

COVID-19 VACCINE DISTRIBUTION PROGRAM

TRAINING OVERVIEW

REQUIRED TRAINING via our [Program Webpage](#)

- ✓ Review this summary document and ensure you are read all links
- ✓ Review the [COVax Acceptable Use Policy](#)
- ✓ Review the [Countering Cyber Threats](#) document

INTRODUCTION TO COVax

- COVax is the Provincial software for documentation of all COVID-19 vaccinations.
- Everyone using the COVax system must have their own COVax account. Login details cannot be shared.
- As a registered COVax user, you are only authorized to use COVax for the purpose of administering vaccine to your patients/residents.
- You have been assigned a specific COVax role by your organization. The [table below](#) details the tasks completed by each user role.
 - It is important that you know who the Super User is for your organization. The Super User is your go-to person for any questions, issues or concerns you may have.

EXPLORE THE PROGRAM WEB PAGE AND PRACTICE IN COVax

Explore MLHU's [COVID-19 Vaccine Distribution Program webpage](#) for useful resources and job aids that can support you. We highly recommend you **bookmark this webpage** for future use.

COVax User Roles and Responsibilities

	COVax Site Staff	COVax Vaccinator	COVax Super User
COVax Tasks	Client Registration Generate Receipt	Dose Administration Generate Receipt	Client Registration Dose Administration Generate Receipt Inventory Management
Additional Site Roles as Required by MLHU	Ensuring Accurate Documentation	Ensuring Accurate Documentation	Site Facilitator (go-to person) Weekly Inventory Reporting to MLHU Vaccine Ordering* Primary Contact with MLHU Ensuring Accurate Documentation

**Other staff can support Vaccine Ordering if appropriate for your organization.*

COVax INVENTORY

- In COVax, your site will be referred to as a **Vaccination Event**.
 - A unique Vaccination Event name and number will be **created by MLHU** before you start administering vaccine.
 - After your organization places a COVID-19 vaccine order, MLHU will allocate vaccine to your Vaccination Event within the COVax system.
 - You will use this same Vaccination Event name every time you administer a dose of the vaccine.
- COVax is intended to be used for real-time vaccination. When you vaccinate a patient/resident in COVax, a dose of vaccine will automatically be decremented from your Vaccination Event Inventory.
- Super Users will manage the inventory for your site. If anyone draws an extra dose, wastes a dose, or has any issues with COVax, the Super User is the go-to person.
- Super Users can always reach out to MLHU support staff if necessary.

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COVax DOCUMENTATION

It is every user's responsibility to make sure doses are documented accurately in COVax. Here are a few quick steps to follow every time a dose is administered:

- Search COVax (using a HCN, when available) to find every client; you will rarely need to manually create a new client in COVax.
- Ensure your organization's unique Vaccination Event has been selected in the Vaccination Event field.
- Confirm correct vaccine and diluent lot numbers are selected.
- Collect and record the sociodemographic (SDOH) information for your client/resident.

→ Having sociodemographic data for our vaccinated population is essential to understand how equitable our vaccine rollout has been.

Review the following resources for more information on Documentation on our COVID-19 Vaccine Distribution Program website:

- ◆ [Client Profile Data Entry - Job Aid](#)
- ◆ [Dose Administration Data Entry - Job Aid](#)
- ◆ [Sociodemographic Data Entry - Job Aid](#)

NEXT STEPS IN ONBOARDING

1. Attest to completing the training through the survey link below, and MLHU will set you up with a COVax account.

Note: Those with an existing COVax account for a different facility or vaccination event must still attest to training, and MLHU will investigate whether or not a new account should be created on your behalf.

2. After you attest to complete training, you will receive an email with information on how to set up your COVax account.

VACCINE ADMINISTRATION

**Information relevant for Vaccinators and Super Users*

The [Ministry of Health website](#) is a helpful resource that contains many relevant COVID-19 documents and forms that are updated frequently. We recommend that you **bookmark this link** and check it frequently.

We highly recommend that you review the following two documents from the Ministry of Health's website to ensure that you are aware of the guidance for administration of COVID-19 vaccines, as well as proper storage and handling.

- [COVID-19 Vaccine Administration](#)
- [COVID-19 Vaccine Storage and Handling Guidance](#)
- [COVID-19 Vaccine Consent Form](#)

COMPLETED ALL REQUIRED TRAINING?

ATTEST AT THE LINKS BELOW!

-  [Long-Term Care, Retirement Home and Hospital Staff](#)
-  [Primary Care Staff](#)

MLHU SUPPORT INFORMATION

COVIDVaccine.Informatics@mlhu.on.ca

OR call **519-663-5317 x9013** Monday to Friday (9am –3pm)

For questions related to:

- The COVax system (logging on, navigating, documentation, etc.)
- The weekly Hand Count Survey

VaccineOrders@mlhu.on.ca

For questions related to:

- Ordering COVID-19 vaccine (scheduling drop-off, amount of vaccine, etc.)

COVIDVaccine.Deployment@mlhu.on.ca

For questions related to:

- Your contractual agreement with MLHU
- The training and onboarding process
- Registering or removing staff to your agreement

Call **519-663-5317** to speak with a nurse

For questions related to:

- Vaccine-specific details (dosing, drawing-up, storage and handling, temperature excursions, etc.)
- Vaccine eligibility (alternatively, visit www.healthunit.com/covid-19-vaccine-eligibility)