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| **MINIMUM REQUIREMENT CHECKLIST FOR VACCINATION SITE** |  |
| *NDoH Vaccine site registration guidelines 20 January 2021* |  |
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| **General** |  |
| Desks, chairs, tables for vaccination areas |  |
| Computers or other devices with internet connectivity (dedicated for EVDS process) | If available |
| Scanners for data collection into national system | No action required |
| Waste disposal container 'sharps box' for disposal of sharps and vials | Order as per usual |
| Black marker/pen to deface empty vaccine vial | Order as per usual |
| Temperature monitoring device | Order as per usual |
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| **Ancillary supplies** |  |
| Syringes for vaccination: 1ml or 2ml (1 syringe per dose) | Will be supplied by CMD with vaccine |
| Needles suitable for intramuscular vaccination: 22-25G and 25mm-38mm (1 needle per dose) | Will be supplied by CMD with vaccine |
| Cotton wool balls (1 per number of vaccine recipients) | Will be supplied by CMD with vaccine |
| Micropore | will be supplied by CMD with vaccine |
| Syringes for reconstitution - 5ml ***(if required)*** (1 per vial) | n/a for Covishield |
| Needles for reconstitution- 21G ***(if required)*** (1 per vial supplied) | n/a for Covishield |
| Diluent for reconstitution ***(if required and if not provided by the manufacturer)*** (1 per vial supplied) | n/a for Covishield |
| Hydrogen Peroxide based disinfectant for vaccine spills | Order via pharmacy |
| PPE as outlined in infection control guidelines | Order as per usual |
| Handsanitiser | Order as per usual |
| Water for cleaning vial and injection site | Can use potable water |
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| **Vaccine redistribution** |  |
| Appropriate container (cooler box) with a WHO PQS continuous temperature monitoring device during distribution/ storage of the vaccine | Pharmacy Services coordinating |
| Time strip / log tag/continuous temperature monitoring device | Pharmacy Services coordinating |
| Repacking material for redistribution (UV light protection) | Your pharmacy |
| Water ice packs | Pharmacy Services coordinating |
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| **Emergency supplies** |  |
| Adrenalin Injection (1:1000) solution – 5 ampoules | From clinic stock |
| Hydrocortisone injection (100 mg) -2 vials | From clinic stock |
| Water for injection 10mL x 2 as diluent | From clinic stock |
| Syringes; 5ml x 2  Syringes; 2ml x 4  Syringes with 0,1ml graduations x 2 | From clinic stock   |  | | --- | |  | |
| Needles: 18 (pink) OR 20 (yellow) x2  Needles: 21 (green) x2 | From clinic stock |
| Promethazine 25mg/mL; 2mL injection x 2 ampoules | From clinic stock |
| Salbutamol MDI plus spacer and mask | From clinic stock |
| IV catheter 20G and 18G | From clinic stock |
| Rapid giving/ drip set (10 drops/mL) x 2 | From clinic stock |
| Blood pressure cuff | From clinic stock |
| Baumanometer | From clinic stock |
| Adhesive dressing | From clinic stock |
| Pulse oximeter | From clinic stock |
| Sodium Chloride 0.9% (Normal saline) 1000ml IVIx 2 | From clinic stock |
| Plastic container to serve as Emergency kit for outreach purposes | Pharmacy Services coordinating procurement |

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| **Other supplies** |  |
| Case reporting form (CRF) for reporting AEFI | Template to follow from project team |
| Case investigation form (CIF) for investigating serious AEFI | Template to follow from project team |
| Case investigation forms for adverse events of special interest (AESI) | Template to follow from project team |
| Stock cards/bins cards (if not using an electronic stock management system) | From your pharmacy |
| Vaccination cards | Will be distributed via CMD with the vaccine |
| Medical |  |
| Relevant recording form/tool | Work in progress |
| Consent forms | Work in progress |
| Vaccine Wastage reporting forms | SOP attached |