

Team Huddle Checklist

Prior to Publicly Funded Vaccine Clinic

Important Resources:

- [Saskatchewan Immunization Manual \(SIM\)](#)
- [Canadian Immunization Guide \(CIG\)](#)
- Saskatchewan College of Pharmacy Professionals (SCPP) – [Administration of Drugs by Injection and Other Routes](#)
- [Pharmacist Association of Saskatchewan \(PAS\)](#)
- Continuing Professional Development for Pharmacy Professionals (CPDPP) – [Immunizations and Injections](#)
- [Saskatchewan Seasonal Influenza Immunization Program](#)
- [Saskatchewan COVID-19 Immunization Program](#)

*always ensure you are accessing the most up-to-date resources at all times.

Policy, Procedure, and Process Review:

- Pharmacy Vaccine Storage and Handling Policy
 - [SCPP Vaccine Storage, Handling and Transport Guidelines](#)
- Infection Control
 - [SCPP Infection Control Guidelines](#)
 - Personnel PPE
 - [SCPP Hand Hygiene Guidelines](#)
- Appointment booking process
- Pharmacy immunization clinic set up and workflow process including:
 - Patient intake
 - Patient assessment
 - Vaccine administration
 - [SCPP Injection Administration Guidelines](#)
 - Vaccine patient documentation
- Post immunization waiting period
- Injection supplies
 - [PAS Sample Injection Supply Checklist](#)
- Adverse Effect Following Immunization (AEFI) Reporting
 - Public Health Agency of Canada [AEFI Form](#)
 - [Health Canada user guide to AEFI reporting](#)
 - [COVID-19 Vaccine Adverse Events of Special Interest \(AESI\)](#)

- Anaphylaxis Management
 - Anaphylaxis protocol and policies: see medSask [INFOGRAPHIC](#)
 - Pharmacy patient transport policy
 - Communication protocols
 - Follow-up protocols
 - Anaphylaxis Management Kit
 - [CIG Anaphylaxis management kit: recommended items](#)
- Cold Chain Break Pharmacy Protocol
 - Cold Chain Break [Reporting Form](#)
 - [CPDPP Cold Chain Quick Sheet Resource](#)
 - Transporting Vaccines [SIM Chapter 9 Management of Biological Products](#)
 - Vaccine Storage [SIM Chapter 9 Management of Biological Products](#)
- Proper Wastage Reporting
 - [Infographic](#)
 - [Reporting Form](#)

Immunizer Knowledge Check:

- Pre-vaccination resources
 - Vaccine confidence questions
 - [Immunization Communication Tools](#)
 - Vaccine safety questions
 - Location for additional resources
 - Parent support for vaccinating children
 - Health Canada [Vaccines for children: Deciding to vaccinate](#)
- Designated staff roles (i.e. screening and consent, preparation, administration)
 - If technicians or interns administering COVID-19 and influenza vaccine, see [injection process infographic](#)
- Available vaccines in the pharmacy for clinic. Some vaccine cards are available [here](#). For each vaccine:
 - Name of vaccine
 - Vaccine components
 - Stability/ Expiration Date
 - Appearance
 - Age requirements
 - Interval requirements
 - Appropriate dose
- Aseptic vaccine preparation
 - see [CPDPP Vaccine Withdrawal Video](#)
 - See vaccine specific resource

- Mixing with diluent
- Vaccine storage
 - Refrigeration Log
- [medSask Screening and Consent Form](#)
 - Access to [medSask Guide](#) to Screening and Consent Form
 - [SIM Chapter 3 Informed Consent](#) - Step-wise approach to obtaining consent
- Patient education
 - [Vaccine information sheets](#)
- Administration technique
 - Choosing needle length: [SIM Chapter 8 Administration of Biological Products](#)
 - Landmarking
 - [CPDPP Landmarking Videos](#)
 - Managing pain and anxiety; [SIM Chapter 8 Administration of Biological Products](#)
 - Child Hold Technique
 - [CPDPP Child Hold Video](#)
 - [Holding Kindergarten-age and Older Children](#)
- Management of needlestick injuries:
 - [SCPP Needlestick Injury](#) document
- First aid for patients who appear faint, pale, sweaty or weak
 - [SIM Chapter 11 Adverse Events Following Immunization](#)
 - [SIM Chapter 12 Anaphylaxis Management](#)
- Patient self-monitoring information, Vaccine After Care sheets
- Notice of Vaccine Administration to Primary Care Provider (as applicable)
- Billing procedure
 - [Drug Plan and Extended Benefits Branch Information](#)