



# Immunizations: Mass Immunization Guide for Clinic Leads

## Clinic Leads

- Vaccine inventory** - vaccine should be ordered in advance of the clinic and received into inventory once delivered.
  - Create requisition\* → *Inventory* > **Create Requisition** – QRC (\*if not already created by MDA)
  - Receive requisition → *Inventory* > **Receive Requisition** - QRC
  - View inventory → *Inventory* > View Inventory - QRC
- Create mass immunization event** (refer to **Mass Immunizations Event Guide – COVID-19**)
- 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 updating or adding inventory lots.
- Add provider** to mass imms event:

Event Providers							
	Update	Delete	Provider ID	Provider	Verification Status	Workgroup	User
<input type="radio"/>			30037	Hawryluk RN, Melody	Not Requested		
<input type="radio"/>			30299	Omaga RN, Jennifer	Not Requested		

## 5. Activate inactive client:

Client Demographics Save Reset More log print help refresh

**INACTIVE**

Inactive

\* Inactive Reason: Left Province - Ontario

Confirm Inactivate/Reactivate Client

⚠ Change status of client?

Inactive

\* Inactive Reason: Left Province - Ontario

Date of Death: yyyy/mm/dd

**Confirm**

**Save** Reset More log print help refresh

**Active**

Date of Birth / Age:  
1988 Aug 18 / 32 years

Client was successfully updated.



# Immunizations:

## Mass Immunization Guide for Clinic Leads

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.”

**Event Worksheet**

Event Title: COVID Clinic Rady Dry Run Dec 14  
 Event Date: 2020 Dec 14  
 Event Type: Outbreak

Event ID: 273  
 Location: University of Manitoba Bannatyne Campus  
 Status: Open  
 Created By: Hawryluk, Melody

Displaying 75 out of 131 clients

Client:  Search Type:

<input type="checkbox"/>	Alerts	Client ID	Client Name	Date of Birth	Gender	Immuniz... Agent	Forecast Status	Consent Readiness	Event Status
<input type="checkbox"/>		77791	Abbott-W-20191212, Aaron-1	2006 Dec 12	Male	COVID19-Pfizer	Not Forecasted	Granted	Immunized
<input type="checkbox"/>		77820	Abbott-W-20191212, Anita-1	2006 Nov 30	Female	COVID19-Pfizer	Not Forecasted	Granted	Immunized

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).