

Appendix A - KAMS COVID-19 Vaccination Site Readiness Checklist

	Minimum requirements	Tick	
Workforce	1 immunisation provider		
	1 vaccinator (at least)		
	1 in charge of post vaccination observations		
	1 responsible for stock		
	1 responsible for infection control procedures		
	1 lead person responsible for cold chain		
Training	Immunisation provider training (at least one)		
	COVID-19 six core online modules (all vaccinators)		
	AstraZeneca online module (all vaccinators)		
	CPR (all vaccinators)		
	Anaphylaxis (all vaccinators)		
	AIR (all vaccinators)		
	MMEEx (all vaccinators)		
	WAVSS (all vaccinators)		
ICT software	Computer/Laptops		
	Internet access		
	Power outage alert system and back-up plan		
	MMEEx		
	Label printer		
	Phone (landline, mobile, satellite)		
	Barcode scanner		
Cold chain management	Adequate number and capacity of refrigerators		
	Adequate number of esky's		
	Adequate number of gel or ice packs		
	Thermometers		
	Alert system in place for cold chain breaches		
	Opaque containers to store vaccine pre-prepared syringes		
	Poster displayed with protocol for cold-chain breaches		
Stock	Anaphylaxis Kit	Adrenaline 1:1000 Ampoules (5)	
		Alcohol Swabs (10)	
		1ml Luer-lock Syringe (5)	
		Blunt Drawing up Needles (5)	
		23g x 1" Needle (5)	
		25g x 1" Needle (5)	
		Cotton Wool Swabs (1 small bag full)	
		Drug labels (5)	
		Pen and Pad of Paper (1)	
		Laminated poster doses of intramuscular 1:1000 Adrenaline	
	Consumables	Disposable injection trays or Kidney dishes	
		Cotton wool balls	
		Sharps containers	
		Containers for disposal of biohazardous waste	
		Sterile 2mL or 3mL syringes (latex free)	
		Hypoallergenic tape or latex free band aids	
		19 or 21 gauge sterile drawing up needles	
		22-25 gauge sterile administration needles (25mm and 38mm)	
	Alcohol wipes (for vials)		
	PPE	Gloves non-sterile (preferably latex free)	
		Face shields or other suitable eye protection	
		Disposable plastic aprons	
	Spill kit		

Physical environment	Vaccine Preparation	Dedicated clean and well-lit area where vaccines may be drawn up, labelled, and prepared for administration	
		Adequate handwashing facilities for staff, and antimicrobial hand sanitisers available	
		Visual reminders in place to reduce the risk of errors: <ul style="list-style-type: none"> • Basic step-by-step: check vial, label vial, etc.. • How to draw up MDV • Sharp disposal 	
		Safe, risk free and directed access in clinical areas to allow movement of staff between areas while minimising the risk of workplace incidents	
		Adequate space for patients waiting to be vaccinated that is not congested, observes physical distancing requirements, and is sheltered from weather elements	
		Antimicrobial /disinfectant wipes to clean stations between patients (e.g. Clinell or Tuffie 5 wipes)	
	Administration	Separate private space for consultation with patients	
		Dedicated, clean, well-lit space for administration of the vaccine to patients	
		Ready-to-use checklist for screening process to exclude patients who display symptoms of COVID-19 disease	
		Ready-to-use checklist for contraindications	
		Process for documentation of verbal consent	
	Observation	Place for safe disposal of unused vaccines	
		Securely placed sharps disposal bins	
		Space for patients to wait and be observed post-vaccination, separate from the area for administering the vaccine	
		Posters displayed on the management of adverse events: <ul style="list-style-type: none"> • CPR • Anaphylaxis • Doses of Intramuscular 1:1000 Adrenaline for Anaphylaxis • Vasovagal episodes 	