



## COVID-19 Vaccine Clinic Best Practices 1-11-2021

The following are best practices reported by members and the LTC Pharmacies that have improved the efficiency of the COVID 19 immunization clinics held in the last 2 weeks.

1. Communicate with the vaccine clinic lead assigned as your point of contact prior to the clinic. They can answer questions and provide information to help. If you do not yet have a clinic scheduled, call your assigned LTC Pharmacy as soon as possible. If your provider calls to offer an earlier date, it is advised that you be flexible if possible. Work well in advance of the clinic to get informed consents completed, documents and all appropriate forms signed. Collect required insurance information and collate per patient to be vaccinated.
2. Facility management should provide very specific numbers of team members and residents that will receive a dose of vaccine on the day of the clinic. Pharmacies stated that almost every provider overestimated the number of vaccines needed during the first weeks of the clinics. **Facilities should provide only the number of doses needed for the clinic on that day. Do not double the number of doses needed because the vaccine requires a second dose.** Accurate numbers are critical to maximize all doses of vaccine and allow the pharmacy to appropriately schedule clinics. Overestimating the number of doses needed for one clinic will not improve the chances of having an earlier clinic date.
3. Scheduling staff members for an assigned clinic time tends to improve staff follow through with vaccination commitment. Facilities may want to consider reimbursing off duty staff for time spent at the clinic, including waiting and post vaccine observation time, as an incentive for vaccine acceptance.
4. A Vaccine Administration Record (VAR) form must be signed for everyone that is receiving a vaccine. These forms have been provided electronically to every LTCF by the assigned LTC Pharmacy. If the patient is unable to sign someone else authorized may sign the VAR and the identity should be documented on the form.
5. Facilities who are prepared on the day of the clinic certainly contribute to the success of the event. In advance of the scheduled date, please consider the following:
  - a. The LTC Pharmacy team will arrive on site about an hour prior to clinic start. Make sure you understand their arrival time and prep time needed. Plan to end assigned vaccination appointments at least 30 minutes prior to the end of the clinic.
  - b. Organize any required insurance information and signed consents needed by the pharmacy team by vaccine recipient prior to the start of the clinic.

- c. Designate a private place where vaccine may be administered. Ensure there is space in the site to observe those vaccinated for 15 minutes after the vaccine is given. This may mean spacing the assigned times for vaccine administration, i.e. only so many persons per 15 minute periods, so your observation area is not overwhelmed.
- d. Persons seeking vaccination who indicate problems with past vaccinations should be scheduled early in the clinic to ensure they are observed closely while full clinic staff is present.
- e. Make sure you have identified any staff members or residents who have had received monoclonal antibody treatments within the past 90 days since they are ineligible to receive the vaccine until that time has passed and do not order vaccine doses for these individuals.
- f. The CDC recently modified [guidance](#) regarding the 14-day interval required for administration of COVID after other vaccines. Please check with your assigned LTC Pharmacy regarding those restrictions and follow the CDC document [“Interim Clinical Considerations for Use of mRNA COVID-19 Vaccines.”](#)
- g. If the immunization teams are going room to room to administer resident or tenant vaccines, make sure each patient is ready for vaccination. The following helps the team move quickly:
  - Signed VAR forms and other required documentation is in the patient’s room ready for the team to collect.
  - Patient has a mask or face covering on.
  - Patient is sitting up in bed or chair if possible and ready to be immunized, including upper arm area exposed.
  - The LTCF has staff members prepared to assist with monitoring patients post immunization for at least 15 minutes.