Mass Immunization Event – **Documenting COVID-19 Immunization** - Guide
        b. Should wastage occur, ensure to track the number of doses as well as the reason to ensure that the correct information may be entered in PHIMS at the end of the day.

    iii.   Post clinic:
- a. Complete a physical count of the total number of vials on hand at the site.
- b. Compare the physical count with what is showing on hand in PHIMS and complete a QOH Adjustment if necessary, to reconcile your inventory in PHIMS. Adjust inventory – *Inventory* > **Adjust Inventory** – QRC, or do a Physical count *Inventory* > **Physical Count** - QRC for large clinics with only one vaccine.
- c. If any doses were wasted during the day, document directly in PHIMS using the Vaccine Wastage page under Immunization menu in the left hand navigation pane.
- d. Please note: the QOH adjustment must reflect the number of vials/boxes on hand for each lot # to ensure accuracy. You should only adjust one whole SKU when adjusting inventory.

        Counts should be done at end of every clinic
        1 SKU 1715127 Pfizer = 6 doses
        1 SKU 1715128 Pfizer diluent = 6 doses
        1 SKU 1715129 Moderna = 10 doses

If internet connectivity is an issue, the number of doses administered may be manually tallied from the paper copies of the administration forms of persons receiving vaccine/medication per day that are transcribed on to the Daily Vaccine/Medication Tracking Record, which records the following information:

- Beginning inventory balance (i.e. the number of vials/bottles and doses from the previous day).
- Vials/bottles and doses received (i.e. the number of new vials/bottles and doses received during the day of the dispensing site).
- Ending inventory (i.e. vials/bottles and doses at the end of the day).
- The number of unused doses will be determined by subtracting the beginning of the day inventory number from the end of day inventory.
- The number of doses wasted will be determined by subtracting the number of doses administered per day from the beginning inventory balance (which includes previous days' supply and new doses received).