**Large Vaccination Fixed Site Requirements – Checklist**

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| 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.
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| 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.
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| 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)
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| 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.
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| 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.

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| 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
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| 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.
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| 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.
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| 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.
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| 10. Administration | * Ability to administer vaccines safely in accordance to IPC guidance in all settings.
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| 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.
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| 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.
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| 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
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29th November 2020