

Vaccine Administration Toolkit

The following tips can help your team efficiently and effectively coordinate an on-site vaccine clinic.

Identify Eligible Residents/Staff for Vaccination

- Check immunization history for new resident admissions [facility designee or pharmacy to check State Immunization Information Systems (IIS) for history and recommended vaccinations].
- Verify immunization history of current residents.
- Educate residents and caregivers and discuss recommended vaccines, including COVID-19, influenza, pneumococcal, RSV and shingles.
- Obtain consent from the resident, resident representative or staff member.



Gather and Provide the Following Information to the Vaccinating Provider

Routine immunization (between vaccination clinics, e.g., pneumococcal and shingles):

- Obtain and send vaccination order(s) to the pharmacy and include the resident or staff consent form if applicable.
- Depending on the pharmacy, the vaccination will be scheduled and provided by pharmacy staff, a third-party vaccinator, coordinated with the consultant pharmacist or provided to the SNF staff (by contract) to administer.
- After administration, have designee complete vaccination reporting to appropriate agencies (i.e. State immunization registry, CDC, etc.).
- Document COVID-19 vaccination in the Centers for Disease Control (CDC) National Healthcare Safety Network (NHSN) at the facility.
- Document vaccination using the facility vaccine tracking tool(s).
- Document vaccination for residents in their medical record.



Mass immunization clinic (typically COVID-19/influenza):

- Collect name, email and phone number for point of contact (POC) at the facility.
- Determine the number of residents/staff who **qualify** for a COVID-19 and/or influenza vaccine.
- Determine the number of residents/staff who have **consented** to receive the COVID and/or influenza vaccine.
 - Download the [Declination of COVID-19 Vaccination Form](#) to document vaccine refusal.
- Determine the number of residents/staff who may need the COVID-19 and/or influenza vaccine. Consider any additional vaccinations, such as pneumococcal, shingles, etc., that residents may be eligible to receive.

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- Consider what days of the week and time of day (morning or afternoon) are best for a clinic at your facility.
- Note the name and phone number of the current pharmacy services provider for the facility.

Provide Resident/Patient Education and Document Appropriately

- The [Updated COVID Guidance flyer](#) provides COVID-19 vaccine immunization and requirements for residents and staff.
- The CDC's [Vaccine Information Statements \(VIS\) webpage](#) includes details about VIS requirements.
- [HQIN's Your Health Can't Wait, Vaccinate! Resources](#) is a collection of tools that can help you promote vaccines to residents and staff.



Train Staff to Administer Vaccines

- Vaccine administration must be done properly to be safe and effective. Competency-based training is recommended for all healthcare workers prior to administering vaccines. The Centers for Disease Control and Prevention's (CDC) comprehensive [vaccine administration e-learning program](#) is self-paced and includes vaccine preparation, administration, documentation, etc.
- The Agency for Healthcare Research and Quality's (AHRQ) [Intramuscular Injections - Best Practices for Safe Vaccine Administration in Nursing Homes tool](#) outlines best practices for safe vaccine administration.



Schedule the Vaccine Clinic

- Need help organizing a COVID-19 vaccine clinic? Complete [HQIN's brief vaccine clinic support request form](#) today!



Record and Report Vaccine Administration

- The [COVID-19 Vaccination Tracking Tool](#) is a comprehensive spreadsheet for tracking COVID-19 vaccine administration for residents and staff, including additional doses and exemptions.
- The [Resident COVID-19 Vaccine Administration Form](#) can be used to record COVID-19 vaccine status for residents.



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- The [Long-term Care Facilities \(LTCF\) Component](#) includes information and resources for reporting the NHSN LTCF COVID-19 module.
- The [Enrollment for Long-term Care Facilities](#) serves as a guide for long-term care facilities enrolling in the National Healthcare Safety Network.
- The [Resident Influenza, Pneumococcal, TB Vaccination Log](#) is intended to help nursing home staff track that residents have been appropriately assessed and received influenza, pneumococcal, shingles and TB screening/testing.

Visit the [CDC's Vaccine Administration webpage](#) for more information.