

COVID-19 VACCINE DISTRIBUTION PROGRAM

SUPER USER *END OF DAY CHECKLIST*

Super Users must ensure each of the following components have been checked at the end of each day that vaccine is administered.

Note: Resources under the **COVax Resources** section on our [Program Webpage](#) provide details on how to document your clients' doses correctly in COVax.

Tip: Print this checklist for easy reference at the end of your vaccine clinic day.

- ✓ **1. All clients vaccinated today have a Dose Administered.**
 - To see all clients vaccinated under your Vaccination Event, click on **Showing Clients for Vaccination Event** under the **Report Links** section on your main Vaccination Event page.
 - In this report, click on the filter icon  in the top right-hand corner.
 - Select **Vaccination Date** and edit the **Range** to "Custom". From here, use the calendar icons to select the start and end date for the date of the clinic. Select "Apply". Use the resulting list to ensure the following:
 - Scroll to the bottom to see the total doses administered. If you are missing clients, you may have accidentally vaccinated them under the wrong Vaccination Event.
 - Review your client list to determine who is not appearing on the Dose Administration List.
 - Refer to [Correcting a Dose Under the Wrong VE Job Aid](#) for more information on how to correct this error.
- ✓ **2. All clients vaccinated today are vaccinated under the correct Inventory Lot number.**
 - To see your Event Inventory Report, click on **Event Inventory Report** under the **Report Links** section on your main VE page. Please ensure the following:
 - The number of administered doses has been properly decremented from the correct Lot Number.
 - There are no negative inventory amounts in any of the remaining inventory lots, by reviewing the "Total Remaining Doses" column in the chart.
 - The remaining doses recorded for each Lot Number in COVax matches what is left in your fridge.
 - If you determine that clients have been documented under the wrong vaccine lot number, refer to [Correcting a Dose Under the Wrong Lot Number Job Aid](#).
- ✓ **3. Wasted doses, extra doses and Moderna half doses have been documented in COVax and reported correctly.**
 - **Wasted doses:**
 - Ensure the wastage is recorded in the correct Lot number, and that expired doses are recorded as wastage.
 - Example: a 10-dose Moderna vial only gets 9 doses; in this case, document 1 dose as a wastage using the reason "WR - ID - Insufficient Dose(s) From a Single/Multi-Dose Vial".
 - **Extra doses:**
 - Ensure extra doses from vials are recorded under the correct Inventory Lot.
 - For wastage/extra doses, refer to the following resources: [Recording Extra Doses or Wastages Job Aid](#) or [Recording Extra Doses or Wastages Video](#).
 - **Moderna half doses:**
 - Ensure all Moderna booster doses are recorded in COVax as half doses.
 - Report the total number of half doses you have given at the end of each clinic that Moderna is administered via [this survey](#).

For further support, please contact the
Vaccine Informatics Support Team:

- COVIDVaccine.Informatics@mlhu.on.ca
- 519-663-5317 **x9013** for urgent matters