



Tips for Managing COVID-19 Vaccine Distribution

General Tips and Expectations

- Be prepared this can take a lot of time and a full time staff member
- Due to strict eligibility for the vaccine in various phases, a lot of people you may be vaccinating are not in your system already. Therefore, data entry for billing/reporting is long and tedious.
- Pfizer vaccine vial can reliably provide 6 doses in each vial – use this for planning number of people you are able to vaccinate.
 - HOWEVER – ancillary supplies provided are based on 5 doses per vial. You will need to order more syringes (25G) and needles (1-inch) to accommodate the extra doses.
 - Band-Aids, cotton balls and gloves are not included in ancillary supply – be prepared for these on your own.

BIGGEST DIFFERENCE FROM RUNNING A FLU CLINIC

Keeping track of time vaccine expires (within 6 hours of dilution (Pfizer) or first puncture (Moderna)) and timing that with clinic/travel. TIP for Pfizer vaccine: Do not dilute all your planned vials for the day at once; leave 1-2 vials undiluted to not waste doses. There will always be someone to back out or do not show.

Time Saving Tips

- Provide Fact Sheet and consent form ahead of time (not at the time of administration)
- Create a sticker or stamp with your pharmacy name to quickly fill out the COVID-19 Cards
- Create a Jotform or Google Form to collect demographic information of patients eligible for Phase 1b and later Phases. Direct phone inquiries about the vaccine to this form as well. Collect information that is determining each phase (e.g. age, chronic conditions, type of workplace). Then, you can filter and sort by who is eligible next and email/call when vaccine is available for them.
- If using PioneerRx, set up a scanner to scan Driver’s License to automatically create new patient profile.

Example Workflow Process and Tips

- Make sure each clinic has a list of recipients scheduled for that day – make sure the list includes official first name, last name, and phone number.
- Create a “back-up” list of potential additional recipients in case you have no-shows to not waste a dose
- For Phase 1a, clinic-based scheduling at either the workplace or separate rented space is best. For Phase 1b and beyond, some pharmacies are planning on offering the vaccine within pharmacy using an appointment-based scheduling, similar to COVID19 POCT.

