

# COVaxON Vaccine Administrator Job Aid

## Target Role: Vaccine Administrator & Site Super User

<p><b>Role Description:</b> Responsible for documenting vaccination administration and client consent for service.</p> <p><b>Permission Level: COVax Vaccinator</b></p> <ul style="list-style-type: none"> <li>• Access Client Search</li> <li>• Edit-Access for Client Record</li> <li>• Administer Dose Capability</li> <li>• View Dashboards and Linked Reports</li> </ul> <p><b>For Site Super Users:</b> Summary Client and Dose Administration Report, Vaccine Inventory Report, Detailed Client and Dose Administration Report</p>	<p><b>Legend</b></p> <p> <b>Pencil Icon</b> Click this to edit any data fields</p> <p> <b>Red Asterisks</b> Indicates a required field</p> <p> <b>All COVID public health measures must be followed in alignment with this process.</b></p>
<ul style="list-style-type: none"> <li>• This document focuses on using COVaxON to support clinical operations. Within the clinical package that each site received, there are additional forms that you will need to use alongside COVaxON</li> <li>• For details about COVaxON user access, refer to the "Login, Logout, and User Settings" job aid</li> <li>• This job aid covers the regular process for vaccinating clients. For any information on historical data entry, editing dose administration records (&amp; re-printing/re-emailing receipts), or merging duplicate client records, refer to the "Edit Dose Admin Records &amp; Merge Duplicate Clients" job aid.</li> </ul>	
<p><b>Data Privacy Disclaimer:</b> Users with access to COVaxON can see the demographic details and HCNs of other clients in the system when searching for a particular person. The information is presented this way to help ensure that users access the correct client record and to reduce the risk of either not locating a client's record or improperly creating duplicate client records.</p> <ul style="list-style-type: none"> <li>• <b>As required by PHIPA and under the terms of the Acceptable Use Policy, system users are only permitted to access the information of individuals to whom they are providing care or for other purposes that are specifically authorized.</b></li> <li>• COVaxON records detailed audit transaction logs that inform the MOH of which client records were accessed by each user, and what actions they took in the system. Any concerns that are identified about improper access to the system will be investigated and appropriate actions taken.</li> </ul>	

### Vaccine Administration Activities:

Please hover over the section relevant to you, and "Ctrl + Click" to jump to the desired section

Section	Description	Link(s)
<b>1. Confirm Client Identity &amp; Select Vaccine</b>	Vaccine Administrator confirms client identity and selects type of vaccine	<a href="#">Confirm Client Identity &amp; Select Vaccine</a>
<b>2. Perform Vaccine Pre-screening</b>	Vaccine Administrator performs pre-screening assessment and for dose 1, confirms consent for series	<a href="#">Perform Vaccine Pre-screening</a>
<b>3. Filling in Dose Information</b>	Vaccine Administrator inputs dose information	<a href="#">Filling in Dose Information</a>
<b>4. Reviewing Dose Information</b>	Vaccine Administrator reviews dose information	<a href="#">Reviewing Dose Information</a>
<b>5. Direct Client to Monitor for AEFI</b>	Vaccine Administrator directs client to self-monitor for AEFI	<a href="#">Direct Client to Monitor for AEFI</a>

# COVaxON Vaccine Administrator Job Aid

## Target Role: Vaccine Administrator & Site Super User

### 1. Confirm Client Identity & Select Vaccine

#### Description:

Client arrives at vaccination station and vaccinator confirms their identity. Once confirmed, the Vaccinator selects which vaccine will be administered (Pfizer/Moderna/COVISHIELD).

#### How:

1. Navigate to the relevant “**Vaccination Events**” record and select “**View All**” under the ‘Clients’ list. Leverage the filter capability in the top right-hand corner of the page to filter the list by status or specific client details (Note: COVaxON saves any previous sorting/filtering. When searching for a new client, remember to clear filters, and update any sorting features).
2. Once client is identified, Users can right click on client name hyperlink and open the client’s record in new browser window to avoid losing their spot on the Vaccination Event record. From the client record, users should validate the “Vaccination Event” on their client record and update if necessary.
3. **Note:** Once their record is opened, it is essential that the client identity is properly validated to ensure the correct record has been accessed. Validate the client by Health Card Number (if they have one), or by Name *plus* other fields such as DOB, Postal Code, etc. Only validating by name is not enough. Confirm the client is in “Dose 1 (or 2) Checked-In” status. Select the “**Administer Dose**” button from the client record.

4.a) If you are administering a second dose, you will receive a pop-up with the Dose 1 information. Review this record to ensure the client should proceed with dose 2.

b) If the client’s second dose administration is occurring before the minimum time interval has elapsed (see Further Context section below), users will receive an alert notifying them of the time interval. Users can continue with dose administration if desired after the alert has been dismissed.

c) The vaccine inventory that is available at the client’s Vaccination Event will be available for selection from a drop-down. If you do not see inventory values here, this indicates that there is no inventory linked to the Client’s VE.

5. After selecting the vaccine inventory for either Dose 1 or Dose 2 select “**Next**”.

**Note:** If you are administering Dose 2, the Vaccine selection must be the same product as the clients first dose (Pfizer/ Moderna/ COVISHIELD). If it is not, an error will occur, and you must select “Previous” to re-enter the vaccine type.

The screenshots illustrate the 'Administer Dose' workflow. Screenshot 4a shows the 'Administer Dose' screen for a client receiving their second dose. It displays details for the first dose administered (2021-03-02, 6:40 p.m.) and the current vaccine selection (MODERNA COVID-19 mRNA 0.5 ml - EH1234, 2021-06-30). A 'Next' button is visible. Screenshot 4b shows a 'Check-In' screen with a red 'Minimum Interval Alert' stating: 'Minimum Interval Alert: For the MODERNA COVID-19 mRNA 1273 vaccine, the minimum interval is 21 days from the previous dose.' 'Previous' and 'Next' buttons are at the bottom. Screenshot 4c shows the 'Administer Dose' screen for a client receiving their first dose, with the same vaccine selection and a 'Next' button.

#### Further Context

- The “clients” view from the Vaccination Events tab is limited to 2000 records, therefore it is important to leverage filters to ensure there are no missing results (for example, by status, client name, etc.)
- It is recommended to access clients from the Vaccination Event tab; however, clients can be searched using the “Client Search” tab. If the “Client Search” tab is used, it is recommended to search by 1 criterion (for example: last name) in the global search bar at the top, as this is the most forgiving field.
- Vaccinators can administer doses to clients that are associated with a Vaccination Event in their Authorized Organization. This will decrement the inventory associated to the Authorized Organization.
  - If Vaccinators try to administer a dose to a client that is NOT associated to a Vaccine Event that belongs to their Organization, the User will get an error message. They will then need to change the Vaccination Event on the client record to be able to administer a dose.

# COVaxON Vaccine Administrator Job Aid

## Target Role: Vaccine Administrator & Site Super User

- The naming convention for each vaccine/diluent is always consistent and reflective of the information on the physical labels to ensure the correct inventory can be selected:
  - Example: Pfizer: *PFIZER-BIONTECH COVID-19 mRNA PB 0.3 ml - EK4175, 2021-03-31*
  - Example: Moderna: *MODERNA COVID-19 mRNA 0.5 ml – RPO089, 2021-05-29*
  - Example: COVIDSHIELD: *COVISHIELD COVID-19 Non-rep VV 0.5 ml – MO5600, 2021-05-29*
- There is a report that shows a centralized view of all clients at a particular VE with their dose administration record status, client status, and other client information. To view this report, go to the VE record you are interested in, scroll down to the “Report Links” section, and select the “Showing Clients for Vaccination Event” record.
- Minimum product intervals:
  - Pfizer = at least 19 days from the previous dose
  - Moderna = at least 21 days from the previous dose
  - COVISHIELD = at least 28 days from the previous dose
- If a client has the “Inactive” checkbox populated on their record, users will receive an error when attempting to administer a dose to a client that reads, “The client should be ‘Active’ to proceed”. The user must remove the ‘Inactive’ checkbox on the client’ record to proceed with dose administration.

## 2. Perform Vaccine Pre-Screening

**Description:** The Vaccine Administrator can now begin the Pre-Screening Assessment. Once the assessment is finished, the Vaccine Administrator determines whether the client should receive the vaccine.

### How:

1. Perform the appropriate **Pre-Screening Assessment** for the vaccine. If the client responds “**Yes**” to any of the questions, ensure to check the corresponding box.
2. Record any clinical notes for the client if required (up to 100,000 characters) in the comments box.
3. Use the final checkbox “**Pre-Screening Assessment Complete**” to confirm completion in COVaxON. This is a mandatory checkbox for the Pfizer, Moderna and COVIDSHIELD vaccines.
4. Based on the Pre-Screening Assessment, the Vaccine Administrator must use their clinical knowledge to determine if the client should receive the vaccine.

a) If **Yes** (Client may receive vaccine) **Proceed to Step 3: Filling in Dose Information.**

b) If **No** (Client cannot receive vaccine), indicate that the pre-screening assessment is complete, and click “Next”. On the next screen, leave the consent checkbox blank and populate the “Reason Vaccination was not Administered” drop down field on the client’s record. The selection would be “**Immunization was contraindicated**” or “**Practitioner decision to temporarily defer immunization.**” The client can then exit the location. In COVaxON, the client’s status will automatically reset to ‘New’ (for dose 1) or, “First Dose Checked Out” (for dose 2).

5. Select “Next”

Administer Dose

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Dose : 1 of 2

**Pfizer Vaccine Pre-Screening Assessment**

*If the individual answers yes to any of the pre-screening questions, document details in the comments box below.*

- Have you been sick in the past few days? Do you have symptoms of COVID-19 or have a fever today?
- Have you had a serious allergic reaction or a reaction within 4 hours to the COVID-19 vaccine before?
- Do you have allergies to polyethylene glycol, tromethamine (Moderna only) or polysorbate?
- Have you had a serious allergic reaction to a vaccine or medication given by injection (e.g., IV, IM), needing medical care?
- Have you received a vaccine in the past 14 days?
- Are you or could you be pregnant or breastfeeding?
  - If pregnant, have you spoken with your treating health care provider about getting the vaccine?
- Do you have a weakened immune system or are you taking any medications that can weaken your immune system (e.g., high dose steroids, chemotherapy)?
  - If yes, are you receiving stem cell therapy, CAR-T therapy, chemotherapy, immune checkpoint inhibitors, monoclonal antibodies or other targeted agents?
  - If on one of the therapies listed: Have you spoken with your treating health care provider about getting the vaccine?
- Do you have an autoimmune condition?
- Do you have a bleeding disorder or are taking blood thinning?
- Have you ever felt faint or fainted after receiving a vaccine or medical procedure?

Comments

Pre-screening Assessment Completed

5

Previous Next

# COVaxON Vaccine Administrator Job Aid

## Target Role: Vaccine Administrator & Site Super User

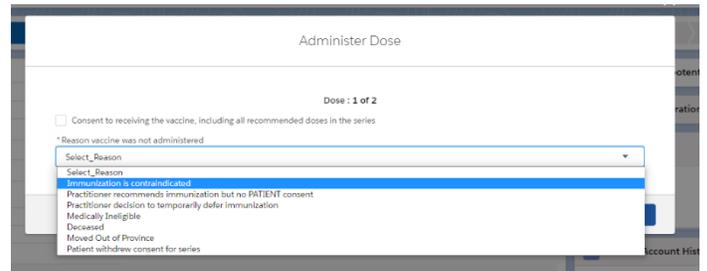
### 3. Filling in Dose Information

**Description:** Obtain and record client consent for service and specific dosage information on the Administer Dose screen.

#### How:

##### For the client's first dose:

- Obtain verbal consent for receiving the vaccine from the client for the dose series and populate the checkbox to confirm (this is mandatory). Once the checkbox is selected, the remaining fields on the dosage screen will populate.
- If they do not consent, Users should populate the "Reason Vaccine was not Administered" drop down with "Practitioner recommends immunization but no patient consent", and then click next and finish. After filling in this pop-up window, on the client's record, their status will change back to "New". The "Reason vaccine was not administered" field will be populated on the client's profile. The client can exit the location without immunization.



The screenshot shows the 'Administer Dose' screen with 'Dose : 1 of 2'. A checkbox for 'Consent to receiving the vaccine, including all recommended doses in the series' is present. Below it, a dropdown menu is open for 'Reason vaccine was not administered', showing options like 'Immunization is contraindicated', 'Practitioner recommends immunization but no PATIENT consent', 'Practitioner decision to temporarily defer immunization', 'Medically Ineligible', 'Deceased', 'Moved Out of Province', and 'Patient withdrew consent for series'.

##### For the client's second dose:

The consent for receiving the vaccine checkbox will appear automatically as the dose series had already been consented to during their first dose. Therefore, the user can begin by directly inputting the dosage information.

- If the client changes their consent during their second dose, the user must uncheck the consent checkbox, then populate the "Reason Vaccine was not Administered" with the selection "Patient withdrew consent for series" and then click next and finish. On the client record, their status will change back to "Dose 1 checked out" and the "Reason vaccine was not administered" field will be populated. This date that this consent change was entered will be saved in the client history for traceability purposes.



The screenshot shows the 'Reason vaccine was not administered' dropdown menu with 'Patient withdrew consent for series' selected.

3. If client consents to receiving the vaccine, confirm the accurate **Vaccine Name** (will automatically populate based on initial selection). Then, if the Pfizer vaccine is being used, search for the diluent available in the system. COVIDSHEILD and Moderna do not require a diluent, so the diluent field will not populate.

4. **Route** will be pre-populated and only have 1 option available.

5. Select **Anatomical Site of Vaccination** from the drop down.

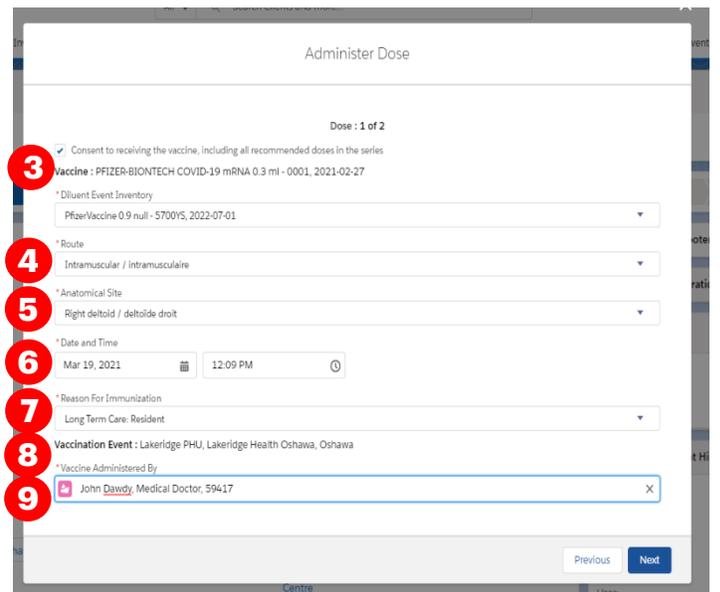
6. Input **Date** and **Time** of vaccination (defaults to current date & time). If entering a dose administration record after the vaccine has occurred, please update the date and time accordingly). Date/time can be set in the present or past, but not the future.

7. **Reason for Immunization:** Will be auto populated based on what was entered during check in.

8. **Vaccination Event** Will be auto populated based on the Vaccine Event tied to the client's account.

9. Fill in the "**Vaccine Administered By**" field by searching for the provider who administered the vaccine to the client.

10. Select "**Next**".



The screenshot shows the 'Administer Dose' screen with 'Dose : 1 of 2'. A checkbox for 'Consent to receiving the vaccine, including all recommended doses in the series' is checked. The vaccine name is 'PFIZER-BIONTECH COVID-19 mRNA 0.3 ml - 0001, 2021-02-27'. The diluent is 'PfizerVaccine 0.9 null - 5700YS, 2022-07-01'. The route is 'Intramuscular / Intramusculaire'. The anatomical site is 'Right deltoid / deltoïde droit'. The date and time are 'Mar 19, 2021' and '12:09 PM'. The reason for immunization is 'Long Term Care: Resident'. The vaccination event is 'Lakeridge PHU, Lakeridge Health Oshawa, Oshawa'. The vaccine administered by is 'John Dawdy, Medical Doctor, 59417'. The screen has 'Previous' and 'Next' buttons at the bottom.

# COVaxON Vaccine Administrator Job Aid

## Target Role: Vaccine Administrator & Site Super User

**Note:** If the Vaccinator’s name is not available as an option when searching within the “Vaccine Administered By” field, it is recommended for a request to add the provider be submitted to the ITS team (more details in further context below). However, users can also select **“Other Clinician, Other Designation, xxx”** as a generic placeholder. This will trigger a second free-text field to become available below called, “Vaccine Administered By (Other)”. The Vaccinator’s details should be entered here as: [First Name] [Last Name], [Designation OR Provider Role], [Professional License].

\* Vaccine Administered By

 Other Clinician, Other Designation, xxx

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Vaccine Administered By (Other)

Clay Matthews, Pharmacist, 90877

### Further Context

- If you are attempting to administer a dose to a client, your User profile Authorized Organization must match the Authorized Organization of the inventory. Otherwise, you will be unable to select it from the Dose Administration screen. The Vaccination Event on the client record must also match that of the inventory record.
- Request your site lead to submit a request to Information Technology Services (ITS) for creation of Providers not currently available in the “Vaccine Administered By” field. Please have the provider validated by your site lead and have the details in the table prepared prior to contacting your site lead:

Field	Field Entry		
<b>Provider First Name</b>	Free text – enter the first name		
<b>Provider Last Name</b>	Free text – enter the last name		
<b>Provider Role</b> (Choose Option)	Medical Doctor Medical Resident Nurse Practitioner Nursing Student	Other Designation Paramedic Practitioner Pharmacist Pharmacy Student Pharmacy Technician	Registered Midwife Registered Nurse Registered Practical Nurse Respiratory Therapist
<b>Identifier</b>	Free text – enter the identifier number		
<b>Identifier Type</b> (Choose Option)	Professional license number Medical identification number of Canada Health regulatory college member number	Provincial health human resource identifier Other Identifier Type	

- To view a list of clients who did not have the vaccine administered, under the “Clients” tab, select “Clients Not Vaccinated”. This will show all clients who have a “Reason vaccine was not administered” value populated on their client record.
- If the client is turned away or ends up not receiving the vaccine and they return at a future date, the “Reason immunization was not administered” field on the client record will reset to blank and they can be checked-in again.

## 4. Reviewing Dose Information

**Description:** After filling in the dosage information, the user will review the details of the dose for accuracy. After reviewing the details, the user will click through to fully save the record.

# COVaxON Vaccine Administrator Job Aid

## Target Role: Vaccine Administrator & Site Super User

### How:

1. Review the details of the client's dose to ensure all the data entered is accurate and select **"Next"**
2. Select **"Finish"**. Client status will move to "Dose 1 Administered". Ensure you do not close the window without selecting **"Finish"** as this will not complete the client's dose administration in the system.

**Note:** After administering a dose and the **"Finish"** button is selected, the inventory level in the COVaxON system will be automatically decremented from the AO inventory record.

## 5. Direct Client to Monitor for AEFI

**Description:** Direct the client to monitor for adverse event following immunization (AEFI) while they wait for 15 minutes.

Note: if any changes are required to the Dose Administration record, refer to the **"Edit Dose Admin Records & Merge Duplicate Clients"** job aid.

### How:

1. Ensure that the client's status bar is set to **"In Progress"** and the Client Status reads **"Dose 1 (or 2) administered"**. Explain the need for the client to wait 15 minutes after their vaccination to monitor for any Adverse Events Following Immunization (AEFI).

Note: In cases where a client experiences an AEFI, this will be recorded during the check-out process described in **"Client Check-out Job Aid"**.

**At end of shift, log out of COVaxON and clear the browser cache. Refer to the Login, Logout, User Settings job aid for detailed steps. Sanitize shared devices in accordance with location protocols.**