

Job Aid: Entering wastage events and extra doses

COVAX Role Designation:	Super User
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In this document:

- Background information
- Reasons for creating a wastage event
- Reasons for entering extra doses
- How to document wastage events and extra doses in the **Vaccination Event** (including half dose wastages)

Background

Maintaining an accurate inventory count in COVax is essential to have a successful clinic. To document doses in COVax, inventory must be allocated to your Vaccination Event by MLHU. As you enter doses as administered in COVax, those doses decrement in real-time from your inventory allocation.

Reasons for creating a wastage event

Any time a vaccine dose is wasted, you will need to account for this in your inventory. If doses are not entered as wasted, you will have remaining vaccine in your COVax inventory allotment that do not exist. Wastages can be entered after you finish administering doses or at the end of each day. However, if you are switching to a new inventory or new lot # in the middle of the day, you will be required to enter this when that inventory is changing over.

Examples of wastage & reason:

- The vial is found to have a crack when removing from the box - Defective product
- An immunizer drops a dose on the floor - Vaccine administration issue
- Less than expected number of doses is withdrawn from vial - insufficient doses drawn from single/multi-dose vial

Reasons for entering extra doses

- In the event you withdraw more than the expected number of doses out of a multi-dose vial, you will need to enter extra doses. If you do not enter extra doses, COVax will indicate you have negative doses when in fact you have extra doses.
- In the rare circumstance a client does not consent to data collection and therefore you are unable to document the dose in COVax. This should be entered as a extra dose.

How to document wastage events and extra doses in the Vaccination Event (including half dose wastages)

1. Go to your **Vaccination Event** landing page.
2. Scroll down to the **Vaccine Event Inventory** section and select **View All**. This will show you all the vaccine inventories that have ever been allotted to your vaccination event.

Vaccine Managem... Client Search Clients Authorized Organizations Inventory Vaccination Events Shipment More

Vaccination Event
MLHU - Dr. Meredith Grey - London Edit Simplified Vaccination Flow

Clients (0)

Dose Administration (0)

Vaccine Event Inventory (1)

Vaccine Event Inventory: VE Inventory Na...	VEI Status	Allocated Doses	Extra Doses From Vial
ASTRAZENECA COVID-19 Non-rep VV 0.5 m...	Active	50	

[View All](#)

- Find the inventory that matches the lot number where you had the wastage event or an extra dose. Click on that vaccine hyperlink to view the details.
- From the new tab, click on **Related** to navigate to the **Related Tab**

Related Details

VE Inventory Name	ASTRAZENECA COVID-19 VACCINE 0.5 ml - MT0055, 2021-05-31	Inventory	ASTRAZENECA COVID-19 VACCINE 0.5 ml - MT0055, 2021-05-31
Vaccination Event	[REDACTED]	VEI Status	Inactive
Inventory Type	Vaccine	Inventory Product	ASTRAZENECA COVID-19 VACCINE
Allocated Doses	140	Inventory Status	Available
Created By	[REDACTED], 2021-04-14, 1:36 p.m.	Last Modified By	[REDACTED], 2021-05-10, 5:30 p.m.

- On **Related** tab, select “Wastage Event” or “Extra Doses from Vial” from Inventory Reconciliations section.
 - Proceed to Step 6 for entering wastages and proceed to Step 7 for entering extra doses.

Related Details

Inventory Reconciliations (0) Wastage Event Extra Doses From Vial

Vaccine Event Inventory History (6) 6 items · Updated a few seconds ago

6. For a **Wastage Event**, a window will pop up for you to enter the appropriate information.
- **Reason:** Select reason for wastage from dropdown list

Reason for Wastage:

- DE - Defective Product
- WR - ID - Insufficient Dose(s) From a Single/Multi-Dose Vial
- WR - DR - Doses(s) Remaining in a Multi-dose vial
- WR - SV - Suspected Vaccine Contamination
- WR - UN - Unused Pre-drawn Syringe
- WR - VA - Vaccine Administration Issue
- WR - VA - Vaccine Stored Temperature Excursion at Clinic
- WR - RF - Refrozen after being thawed
- WR - R6 - Punctured/Reconstituted but not used within 6 hours
- WR - R2 - Reconstituted frozen vial left at room temperature beyond 2 hours
- WR - R12 - Vial left at room temperature beyond 12 hours
- WR - B5 - Stored in refrigerated temperatures (2-8 degrees C) beyond 5 days
- WR - B30 - Stored in refrigerated temperatures (2-8 degrees C) beyond 30 days
- WR - BE - Stored in ult/freezer temperatures beyond expiry date

- **Start Date Occurred:** Select date and time the wastage occurred
- **Quantity:** Enter number of doses wasted. **Important:** half dose wastages should be entered as 0.5. For example: If you have 9 half doses, this should be entered as 4.5 doses wasted.
- **Notes:** Input any desired notes.
- **Select Save**

New Inventory Transaction: Wastage Event (Vaccination Event)

Basic Details

Inventory Transaction Id: ASTRAZENECA COVID-19 VACC

* Vaccine Event Inventory: ASTRAZENECA COVID-19 VACC

* Inventory (From): ASTRAZENECA COVID-19 VACC

Wastage Details

* Reason: --None--

* Quantity: [Empty text box]

* Start Date Occurred: Date [Empty] Time [Empty]

Entire Vaccine Inventory Wasted:

Additional Details

Notes: [Empty text area]

Buttons: Cancel, Save & New, Save

Note: If you had multiple quantities wasted for the same reason (wastage event), you can enter this under the same wastage event.

- For example, if you have 2 vials of Moderna where you were only able to draw up 9 doses instead of 10, you would put WR-DR-Insufficient Dose(s) From a Single/Multi-Dose Vial as the reason and the quantity would be 2. If you have a day where you had insufficient doses and a no-show for an appointment you would record an additional wastage event under WR-UN-Unused pre-drawn Syringe with the quantity of 1.
7. It is a similar process for adding Extra Doses from vials.
- **Quantity:** Enter number of doses wasted
 - **Notes:** Input any desired notes
 - Select **Save**

8. After you have created a wastage event or added an extra dose, you will see that reflected in the bar at the top.

Vaccine Event Inventory ASTRAZENECA COVID-19 VACCINE 0.5 ml - MT0055, 2021-05-31			
Dose Administered (Known Client)	Doses Administered (No Consent)	Extra Doses From Vial	Doses Wasted
143		5	1

9. Each new wastage event or extra dose must be entered in the same manner.