

Appendix A:

Site checklist

As a general principle, the site and staff should be prepared and adhere to standard operating policies and standards, including the clinical governance and health and safety, expected in a clinical environment to ensure staff and consumer safety.

Tables A1 to A5 below, provide an overview of the minimum requirements to deliver COVID-19 vaccinations safely and efficiently.

Table A1 – plan checklist

Plan	Y / N	Comments
Vaccination volume plan Vaccination sites have planned for expected daily volumes of vaccine recipients, considering: <ul style="list-style-type: none"> Staffing numbers Space and distancing Privacy and confidentiality 	Y <input type="checkbox"/> N <input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/>	
Workforce plan To maintain the staff roster including managing unavailability, illness, and other absences.	Y <input type="checkbox"/> N <input type="checkbox"/>	
The list of Key Contacts is up to date and accessible.	Y <input type="checkbox"/> N <input type="checkbox"/>	
Clinical Quality and Safety oversight is on site.	Y <input type="checkbox"/> N <input type="checkbox"/>	
Local development of: <ul style="list-style-type: none"> Infection Prevention Control guidance SOPs Cold Chain Accreditation for this site 	Y <input type="checkbox"/> N <input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/>	
Site locations consideration: <ul style="list-style-type: none"> Location/traffic/access/parking/signage Availability of public transport Accessibility (including disability access to parking and to vaccination site building) Traffic management 	Y <input type="checkbox"/> N <input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/>	
The site can maintain temperature requirements of the vaccination preparation space.	Y <input type="checkbox"/> N <input type="checkbox"/>	
A documented risk assessment has been conducted for the vaccination site and includes a business continuity plan.	Y <input type="checkbox"/> N <input type="checkbox"/>	

Access to secure storage for medical records (including consent forms).	Y <input type="checkbox"/> N <input type="checkbox"/>	
Appropriate signage to identify as vaccination site for consumers, including COVID-19 vaccination campaign posters/banners/flags. Signage should also include Code of Consumer Rights.	Y <input type="checkbox"/> N <input type="checkbox"/>	
Adequate number of hand-hygiene stations in strategic areas for public and staff	Y <input type="checkbox"/> N <input type="checkbox"/>	
Appropriate emergency medication, equipment, and space to respond to medical emergencies. All equipment in the site to be well maintained, in good working order, calibrated/monitored as required and with current electrical safety compliance testing/certificates as necessary. Note: This should also include equipment suitable for children if the site will be administering paediatric vaccines.	Y <input type="checkbox"/> N <input type="checkbox"/>	
Appropriate cold chain provisions that are applicable for the site are in operating order, including having appropriate refrigerators and opaque containers to store supplies. Cold Chain Accreditation is held and is current if applicable.	Y <input type="checkbox"/> N <input type="checkbox"/> Y <input type="checkbox"/> N/A <input type="checkbox"/>	
Adequate space for vaccine storage and preparation.	Y <input type="checkbox"/> N <input type="checkbox"/>	
Adequate security (e.g., alarm, overnight security guard) if vaccine is to be stored at vaccination site overnight.	Y <input type="checkbox"/> N <input type="checkbox"/>	
Appropriate waste management facilities, including facilities in place to safely dispose of sharps and unused, damaged, or empty vaccine vials (e.g., Interwaste vial disposal bin ordered).	Y <input type="checkbox"/> N <input type="checkbox"/>	
Vaccination stations at least one metre apart.	Y <input type="checkbox"/> N <input type="checkbox"/>	
Access to system-compatible IT hardware including tablets, laptops or desktop computers with screens positioned out of sight of unauthorised persons.	Y <input type="checkbox"/> N <input type="checkbox"/>	
For Inventory Portal and AIR vaccinator portal users, IOS or Android smartphones with Salesforce Authenticator app must be available.	Y <input type="checkbox"/> N <input type="checkbox"/>	
High-speed wireless or 4G coverage.	Y <input type="checkbox"/> N <input type="checkbox"/>	
Access to appropriate internet browser (Note: Internet Explorer is not supported).	Y <input type="checkbox"/> N <input type="checkbox"/>	

Table A3 – process checklist

Process	Y / N	Comments
Scheduling of vaccination appointments avoids over-crowding and allows for physical distancing.	Y <input type="checkbox"/> N <input type="checkbox"/>	
All staff have access to the Operational Guidelines.	Y <input type="checkbox"/> N <input type="checkbox"/>	

Procedures are in place for identifying vaccine recipients.	Y <input type="checkbox"/> N <input type="checkbox"/>	
Standardised screening processes are in place for contraindications, receipt of previous dose of COVID-19 vaccine or other vaccines, and COVID-19 symptoms.	Y <input type="checkbox"/> N <input type="checkbox"/>	
'Where to get help' poster is accessible to all staff.	Y <input type="checkbox"/> N <input type="checkbox"/>	
Consumer information processes in place, including the provision of consumer collateral.	Y <input type="checkbox"/> N <input type="checkbox"/>	
Cold chain process in place, site delivery and receipt.	Y <input type="checkbox"/> N <input type="checkbox"/>	
Processes in place for infection prevention and control including: <ul style="list-style-type: none"> • Hand hygiene • PPE protocols • Injection safety • Needlestick injury protocol 	Y <input type="checkbox"/> N <input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/>	
Processes in place to safely manage waste and for safe disposal of sharps and unused, damaged, or empty vaccine vials.	Y <input type="checkbox"/> N <input type="checkbox"/>	
Process in place for monitoring, managing, and reporting adverse events following immunisation, including anaphylaxis.	Y <input type="checkbox"/> N <input type="checkbox"/>	
Policies in place for blood body and fluid exposures (BBFE) and infection prevention control (IPC).	Y <input type="checkbox"/> N <input type="checkbox"/>	
Appropriate process in place to respond to medical emergencies associated with the vaccination.	Y <input type="checkbox"/> N <input type="checkbox"/>	
Incident management procedures are in place and staff know how to report any clinical incident.	Y <input type="checkbox"/> N <input type="checkbox"/>	
SOP available for accessing and operating Inventory Portal and AIR to complete inventory reporting requirements.	Y <input type="checkbox"/> N <input type="checkbox"/>	
Business continuity plans in place, including access to hard-copy versions of: <ul style="list-style-type: none"> • Vaccination recording form • Consent form 	Y <input type="checkbox"/> N <input type="checkbox"/>	

Table A4 – workforce checklist

Workforce	Y / N	Comments
Staffing levels (including trained and accredited as required) are appropriate for delivering the scheduled vaccination volume. At a minimum, the following functions need to be allocated: <ul style="list-style-type: none"> • Consumer welcome • Preparation and administration of doses • Obtaining informed consent • Events recording in the AIR or integrated PMS by a trained person 	Y <input type="checkbox"/> N <input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/>	

<ul style="list-style-type: none"> • Inventory Portal management • After-immunisation observation 		
Site workforce encourages equitable access and the workforce demographic, as reasonably practicable, reflects of the likely consumer population or local area.	Y <input type="checkbox"/> N <input type="checkbox"/>	
Staff are educated in disability equity access and know how to apply supported decision-making approach (e.g., the Ministry's Disability equity course)	Y <input type="checkbox"/> N <input type="checkbox"/>	
Staff accessing consumer data have completed the appropriate privacy training (e.g., see the Privacy Commissioner courses link).	Y <input type="checkbox"/> N <input type="checkbox"/>	
Staff inducted to the site and to have completed all relevant training including cold chain and IMAC/vaccine training, adverse event training, Inventory Portal and AIR vaccinator portal training (if using).	Y <input type="checkbox"/> N <input type="checkbox"/>	
Appropriate staff training to respond to three possible medical emergencies associated with the vaccination (fainting, hyperventilation, and anaphylaxis).	Y <input type="checkbox"/> N <input type="checkbox"/>	
Staff roles and responsibilities are clearly defined.	Y <input type="checkbox"/> N <input type="checkbox"/>	
Multi-vaccinator sites have a named Lead Clinician.	Y <input type="checkbox"/> N <input type="checkbox"/>	
An appropriate person has been identified to receive vaccine delivery as part of cold chain provisions.	Y <input type="checkbox"/> N <input type="checkbox"/>	
Infection Prevention and Control staff have been identified including: <ul style="list-style-type: none"> • IPC Lead • IPC trainers 	Y <input type="checkbox"/> N <input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/>	
Security presence available to control access to the site and be available for support in the event of attempted unauthorised access.	Y <input type="checkbox"/> N <input type="checkbox"/>	
All vaccination site staff have been given the opportunity to receive a COVID-19 vaccination.	Y <input type="checkbox"/> N <input type="checkbox"/>	

Table A5 – other considerations checklist

Other considerations	Y / N
Staff working in locations that may require additional infection prevention controls, must adhere to the standard SOPs and associated protocols for such locations, including physical distancing requirements.	Y <input type="checkbox"/> N <input type="checkbox"/>
<p>Where a mobile vaccination team is being set up, in addition to the above also consider the following:</p> <p>Staff numbers to match expected demand as well as site health and safety requirements</p> <p>Site security</p> <p>Appropriate training</p> <p>Correct set up in AIR vaccinator portal or PMS</p> <p>Correct set up and access to Inventory Portal</p> <p>Reliability of supply of resources and equipment</p> <p>Internet connectivity to enable use of AIR vaccinator portal or PMS</p> <p>Logistics, including vaccine storage and transport</p> <p>Business continuity</p>	<p>Y <input type="checkbox"/> N <input type="checkbox"/></p> <p>Y <input type="checkbox"/> N <input type="checkbox"/></p> <p>Y <input type="checkbox"/> N <input type="checkbox"/></p> <p>Y <input type="checkbox"/> N <input type="checkbox"/></p> <p>Y <input type="checkbox"/> N <input type="checkbox"/></p> <p>Y <input type="checkbox"/> N <input type="checkbox"/></p> <p>Y <input type="checkbox"/> N <input type="checkbox"/></p> <p>Y <input type="checkbox"/> N <input type="checkbox"/></p> <p>Y <input type="checkbox"/> N <input type="checkbox"/></p>
<p>Drive through vaccinations:</p> <p>Some disabled people use modified vehicles that seat the driver/passengers higher – potentially making it more difficult for vaccinators to reach</p> <p>A reminder that car doors can also be opened if proper needle positioning can't be achieved through the window</p>	<p>Y <input type="checkbox"/> N <input type="checkbox"/></p> <p>Y <input type="checkbox"/> N <input type="checkbox"/></p>

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