

# Primary Care Provider COVID-19 Vaccine Readiness Checklist

## Primary Care Provider (PCP):

## Population Served:

(i.e. specific geographical area, anticipated proportion of Indigenous, estimated proportion of patients 80+, 65+, 12 to 17, etc.) and whether your clinic intends to offer immunizations to unattached patients).

## Vaccine Fridge:

- You will be required to submit 2 weeks of temperature logs within 2-8 degrees to HPEPH for review when you place your vaccine order request. A 2-week record is the required ministry guideline that demonstrates stability of fridge temperature for vaccine storage.
- Vaccine allotments will be provided for use within 5 days.
- Review [COVID-19 Vaccine Storage and Handling Guidance](#) and the [Vaccine Storage Handling Guidelines](#) 2012, or as current, to ensure anticipated movement of vaccine is within identified parameters.

## Vaccine Information:

- Review vaccine product monograph
  - Moderna COVID-19 Vaccine [Product Monograph](#)
  - Pfizer-BioNTech COVID-19 Vaccine [Product Monograph](#)
- Review screening and consent with each patient.

## Vaccine Inventory:

- Vaccine orders are to be submitted by fax or email to HPEPH at least 3 business days prior to the date the vaccine is needed, using the [order form provided by HPEPH](#).
- Following each clinic, PCP office will complete and submit HPEPH's [Daily Vaccine Inventory Survey](#) by end of day.

## Documentation in COVax:

- COVax is the mandated provincial documentation system for COVID-19 vaccine delivery. Documentation is to be completed in real time.
- Identify staff to be registered as users in COVax. The names, emails, and user role (i.e. vaccinator, admin) should be submitted to HPEPH at least 1 week prior to the date they will need permissions at the PCP clinic (at minimum, one user should be an immunizer, one user should be a clerical staff, as well as backups to a maximum of 5).
- Review the COVax training and support provided by [Ontario MD](#).
- Users have downloaded the salesforce authenticator app from the app store.

## IT Requirements:

- Devices used for COVax meet the security requirements.
- The laptops used need to be managed by the organization's IT and on the radar for their cyber security (with all required controls in place) with at least 5 GB of RAM with 2 GB available for Salesforce browser tabs.
- Latest OS: Windows 10 and/or MacOS with appropriate browser (Chrome preferred).
- Current security patches are in place/completed.
- The IT equipment is managed by the organization's IT (responsible for the clinic operations) and on the radar for their cyber security (with all required controls in place).
- Ensure your browsers meet the following specifications

## Booking patients to avoid wastage:

- Clients should be booked as per your regular office booking system.
- Clients should be scheduled to ensure the number of individuals requiring vaccine aligns with the number of doses available in a vial(s).
- Ensure careful drawing up techniques to retrieve the correct number of doses per vial. If you are not able to obtain the full number of doses, this must be recorded on the daily inventory survey.
- PCP office will be responsible for providing doses based on provincial guidance, e.g. eligibility

Once the items on the readiness checklist have been met, HPEPH and the PCP office will enter into a Memorandum of Understanding (MOU) and you will be invited to submit Vaccine Order Form Requests as needed.