BUREAU DE SANTÉ DE
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HEALTH UNIT
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Job Aid: How to correct a dose that has been administered under the wrong Inventory Lot Number

COVAX Role Designation:	Super User

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How to correct a dose administered under the wrong Inventory Lot Number

Before administering vaccine to your client, it is critical the correct inventory lot number (#) is selected. When a dose has been administered to a client under the wrong inventory lot #, it needs to be entered in error and then re-entered under the appropriate inventory lot #.

Why is this important?

If the wrong inventory lot # is selected when documenting the dose administered for a client, it can cause various inventory errors across the Middlesex-London Health Unit Authorizing Organization. In some situations, you may be unable to administer the dose today or a future date. In other situations, you may prevent another site from administering a dose. Furthermore, on the client's dose administration record, the wrong inventory lot # is listed, which could be problematic if an inventory recall occurs.

There is a 7-step process required to enter the dose in error and re-enter the dose under the correct Inventory Lot Number:

Step 1: Check the Inventory Lot # Status and change Inventory Lot # to "Active" status temporarily if necessary.

Check the inventory lot number that requires the corrections.

If the inventory lot # that requires corrections is 'Inactive' at the Vaccine Event Inventory level, you will need to make the Inventory "Active" again by following these sub-steps. It is recommended you complete these corrections before vaccines have started to be administered for the day (ideally before 7am or after 8pm) as this inventory lot could be inadvertently selected. If the inventory is still "Active", you can skip this step.

> **Caution:** If the inventory lot # in the main AO Inventory has been marked as "Completed", this main AO Inventory will need to be temporarily changed to "Available". Reach out to our Informatics Team for support (COVIDVaccine.Informatics@mlhu.on.ca).

a. **Note the Inventory lot #** that needs to be made active at the Vaccine Event Inventory level.

b. **Select your Vaccination Event** (the example on page 2 shows a Vaccination Event in the Sandbox training environment, but please select the Vaccination Event that applies to your site's location).

c. Once the correct **Vaccine Event** is selected, scroll down to the **Vaccine Event Inventory** section**.** Click **View All**.

d. Select the **VE Inventory Name** with the <u>correct lot #</u> you need to temporarily make "Active" to re-administer the dose.

e. There is a field called **VEI Status**. Click on the pencil icon to edit. Select "Active" from the dropdown menu and click **Save.** This will allow you to select the lot # during dose administration.

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Step 2: Take a Screen Capture of the Dose Administration Record

Take a **screen capture** of the client's immunization record (DA Record) so that you have that information to re-enter later. This includes screen captures of the following three tabs: **Basic Details**, **Consent & Assessment**, and **Vaccine & Product Details**.

Note: If you are unable to take a screen capture, please ensure all documentation under the Dose Administration Record is recorded on paper or in another electronic form for transcription purposes.

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Step 3: Document the dose as "Entered in Error"

Change the dose administration status to "Entered in error". Follow these sub-steps:

a. Select **Review Dose Administered** from top right corner of the client record.

b. Select the Dose Administration record that requires a status update.

c. Select "Entered in Error" from the drop-down menu.

d. The details of the changes will populate in the **Review Dose Administered** screen. Review and click **Next**. A confirmation screen will open. Click **Next** again.

e. The following screen will appear. Click **Finish**.

Review Dose Administered

We have recorded your response successfully. Thank you for your cooperation.

Finish

f. The client's **Total Doses** count will decrease by one dose.

Person Account
Test Client

Age
26 Years 0 Month(s)

Total Doses
2

Alerts (0)

Step 4: Ensure the correct Vaccination Event is selected

Ensure that the **Vaccination Event** on the Client's Profile is your **Vaccination Event**. Skip this step if the Vaccination Event is correct. If it is not your **Vaccination Event**, follow these sub-steps:

a. Click on the pencil icon to edit.

Vaccine Related			
Any Adverse Events After Immunization?	☐	Appropriate Documentation Shown	☐
Vaccination Event	Bruce Health - Muskoka - TT	Reason for Immunization	Age Eligible Population
Total Doses	2	Institution	

b. Then delete the wrong **Vaccination Event** by clicking on the **X**.

Vaccine Related			
Any Adverse Events After Immunization?	☐	Appropriate Documentation Shown	☐
Vaccination Event	Bruce Health - Muskoka - TT ✕	Reason for Immunization	Age Eligible Population ▼
Total Doses	2	Institution	Search Institutions... 🔍

c. Start typing the name of your **Vaccination Event** starting with "MLHU – " and it should automatically pop-up. Then, click **Save** at the bottom.

Step 5: Re-administer the Dose using "Simplified Flow"

Click on the **New Immunization** button from the top right corner of the client profile screen.
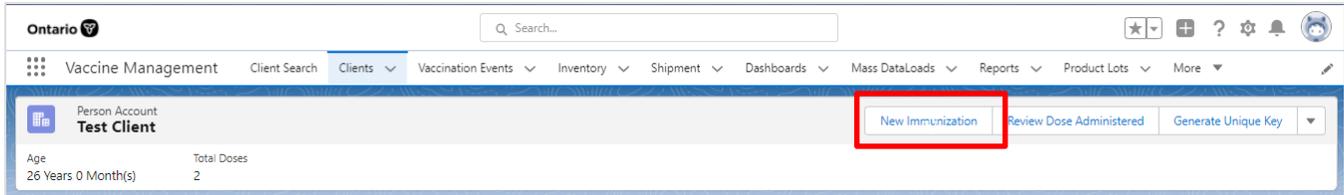
Re-enter all the client information including client consent information (see your saved screen capture or paper documentation for the details). Re-administer the dose with the correct inventory lot number, and all other relevant details (e.g. Vaccination Event, date, etc.).

Step 6: Delete the old Dose Admin Receipt that has the wrong inventory lot # Recorded

Delete the old dose administration receipt that has the wrong inventory lot # under the **Files** section. Follow these sub-steps:

Note: There should only be 1 dose administration receipt for each dose administered (e.g. maximum of 3 dose receipts per client if they have received their first, second and third doses).

a.   Click on the **Related** tab on the Client Profile to access the **Files** section.
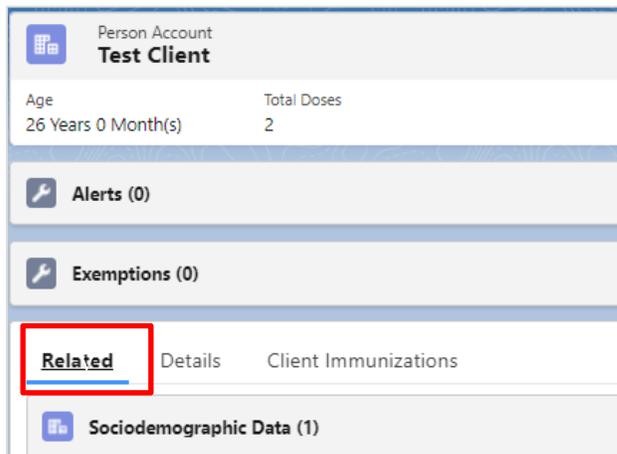
b.   Under the **Files** section on the Client Profile, click on **View All** to bring up a list of the Dose Administration files.
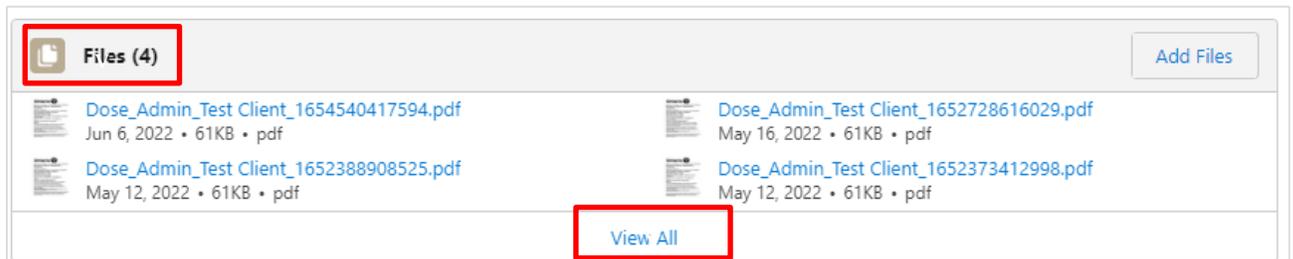
c. A new window will open with a list of Dose Admin receipts. On the far right, click on the drop-down arrow for the Dose Admin receipt that needs to be deleted (the one that was entered in error initially. Make sure you are deleting the correct receipt).

d. Select **Delete** from the drop-down menu. The Dose Admin receipt will be removed from the client record.

Step 7: Change the Inventory Lot # back to "Inactive" (if applicable)

If you had to temporarily make your Inventory Lot # at the Vaccine Event Inventory level "Active" again from an "Inactive" status, change the status back to "Inactive" again following the sub-steps outlined in step 1.

Note: In step 1, if the main AO Inventory Lot # from changed from "Completed" status to "Available" to make adjustments to re-document the doses under the correct inventory lot, please contact Informatics (COVIDVaccine.Informatics@mlhu.on.ca) staff to ensure the main AO Inventory Lot # is changed back to "Completed" status once the corrections have been made.