

COVID-19 New Vaccine Coordinator Training Checklist

COVID-19 Vaccine Program Training, Operations, and Initiatives

- View CDC's [trainings, webinars, and reference materials](#) and maintain documentation of staff trainings. See [this DOH provider training resource](#) for recommended trainings by skill type. The CDC's [vaccine administration competencies assessment form](#) can be used to document training.
- Develop a [Vaccine Management Plan](#) for routine and emergency vaccine management that includes clearly written, detailed, and up-to-date standard operating procedures (SOPs) that cover all aspects of your COVID-19 vaccine program. Ensure that this plan is updated as needed and at least annually.
- Email COVID.vaccine@doh.wa.gov whenever there are updates to staff listed in your provider agreement (Chief Medical Officer, Chief Financial Officer, Primary or Backup Vaccine Coordinator) or updates to your facility/organization name, address, or contact information.
- Explore the [Power of Providers \(POP\)](#) Initiative and toolbox resources and, if interested, [make your commitment](#) to this initiative.
- Review vaccine preparation, dosing, patient eligibility, and administration information for all COVID-19 vaccine products; see the corresponding CDC webpages below:
 - [Pfizer](#)
 - [Moderna](#)
 - [Janssen \(J&J\)](#)
 - [Novavax](#)
- Follow and stay up-to-date on [ACIP COVID-19 vaccine recommendations](#).
- View trainings and resources on the DOH [COVID-19 vaccine management page](#).

Vaccine Billing, Record-Keeping, and Reporting

- Ensure that staff responsible for billing are instructed on the billing requirements for COVID-19 vaccination. Providers may seek reimbursement from a program/plan that covers COVID-19 vaccine administration fees for recipients but may not seek any reimbursement from vaccine recipients or accept donations from recipients/on their behalf.
- See [this resource](#) for provider reimbursement information for COVID-19 vaccine counseling
- See [this American Medical Association website](#) for COVID-19 vaccine billing codes.
- Maintain all COVID-19 vaccine-related records for a minimum of 3 years. This includes vaccine and ancillary supply packing slips, transfer logs, temperature logs, billing records, vaccine administration records, vaccine ordering records, and other related records.
- Create an account with [Vaccines.gov](#) (VaccineFinder) which is a CDC tool that keeps track of vaccine inventory and allows the public to locate COVID-19 vaccination services.
 - [Weekly COVID-19 vaccine inventory reporting](#) is required through VaccineFinder

Patient Resources and Information

- Have all staff review the EUA/EUI for healthcare providers for each COVID-19 vaccine product (found on the [FDA](#) website).
 - [Pfizer 6 months through 4 years, maroon cap](#)
 - [Pfizer 5 years through 11 years of age, orange cap](#)
 - [Pfizer 12 years of age and older, purple cap](#)
 - [Pfizer 12 years of age and older, gray cap](#)
 - [Moderna 6 months through 5 years of age \(magenta border\)](#)

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- [Moderna 6 years through 11 years of age \(teal & purple border\)](#)
 - [Moderna 12 years and older and booster doses for 18 years and older \(light blue border\)](#)
 - [Moderna 18 years and older booster dose presentation only \(purple border\)](#)
 - [Janssen 18 years and older](#)
 - [Novavax 18 years and older](#)
- Review [EUAs](#) and/or [EUIs](#) for each COVID-19 vaccine product & check regularly to ensure the most up-to-date EUAs and EUIs are distributed to patients.
 - Ensure that CDC vaccination record cards are kept securely stored in order to prevent fraudulent use.
 - Display and/or offer [V-Safe](#) information to patients.
 - Discuss [multilingual resources](#); ensure that the provider is able to offer linguistically appropriate resources and translation services to patients if needed.

Vaccine Storage and Handling (S&H)

- Request updates to your Provider Agreement by emailing COVID.vaccine@doh.wa.gov if you discontinue use of any COVID-19 vaccine storage units or if you purchase a new storage unit. New units must be approved by the DOH prior to use.
- [CDC's Vaccine Storage and Handling toolkit](#) – a resource for detailed S&H information.
- Record temperatures for each COVID-19 storage unit. DOH recommends recording daily minimum and maximum temperatures. If your digital data logger (DDL) does not record min/max temperatures, record twice daily (AM and PM) temperatures of vaccine storage units.
 - Refrigerator Temperature Log ([Celsius](#)) | ([Fahrenheit](#))
 - Freezer Temperature Log ([Celsius](#)) | ([Fahrenheit](#))
 - Ultra-Cold Freezer Temperature Log ([Celsius](#)) | ([Fahrenheit](#))
- See [this guide](#) for instructions on submitting monthly temperature logs to DOH. Watch the following DOH videos for additional instruction:
 - [Documenting Excursions on Temperature Logs](#) (part 1)
 - [COVID-19 Vaccine Temperature Log Review](#) (part 2)
 - [COVID-19 Temperature Log Review: DDL Summaries](#) (part 3)
- Ensure all thermometers have a current certificate of calibration and maintain copies for all DDLs.
- Storage Best Practices for Refrigerated Vaccines, [Fahrenheit](#) or [Celsius](#).
- Storage Best Practices for Frozen Vaccines, [Fahrenheit](#) or [Celsius](#).
- Temperature Monitoring Best Practices for Refrigerated Vaccines, [Fahrenheit](#) or [Celsius](#).
- Temperature Monitoring Best Practices for Frozen Vaccines, [Fahrenheit](#) or [Celsius](#).
- [Temperature Excursion Guide](#) – Steps to take when vaccine storage temperatures go out of range. We recommend printing this resource and displaying it on or near vaccine storage units.
- [COVID-19 vaccine storage and handling incident guide](#) – this process outlines the appropriate response to potential incidents with storage and handling.

Vaccine Transport

- [COVID-19 vaccine transfer and redistribution checklist](#): This provides a guide for vaccine transport, including a redistribution agreement that will need to be signed and submitted prior to any vaccine being transferred from your facility to another COVID-19 vaccine provider.
- Emergency [Vaccine Transport Guidelines](#) – Instructions for how to pack vaccines for transport during emergencies.
- [IIS resource on how to search and advertise available COVID-19 vaccine for transfer](#): To

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- advertise extra vaccine or find smaller quantities of vaccine from other providers or depots.
- The [Vaccine Management Plan](#) template includes a transfer form in the appendix that you can use if your facility transfers COVID-19 vaccine to other providers.
- [Online transfers guide](#): Explains the process for reporting transfers within the IIS system.
- [Off-site clinic request form](#): fill out and submit this form prior to any vaccination events held off-site.

Vaccine Ordering & Inventory Management in the Immunization Information System (IIS)

- [WAIS trainings portal](#): Online resource page that contains quick reference guides and videos.
- Contact the IIS Help Desk at 1-800-325-5599 or WAISHelpDesk@doh.wa.gov to set up user account for vaccine ordering, vaccine administration, inventory, and waste reporting.
- [Adding, editing, and deleting vaccinations](#): IIS resource.
 - Vaccine administration data should ideally be reported within 24 hours but no later than 72 hours in the IIS
 - Vaccine inventory should be updated in the IIS at least once/week
- [COVID-19 vaccine booster documentation](#): IIS resource.
- [How to report wastage of the COVID-19 vaccine](#): IIS resource for reporting expired, spoiled, and/or wasted vaccine.

Post-Vaccination Patient Care

- Review the CDC's resources for [managing anaphylaxis after COVID-19 vaccination](#). Ensure that all required supplies are maintained, up-to-date, and accessible for staff at the facility.
- Ensure that an appropriate post-vaccination observation area is identified within the facility. Staff should be able to easily monitor patients for any post-vaccination side effects during their observation period (15 or 30 minutes).
- Review the [VAERS \(Vaccine Adverse Event Reporting System\)](#) website including required and recommended reporting for healthcare providers.

For questions about any of the above recommendations or resources, please contact COVID.vaccine@doh.wa.gov.