

Team Huddle Checklist

PRIOR TO PUBLICLY FUNDED VACCINE CLINICS

Important Resources:

(ensure you are accessing the most up-to-date resources at all times):

[Saskatchewan Immunization Manual](#) (SIM)

[Canadian Immunization Guide](#) (CIG)

[Administration of Drugs by Injection and Other Routes](#) (SCPP)

[Pharmacist Association of Saskatchewan](#) (PAS)

[Immunizations and Injections](#) (USask CPE)

[Saskatchewan Seasonal Influenza Immunization Program](#) (DPEBB)

[Saskatchewan COVID-19 Immunization Program](#) (DPEBB)



Policy, Procedure, and Process Review:

Inventory Control and Injection Supplies

- Ordering processes and limits
- COVID-19 Immunization Manual [COVID-19 Vaccine Distribution Tracking System \(VDTS\)](#)
- Injection supplies: e.g., safety needles, syringes, alcohol swabs, cotton balls, bandages, sharps container, vaccine

Pharmacy Vaccine Storage, Handling, Transport and Cold Chain Break Protocol

- SCPP [Vaccine Storage, Handling and Transport Guidelines](#)
- SIM Chapter 9 [Vaccine Storage Equipment and Maintenance](#)
- SK Ministry of Health (MOH) [Temperature Log](#)—fillable
- medSask [Cold Chain Management Infographic](#)
- SIM Chapter 9 [Management of Cold Chain Incidents](#)
- Cold Chain Break [Reporting Form](#)—fillable

Infection Control

- SCPP [Infection Control Standards and Guidelines](#)
 - Hand hygiene—SCPP [Hand Hygiene Guidelines](#)
 - Respiratory hygiene and cough etiquette—SCPP [Respiratory Hygiene and Cough Etiquette Standards and Guidelines](#)
 - Personnel PPE (e.g., gloves, masks, gowns, eye protection)
 - Cleaning and disinfecting environmental surfaces

Appointment booking process

- Review pharmacy specific processes (e.g., online, by phone, in person)—[medSask Appointment Reminder Card](#)

Pharmacy immunization clinic set up and workflow

Injection Process (i.e. intake, screening and consent, preparation, administration, documentation)

- USask CPE [Injection Process](#) Infographic
- SCPP [Administration of Drugs by Injection and Other Routes Guidelines](#)
- Patient intake
- Patient assessment , education, and informed consent
 - Patient assessment—CIG [Pre-vaccination counselling](#)
 - Education—[Vaccine fact sheets and after care sheets](#)
 - Screening and consent
- SIM Chapter 3 [Informed Consent](#) Stepwise approach to obtaining consent
- medSask [Vaccine Screening and Consent Form](#) & [GUIDE for the Vaccine Screening and Consent Form](#)
- SCPP [Administration of Drugs by Injection and Other Routes Guidelines](#) Informed Consent

Aseptic preparation

- USask CPE [Vaccine Withdrawal Video](#)
- See vaccine specific resources (e.g., [product monograph](#))
- Reconstituting with diluent—SIM Chapter 9 [Administration of Biological Products](#) Vaccines with Diluents

Administration

- Choosing needle length—SIM Chapter 8 [Choosing needle length](#)
- Landmarking—USask CPE [Landmarking Videos](#)
- Managing pain and anxiety
 - SIM Chapter 8 [Management of pain and anxiety](#)
 - CIG Vaccine administration practices
 - [Techniques to decrease immunization injection pain](#)
 - [Techniques to decrease anxiety and fainting](#)
- Child hold technique
 - USask CPE [Child Hold Video](#)
 - SIM Chapter 8 [Holding Kindergarten-age and Older Children](#)

Billing, Documentation, Reporting, and Notification

- Billing procedure
 - [DPEBB](#) Pharmacy Professional Services- Influenza Immunization Program (IIP) & COVID-19 Immunization Program (CIP)
- Documentation as specified by the DPEBB must be provided to patient.
- Manual notification to the primary care provider is not required for publicly funded vaccines as administration is recorded in the eHR viewer.

Post-immunization waiting period (15 to 30 minutes)

Adverse Effect Following Immunization (AEFI) Reporting

- Public Health Agency of Canada (PHAC) [AEFI Form](#)
- Health Canada [User Guide to AEFI Reporting](#)
- SK MOH [User Guide for AEFI Reports](#)
- SIM Chapter 11 [Adverse Events Following Immunization](#)
- medSask [AEFI Quick Reference](#)

Anaphylaxis Management

Anaphylaxis protocol and policies

- CIG [Anaphylaxis and other acute reactions following vaccination](#)
- SIM Chapter 12 [Anaphylaxis Management](#)
- medSask [Managing Anaphylaxis in a Community Pharmacy Infographic](#)

Anaphylaxis Management Kit

- CIG [Anaphylaxis management kit: recommended items](#)
- SIM Chapter 12 Section 7.1 [Anaphylaxis Management: Suggested Anaphylaxis Kit Contents](#)

- Pharmacy patient transport policy
- Communication protocols
- Follow-up protocols

Product Wastage Reporting (not involved in a cold chain break)

- SK MOH
 - [Infographic](#)
 - [Reporting Form](#)—fillable
 - [Vaccine Problem Report](#) (if product is defective or damaged)—fillable

Immunizer Knowledge Check

Pre-vaccination resources

- Vaccine confidence questions
 - [Immunization Communication Tools](#)
 - PHAC [Vaccines and immunization](#) (patient and health professional information)
- Vaccine safety questions
 - [Vaccine Safety](#)
 - [Immunizations—Vaccine Safety](#)

Available vaccines in the pharmacy for clinic

- medSask [vaccine cards](#) (contain key information for each vaccine and are intended to help organize workflow and prevent medication incidents)
- For each vaccine:

| | |
|---|--|
| <input type="checkbox"/> Name of vaccine | <input type="checkbox"/> Appearance |
| <input type="checkbox"/> Vaccine components | <input type="checkbox"/> Age requirements |
| <input type="checkbox"/> Stability/ Expiration Date | <input type="checkbox"/> Interval requirements |
| <input type="checkbox"/> Preparation | <input type="checkbox"/> Appropriate dose |

First aid for patients who appear faint, pale, sweaty, or weak

- SIM Chapter 12 Section 2.0 [Anaphylactic Reaction versus Syncope or Anxiety](#)
- CIG [Anaphylaxis and other acute reactions following vaccination](#)

Management of needlestick injuries

- SCPP [Needlestick Injury Guidelines](#)
- SK MOH
 - [Guidelines for the Management of Exposures to Blood and Body Fluids](#)
 - [Post Exposure Prophylaxis \(PEP\) Kit sites](#)