**Large Vaccination Fixed Site Requirements – Checklist**

|  |  |
| --- | --- |
| Criteria | Requirements |
| 1. Storage | * Fridge space to store (2-8˚C) with continuous temperature monitoring.. Ability to secure fridge in locked room. The capacity to administer a minimum of 975 doses (or greater) in a 4-day period. * PPE and other consumables stored safely on the site. * Storage of clinical waste including sharps awaiting removal. |
| 2. Planning and Co-ordination | * Ability to identify cohort and arrange for the appropriate number of clinics to match the need and demand for the service. * Ability to deliver vaccinations 7 days a week from 8am to 8 pm (for trusts, GPs may have shorted operating times). * Ability to - * Plan expected vaccine supply, * Provide Clinic lists of booked clients, * Coordinate required number of trained staff, * Arrange for Volunteers for Car Parking, Guiding & Helping People, * Order vaccines, consumables; * Receive and securely store the supply, * Arrange an on boarding/induction for new staff, * Amend clinic schedule to cater for disruptions to supply or staffing. |
| 3. Site safety | * Ability to ensure smooth entry and exit from the building complying with social distancing and current COVID-19 guidance. * Ability to ensure appropriate security arrangements, providing stewards for car parking coordination and adequate car parking arrangements (80 – 100 car parking spaces if possible). * During Winter Months, ensure that there is adequate outdoor lighting and ability to clear/de-ice pathways. * Clear signage for clients, including at point of entry to site/point of exit from car park, reminders about face coverings, not to attend if unwell, what you need to bring (letter ID etc.) * Supply of wheelchairs and volunteers to assist less mobile clients, particularly if site requires walking longer distances. * 2. Ability to comply with required assurance process – if using a non NHS/GP practice premises.( when details available) |
| 4. Wastage | * Ability to plan and deliver vaccines with wastage of less than 10 %. * Appropriate disposal of all clinical waste including PPE and Sharps Containers. |
| 5. Environment | * Provide a physical layout that will support administration of planned daily numbers to be vaccinated, complying with social distancing. * Adequate ventilation. * Area for vaccine preparation under the supervision of a pharmacist * Area for post-vaccination observation. * Area and equipment for management of clients who become unwell. * Access to hand washing facilities/ hand gel. * Access to toilets for both staff and client. * Access to refreshments for staff. * Arrangements for frequent cleaning and as needed cleaning for spills etc. * Complete a Risk Assessment of the programme & premises to identify how risks can be mitigated. * Complete an Equality Impact Assessment to ensure that specific groups are not disadvantaged through the Large Fixed Clinic. |
| 6. Workforce | * Identify any additional workforce requirements that can be accessed through PHA Sessional Vaccinator Bank. * Minimum Workforce Standards - * 1 Clinical Lead * Vaccinator 4-6 people per hour - 48-60 vaccinations per day * Pharmacy support as agreed with HSC Trust Head of Pharmacy and Medicines Management * Health Care Assistant B3 1:3 Vaccinators – post vaccine observation and direct support to vaccinators * Lead Nurse B6 1: 9 vaccinator - Co-ordination/Leadership * Admin/Reception Duties B3 1:3 * Cleaning staff * Ensure clear plan in place to provide adequate staff for clinics and contingency plans for staff illness |
|  |  |
| 7. Client Experience | * Ability to provide appropriate information, advice and decision support to clients coming for vaccination, including relevant pre/post vaccination materials. * Ability to support patients with additional needs, including access, language or communication. |
| 8. Vaccine Storage and Handling | * Ability to fully comply with all storage and handling requirements, including maximum allowable time at 2-8˚C before administration and the time between dilution and administration. |
| 9. Preparation | * Appropriate space and trained workforce to prepare the vaccine under the overall supervision of a pharmacist which will include dilution where required, using aseptic technique, and drawing up of multi-dose vials in all cases. |
| 10. Administration | * Ability to administer vaccines safely in accordance to IPC guidance in all settings. |
| 11. Aftercare | * Ability to provide post-vaccination observation of 15 minutes, compliant with social distancing and with access to necessary equipment and trained staff to deal with an adverse event. |
| 12. Data Collection | * Each site will need to ensure access to 3/4G Wi-Fi. * Ensure that there is adequate access to the relevant system to record the vaccination event the same working day. * Ensure all staff are trained in data recording. |
| 13. Reporting | * Ensure that all staff knows how to report and record an incident. * Procedures for reporting adverse reactions to the MHRA Yellow Card System |
|  |  |
|  |  |
|  |  |

29th November 2020