**CPESN WV COVID-19 Vaccination Clinic Process**

**Pre-clinic (done by IT group)**

* Include EUA for patients specific to the vaccination that they are receiving in pre-clinic email (pre VAMS loading)
* Review appointments to verify on invite list (based on group that is being vaccinated)

**Clinic Stations**

* 1 to 2 Greeters at Entrance
  + Entrance is ideally distant and separate from Exit
  + See guidance below
* 1 to 2 Registrars
  + See guidance below
* 2 Dose Preparers
  + Verify correct vaccine
  + Prepare the vaccine according to the EUA for that specific product
  + Pull vaccine into syringes using appropriate technique
  + Double check dose
  + Provide syringes to vaccinators
  + Adjust VAMS inventory post clinic to compensate for extra doses, etc.
* 3 to 6 Vaccination Separate Respective Stations
  + See guidance below
* Patient Monitor Area
  + See guidance below

**Clinic Patient Flow Plan**

1. Greeter Station (1 to 2 people)
   1. Check in for appointment time within 10 min of arrival
   2. Ask for patient ID
   3. Verify patient is on invite list
   4. Assign to a registrar line
2. Registrar Station (1 to 2 people)
   1. Verify ID and log patient into VAMS appointment
   2. Provide EUA patient fact sheet
   3. Fill out patient name and date of birth on vaccination card
3. Vaccine stations (3 to 6 vaccinators at a separate respective stations)
   1. Verify patient ID
   2. Review/complete checklist in VAMS and ask additional questions regarding:

• Current COVID illness (in quarantine/isolation) OR febrile illness within the past 24 hours

• Past anaphylactic reaction to any vaccine and/or any respective COVID vaccine ingredients

• Receipt of any vaccine within the past 2 weeks

• Convalescent plasma or monoclonal antibody therapy in the past 90 days

* If pregnant, ask if they have consulted with their OB/GYN and recommend they do but not mandated.
  1. Answer any questions that the patient may have
  2. Obtain the vaccine from the dose preparers
  3. Verify correct vaccine and dose
  4. Prepare the patient for vaccination by exposing the deltoid and cleaning the area with an alcohol swab
  5. Vaccinate patient
  6. Document dose administration in VAMS
  7. Provide patient completed vaccination card with date, lot #, clinic location, and 2nd dose date (if administering 1st dose)
  8. Clean workspace to prepare for next patient

1. Patient Monitor Area (1 Person + unoccupied vaccinators)
   1. Observe patients post vaccination for adverse events for 15 minutes (or 30 minutes for patients with a history of severe allergic reactions) and answer questions they may have
   2. Direct patients to the exit (ideally different door than the entrance) after they have waited the appropriate amount of time