

COVID-19 Vaccinator Training and Readiness Checklist

The checklists are intended for your internal use and do not need to be sent to the Wisconsin Department of Health Services (DHS).

In order to attest that all staff dealing with COVID-19 vaccines have completed the training and readiness requirements, each vaccine provider organization should complete one electronic attestation survey. The link to the COVID-19 Vaccinator Training Attestation and Readiness Checklist survey will be emailed to the primary and backup contacts listed on your organization's enrollment Form B once the organization has submitted enrollment forms and has a configured WIR account.

Required Items

{Location PIN: _____}

All vaccinators ordering, handling, and/or administering COVID-19 vaccines received through the Wisconsin Department of Health Services (DHS), including the primary and back up contacts, must review and understand the following **required** information and guidelines.

Clinical Protocols and Administration Requirements

- Review and follow the Centers for Disease Control and Prevention (CDC)'s [Interim Clinical Considerations](#) for the use of COVID-19 vaccines in the United States.
- Review all [CDC's COVID-19 Vaccination Training modules](#).
- Review the Health Care Provider Emergency Use Authorization (EUA) Factsheet(s) for each age-specific vaccine product ([Pfizer](#), [Moderna](#), [Novavax](#), or [Johnson & Johnson](#)) in your facility.
 - Pfizer and Moderna have multiple products with different dosage and preparation. Be sure to review the factsheet for each presentation.
 - The printed information on COVID-19 vaccine packaging may be different from what will be stated on the emergency use authorization (EUA) factsheets. Always follow the information in the latest EUA factsheet over the printed vial label.
- Review the Advisory Committee on Immunization Practices' (ACIP) [Vaccine-product-specific recommendations](#) for vaccination protocols.
- Ensure all staff administering vaccines are appropriately [trained to manage anaphylaxis](#) and know how to screen for [contraindications and precautions](#).
- Review and/or post guide on [Vaccine Administration, P-03253](#) in your practice. This includes information on needle gauge and length for intramuscular (IM) injection, the "7 rights" of vaccine administration, and recommended IM injection techniques.

Be aware of CDC's guidance for IM vaccination for children ages [11 months and younger](#), [1-2 years](#), [3-6 years](#), [7-18 years](#), and [adults 19 years and older](#).
- Refer to the current standing orders for each age-specific vaccine product at your facility ([Pfizer](#), [Moderna](#), [Novavax](#), and [Johnson & Johnson](#)).
- Report all adverse events to [the various systems](#) in place to monitor the safety of COVID-19 vaccines. This includes the requirement to report to the [Vaccine Adverse Events Reporting System \(VAERS\)](#), and the Bureau of Communicable Diseases Emergency Response 24/7 line at 608-258-0099. For more information, review CDC's [factsheet about VAERS](#).

Vaccine Storage and Handling Requirements

- Review the [CDC's Vaccine Storage and Handling Toolkit](#), and meet all requirements of the CDC's [vaccine storage and handling](#) guidelines.
- Ensure a written cold chain plan and procedures is in place for receiving, storing, and handling vaccine. This plan should incorporate [the most recent guidance](#) from CDC.
- Ensure all vaccine locations have the proper storage and handling equipment and temperature monitoring devices. It is necessary to properly maintain temperatures, especially if transporting vaccines to off-site clinics or drive-thru clinics.
- Manage your vaccine inventory by monitoring expiration dates weekly, rotating stock as needed, and following a "first in, first out" strategy.
- Check posted manufacturer information for the most up to date expiration/extension information for [Pfizer](#), [Moderna](#), [Novavax](#), and [Johnson & Johnson](#) COVID-19 vaccines. Update expiration dates accordingly in WIR.
- Alert the Wisconsin COVID-19 Vaccine Program at DHSCovidVaccinator@wi.gov immediately if:
 - You are not ready to receive a shipment, require fewer doses, or have any questions about shipment. Please include "Vaccine Shipment" in the subject line.
 - There is any risk of vaccine spoilage or wastage because of low uptake or other reasons. DHS may reallocate the vaccine to other sites.

Wisconsin Immunization Registry (WIR) Requirements

- Review all five online [WIR Training Modules](#).
- Enter each administered dose into WIR within 24 hours of administration.
If using an electronic health record (EHR), all vaccinators have ensured that the EHR is set up to document COVID-19 vaccine doses and submit patient level data to WIR within 24 hours of administration.
- Maintain accurate COVID-19 [vaccine inventory in WIR](#), including updating expiration dates and reporting [vaccine wastage](#).
- Acknowledge that all trained staff are using WIR for COVID-19 vaccine management and reporting of administered doses. It is a critical component of ensuring vaccine coverage and accountability.

Vaccination Clinic Planning Requirements

- Follow the [vaccine ordering process steps](#) and be aware of the vaccine ordering amounts and timelines.
- Use the [Wisconsin COVID-19 Vaccine Exchange](#). This is especially important if you may not be able to use all the vaccine doses before the expiration date or beyond-use date. The [recorded webinar from June 8, 2021](#) includes an overview and background information about the Wisconsin COVID-19 Vaccine Exchange, starting at minute 16:00.
- Ensure that other parties that you might exchange vaccines with have a Redistribution Form on file. DHS requires all Wisconsin vaccinators to complete a Redistribution Form.
- Ensure the location's [enrollment paperwork](#) is kept up to date, and that proper paperwork is on file for each location where the vaccine is being stored overnight. Some exceptions may apply; see [Provider Registration Scenarios: When to Submit a Form B](#).

- [Maintain your Vaccines.gov profile](#) and make sure your public display is turned on so the public can find your vaccination site.
- Assess the following individuals using [CDC's Competencies Checklist](#):
 - Experienced vaccinators
 - Vaccinators who have not administered vaccines in the past 12 months or longer
 - Medical and administrative support staff who are not licensed to administer vaccines but assist with vaccine preparation and cold chain management
 - Healthcare providers who require documentation of an observation period as part of the Declaration under the [Public Readiness and Emergency Preparation \(PREP\) Act for Medical Countermeasures Against COVID-19](#)

Patient Education Requirements

- Distribute the following to each recipient:
 - The age- and product-specific ([Pfizer](#), [Moderna](#), [Novavax](#), or [Janssen](#)) EUA factsheet for Recipients and Caregivers.
 - A COVID-19 vaccine record card. Blank copies are provided with vaccine shipments.
 - The [double-sided v-safe information sheet](#) that includes a QR code to access v-safe and encourages participation after receiving a COVID-19 vaccine. For more information, visit the [V-safe After Vaccination Health Checker](#).
- Establish a communications plan to remind patients to come back for their next dose.
 - Schedule their next appointment, if possible, and give the patient a note about when to come back for their next dose.
 - Supplement the vaccine appointment note with text messages, phone call, or email reminders.
 - Use [Reminder/Recall or Benchmark Report from WIR](#), or your electronic medical record (EMR), to remind patients when to come back.

Pediatric (6 months – 11 years) Requirements (if vaccinating children in this age group)

- Ensure the facility has updated vaccination protocols and standing orders in accordance with the:
 - [Interim Clinical Considerations for Use of COVID-19 Vaccines](#) as related to vaccination with each COVID-19 vaccine product.
 - Age- and product-specific EUA Fact Sheets for Health Care Providers ([Pfizer](#) and [Moderna](#)).
- Review the different [Pfizer](#) and [Moderna](#) COVID-19 vaccine presentations for each age group.
- Give parents or caretakers the product-specific Vaccine Information Fact Sheet for Recipients and Caregivers ([Pfizer](#) or [Moderna](#)) prior to their child receiving the COVID-19 vaccine.
- [Update your Vaccines.gov profile](#) to indicate the minimum age of patients eligible for vaccine administration at your vaccination site.
- Ensure that preparation, considerations, and capabilities for [managing anaphylaxis](#) are appropriate for children. Age and size appropriate emergency supplies must be available, including age-appropriate epinephrine dosing and blood pressure cuffs. You must have at least 3 or more doses of epinephrine on hand for each age group that you vaccinate.
If your plan is to call 911 as primary support, ensure the responding agencies are equipped, trained, and available to respond in the required time frame to manage adverse reactions in children.
- Train all vaccinators on your plan for handling adverse events in children. All staff administering vaccines must be prepared to [manage anaphylaxis](#).

Recommended Items

It is strongly **recommended** that all vaccinators at your site also review the following information and guidelines:

Vaccination Clinic Planning Recommendations

- Ensure supply of personal protective equipment ([PPE](#)) is adequate for vaccination clinics.
- Follow the [CDC's Pre-vaccination Checklist for COVID-19 Vaccines](#).
- Check out CDC's [COVID-19 Vaccination Planning and Partnership](#) webpage.
- Explore CDC's [Training and Education for COVID-19 Vaccination](#).
- Review the [DHS COVID-19 Vaccinator website](#) and monitor your email regularly for COVID-19 vaccine updates and other important information.
- Register for the [COVID-19 Vaccine Planning and Updates webinar](#), or [view past recordings](#) on the DHS website.
- Review the manufacturer webpages ([Pfizer](#), [Moderna](#), [Novavax](#), or [Johnson & Johnson](#)).

Patient Education Recommendations

- Review CDC's [Communication Resources for Healthcare Providers and Staff](#) to help you share clear and accurate information about COVID-19 vaccines, raise awareness about the benefits of vaccination, and address common questions and concerns about what to expect when getting vaccinated.
- Use the [CDC Vaccinate With Confidence Framework](#) to promote COVID-19 vaccine.
- Reference answers to frequently asked questions about COVID-19 vaccine on CDC's [Quick Conversations Guide](#) or the [Children's Hospital of Philadelphia's Vaccine Education website](#).

Pediatric (6 months – 11 years) Recommendations

- Review CDC's [COVID-19 Vaccination for Children](#) information and resources to help inform vaccination planning and improve vaccine accessibility for children, including [children with disabilities](#).
- View a recording of a [panel discussion about COVID-19 Vaccination in Youth 5-11 Years Old](#). The video includes clinical updates, vaccine administration, best practices for vaccinating children, and tips for vaccinating in a pharmacy or community clinic setting.
- Review and/or post guide on [Comforting Children During Vaccination, P-03252](#) in your practice to help while administering vaccines to children.
- View CDC's videos on [Comfort and Restraint Techniques](#), [Intramuscular \(IM\) Injection: Supplies \(Children Birth through 18 Years of Age\)](#), and [IM Injection: Sites](#).
- Guide parents and caregivers to CDC's [COVID-19 Vaccines for Children and Teens page](#) to find information on various topics, including: [why children and teens should get vaccinated](#), [vaccine safety](#), and [side effects](#).