Job Aid: COVax_{ON}– How to record an Immunization Record (administer a dose)

COVAX Role Designation:	Site Super Users, Vaccinators

In this document:

- Creating a New Immunization Record – Administered.
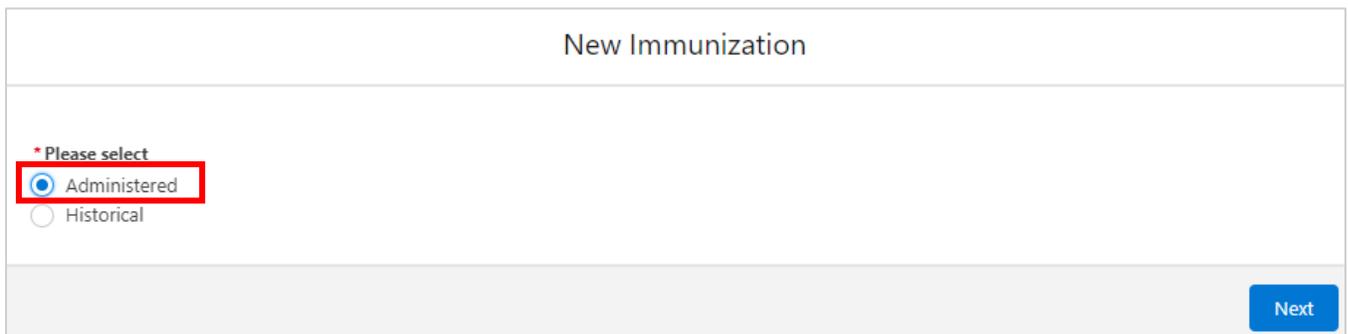- Reviewing the Immunization Record.

Creating a New Immunization Record – Administered

1. From the client profile, click **New Immunization**.

2. From the New Immunization window, select the **Administered** record type. Click **Next**.

Note: the Historical dose option will only appear for users with Historical Dose permission.

3. Ensure the **Vaccination Even**t is correct. The VE should auto-populate. This step is very IMPORTANT.

    a. If the **Vaccination Event** is correct, click **Next**.

MLHU Job Aid – Dose Administration 2022-04-05

b. If the Vaccination event is incorrect, click the **X** to edit. Type in your vaccination event starting with 'MLHU – " and it should pop up as an option. Select your VE and click **Next**.

4. Select the correct inventory lot number of the **Vaccine** you will be administering using the drop-down arrows. Always check that the vaccine type and lot number are correct. This step is very IMPORTANT. Click **Next**.

Note: If the lot number is not showing up, contact your Super User. Check that the VEI status is set to 'Active' and/or connect with COVID Vaccine Informatics (COVIDVaccine.Informatics@mlhu.on.ca).

5. Complete the **Pre-Screening Assessment**. Based on the pre-screening assessment, vaccinators must use their clinical knowledge to determine if the client should receive the vaccine. If 'Yes', select the **Pre-screening Assessment Completed** checkbox.

MLHU Job Aid – Dose Administration 2022-04-05

New Immunization

Do you have allergies to polyethylene glycol, tromethamine or polysorbate?

Have you had a serious allergic reaction to a vaccine or medication given by injection (e.g., IV, IM), needing medical care?

Do you have a weakened immune system or are you taking any medications that can weaken your immune system (e.g., high dose steroids, chemotherapy)?

If yes, are you receiving stem cell therapy, CAR-T therapy, chemotherapy, immune checkpoint inhibitors, monoclonal antibodies or other targeted agents?

If on one of the therapies listed: Have you spoken with your treating health care provider about getting the vaccine?

Do you have a bleeding disorder or are you taking blood thinning medications?

Have you ever felt faint or fainted after receiving a vaccine or medical procedure?

Comments

☑ Pre-screening Assessment Completed

Previous   Next

6. Complete the **Dose Information** page**.** Review the Vaccine Information sheet with the client (or client's proxy) and select the **Vaccine Information Sheet Information** checkbox if appropriate. Click **Finish**.

    Note: If the vaccinator determines the client should not receive the vaccine, uncheck the **Vaccine Information Sheet Information** checkbox. Select a **Reason vaccine was not administered** from the drop-down list. Once populated, the client can then exit the location.

New Immunization

New Immunization - Administered

☐ The Vaccine Information Sheet has been reviewed and client consents to receiving the vaccine and all recommended doses in the series.

☐ I am consenting on the client's behalf and I confirm that I am the client's substitute decision maker (e.g., parent, legal guardian).

* Reason vaccine was not administered

--None--

Reminder: Please add the missing Primary Care Provider information on the client screen if known. Please enter the Primary Care Provider Name.

Previous   Finish

   a. If the client is receiving **Pfizer vaccine**, select the **Diluent** inventory. This should auto-populate when one diluent is being used.

MLHU Job Aid – Dose Administration 2022-04-05

b. If a client is receiving **Moderna vaccine**, select the appropriate value from the **Dosage Administered** dropdown list (i.e. 0.25 or 0.5).

c. Complete all required fields including **Route** (defaults to intramuscular), **Anatomical Site**, **Date** and **Time** (defaults to current date/time, but can be edited if needed), and **Administered by** (type in the provider name and the field should auto-populate).

   Note: If the vaccinator's name is not available as an option when searching with the **Provider** field, select 'Other Clinician, Other Designation' and manually enter the name of the vaccinator in the **Administered By (Other)** field. The vaccinator's details should be entered as [First Name] [Last Name], [Designation or Provider Role], [Professional License]. You can contact Informatics Support to submit a request to COVax ITS Support to be added as a provider.

MLHU Job Aid – Dose Administration 2022-04-05

d. Check that the **Reason for Immunization (RIM)** and **Institution** are appropriate. **Institution** is required when RIM is Congregate Living, Long Term Care, Retirement Home, or Child and Youth Eligible Population.

* Administered By	
🧑 TEST NURSE17, Registered Nurse, 12533485	✕

* Reason For Immunization	
Congregate Living: Resident	▲▼

Institution ⓘ	
💬 Castle Peak Retirement Residence [N0095]	✕

Previous   Finish

e. Once all the fields have been completed, click **Finish**.

7. A new client immunization record is created with a **Status** of 'Administered'.

Person Account
Test Client   New Immuni

Age   Total Doses
29 Years 11 Month(s)   1

🔧 **Alerts (0)**

🔧 **Exemptions (0)**

Related   Details   **Client Immunizations**

🎯 **Client Immunizations (1)**   ⚙ ▾   ↻
1 item • Sorted by Vaccination Date • Updated 4 minutes ago

		Dose Administration ⌄	Record Type ⌄	Sub-type ⌄	Agent ⌄	Vaccine Product
1	☐	DA-32136113	Administered	Point of Service	COVID-19 mRNA	

Review the immunization record and generate a receipt

Review the immunization record for accuracy.

1. From the client record, click on the **Client Immunization** tab.

MLHU Job Aid – Dose Administration 2022-04-05

2. From the **Client Immunizations** page, select the appropriate Dose Administration (DA) record.

3. Ensure that the dose administration record is accurate.

Generate a receipt

1. From the dose administration record, click **Generate Receipt**.

2. A new window will open. Check the **Email receipt to patient** checkbox when appropriate. Click **Next**, and then **Finish**.

After the receipt has been generated, the client will receive an email with a URL link. This link will direct the client to the COVID-19 patient portal where they can access their vaccination receipt.

3. After a client has been immunized, ask the client to wait for 15 minutes after their dose to monitor for symptoms of AEFI.

Completion of Sociodemographic Data in a client record

This information will be used for planning purposes to determine how vaccines were distributed and promoted in Ontario. A client must provide consent for the user to record sociodemographic details about them.

Refer to the **Completion of Sociodemographic Data Job Aid**.

MLHU Job Aid – Dose Administration 2022-04-05