

COVID-19 Vaccine Onboarding Readiness Checklist

Communication:

- Target population outreach plan to facilitate awareness of vaccine opportunity (for example, clients 12 years of age and older).

Planning, Logistics and Oversight:

- Designated lead(s) for:
 - Planning and operations.
 - COVaxON - account set up and COVaxON inventory management.
 - Inventory management - weekly inventory submissions (for example, "[Sit Report](#)") and inventory data quality.
(<http://www.durham.ca/PCSitRep>)
- Human resources to facilitate clinic operations: bookings, check in/out, screening, vaccination, vaccine security, and recovery.
- System to schedule appointments, fill missed appointments, and minimize vaccine wastage.
- Infection prevention and control ([IPAC](#)) for immunization clinics.
(<https://www.canada.ca/en/public-health/services/diseases/2019-novel-coronavirus-infection/guidance-documents/planning-immunization-clinics-covid-19-vaccines.html#a2.5>)
- Vaccine administration protocols including advanced medical directives, consent process, and staff education.
- Immunization supplies – [COVID-19 Vaccine Clinic Operations Planning Checklist](#) sample supply list, located in Appendix 1 (supplies such as syringes are currently being provided with vaccine orders; however, this not a long-term approach).
(<https://www.canada.ca/en/public-health/services/diseases/2019-novel-coronavirus-infection/guidance-documents/planning-immunization-clinics-covid-19-vaccines/clinic-planning-operations.html>)
- Adhere to reporting requirements for [Adverse Events Following Immunization](#) (AEFI).

(<https://www.publichealthontario.ca/en/diseases-and-conditions/infectious-diseases/respiratory-diseases/novel-coronavirus/vaccines>)

Vaccine Receiving, Storage and Movement:

- Active vaccine fridge that has been inspected within the past 12 months.
- Contingency plan for power failure or fridge malfunction.
- Vaccine storage and handling protocols in compliance with:
 - [Ministry of Health Vaccine Storage and Handling Guidelines](#)
(<https://files.ontario.ca/moh-ohps-ref-vaccine-storage-handling-guidelines-2021-en.pdf>)
 - [COVID-19 Vaccine Storage and Handling](#)
(<https://www.ontario.ca/files/2024-09/moh-covid-19-guidance-vaccine-storage-handling-en-2024-09-26.pdf>)
- Completion of vaccine storage and handling [Link and Learn](#).
(<https://apps.durham.ca/applications/health/vsh/>)

Information Technology:

- Mobile device access for each COVaxON user (two factor authentication required to access COVaxON following COVaxON account set up).

Note: COVaxON setup and access are granted in collaboration with DRHD. If you have additional questions, please contact the [Ministry of Health COVaxON Support Desk](#).
(<https://www.ontariomd.ca/pages/covaxon-training-for-primary-care-practices.aspx>)

Clinical Education Materials:

- Review of applicable resources on [Ministry of Health website](#).
(<https://www.ontario.ca/page/covid-19-vaccine-program#section-1>)
- Contingency plan in place to support documentation and post clinic entry in the event COVaxON is temporarily unavailable, or if client declines consent for data collection (paper documentation).