

Primary Care COVID-19 Clinic Checklist

<p style="text-align: center;"><u>Primary Care Check-list Template</u></p> <p>Clinic Name: Address: Main Contact(s) at Facility: Phone numbers/Email Addresses: PHN Liaison:</p>	<p>Date Started:</p> <p>Date Completed:</p>
<p>Ensure facility is completing the January 23rd version of the Ministry consent forms.</p>	<input type="checkbox"/>
<p>How many appointments do you have booked for clinic? Please contact immunization@kflaph.ca and Fairleigh Seaton (Fairleigh.Seaton@kflaph) one to two days before clinic with the final number of required doses.</p>	<input type="checkbox"/>
<p>The Primary Care Facility will need to add Proxy information (POA or substitute decision maker) at the bottom of the Consent Form if applicable. They only need to print the POA/SDM's first name, last name, and phone number clearly. This is required information for registering the client in CoVax.</p>	<input type="checkbox"/>
<p>Clients who are pregnant or planning to become pregnant and wish to receive vaccination, must complete an attestation that they have consulted with their treating provider reviewing the risk and benefits. Not having the discussion means that the consent is incomplete, and administration of the COVID-19 vaccine for that individual cannot proceed.</p>	<input type="checkbox"/>
<p>Clients who have previously had an allergic reaction to any vaccine (including your first COVID-19 vaccination if applicable) or any component of the Pfizer-BioNTech or Moderna vaccine or with a confirmed or "unsure/unknown" Polyethylene glycol (PEG) allergy must have documentation from their health care provider that it is safe to proceed with vaccination. Not having the documentation means that the consent is incomplete, and administration of the COVID-19 vaccine for that individual cannot proceed.</p>	<input type="checkbox"/>

Please ensure that you have a list of individuals on standby who have consented to receive the vaccine. They will be vaccinated if there are extra doses.	<input type="checkbox"/>
Have a designated space for clients to be immunized and wait the 15-minute post observation period (30 minutes in cases of hx. of anaphylactic reaction).	<input type="checkbox"/>
Have a designated room that is quiet for vaccine preparation with enough space for designated staff to draw up vaccine. There should be a table for staff to work on and a place for them to sit.	<input type="checkbox"/>
Comments/Notes:	
Table 2: Facility is Immunizing	
Do you have enough staff to cover the booked appointments? (approximately 8 clients per hour per immunizer is a rough estimate) + staff that can monitor clients 15 mins post vaccination.	<input type="checkbox"/>
Attain list of immunizers a minimum of 1 week prior to the clinic. First name, last name, email addresses, designation, CNO/CPSO number and mobile number. Email list to Fairleigh Seaton (Fairleigh.Seaton@kflaph) and Kelsey McNeil (Kelsey.McNeil@kflaph.ca) so that they can register them into CoVax.	<input type="checkbox"/>
Ensure all nurse immunizers review the provincial medical directive for vaccine administration and any applicable medical directives specific to the clinic.	<input type="checkbox"/>
Ensure all staff are familiar on what the emergency response plan will be for the clinic site. Ensure you know the address of the facility to direct EMS if needed.	
Record of immunization will be sent to clients by email. If the client does not have an email, the clinic can use a general email in COVAX and then print a paper copy to provide to the client.	<input type="checkbox"/>

Comments/Notes:	
Table 3: Strike Teams are Immunizing or Facility is Immunizing	
Ensure facility has a working vaccine fridge with no issues (between 2-8 degrees Celsius).	<input type="checkbox"/>
Ensure the facility has completed a COVID-19 screening with all clients prior to arriving at the vaccine clinic or that there is a plan to screen clients on the day of clinic.	<input type="checkbox"/>
Ensure adequate internet connection is available at the site where immunizations will take place.	<input type="checkbox"/>
Ensure that clients receiving the vaccine have identification such as a health card.	<input type="checkbox"/>
The facility will need extra staff the day of clinic to prepare and administer vaccine.	<input type="checkbox"/>
Is parking available at the clinic location? Ensure clients are aware of where to park when they arrive.	<input type="checkbox"/>
Comments/Notes:	