

## Job Aid: How to correct a dose that has been administered under the wrong Vaccination Event

<b>COVAX Role Designation:</b>	<b>Super User</b>
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In this document:

- The steps involved in correcting a dose that has been administered under the wrong Vaccination Event.

### How to correct a dose administered under the wrong Vaccination Event

It is critical that before administering vaccine to your client, the Client Record reflects the correct Vaccination Event. When a dose has been administered to a client under the wrong Vaccination Event, it needs to be entered in error and then re-entered under the appropriate Vaccination Event.

#### Why is this important?

When administering vaccine to your client, COVax pulls that dose from the vaccine inventory allocated to your Vaccination Event. If the wrong Vaccination Event is in the client record, the inventory gets pulled from elsewhere and this creates a ripple effect on potential dose administration and inventory reconciliation issues beyond just your Vaccination Event.

There is a 6-step process that is required to enter the dose in error and re-enter the dose under the correct Vaccination Event:

#### Step 1: 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.

**Client Immunization**  
**DA-32136272**

Client	Record Type	Days Since Immunization	Status
Test Client	Administered	18	Administered

**Vaccine Product Information**

Product : Pfizer-Biontech Comirnaty pediatric  
 Product Lot : Pfizer-Biontech Comirnaty pediatric - FBC1606, 2022/06/16  
 Agent : COVID-19 mRNA

Diluent Product : PFIZER Diluent 0.9% Sodium Chloride  
 Diluent Product Lot : PFIZER Diluent 0.9% Sodium Chloride - NACL009, 2022/07/27

**Basic Details**   Consent & Assessment   Vaccine & Product Details   Files   History

Basic Details

Client	Test Client	Vaccination Event	Simcoe Health - Muskoka - TT
Dose Administration	DA-32136272	Reason for Immunization	Child and Youth Eligible Population
Sub-type	Point of Service	Immediate AEFI	<input type="checkbox"/>
Days Since Immunization	18	Source	Health Care Provider
Country Vaccine Administered	Canada	Authorized Organization	Muskoka Public Health - TT

Dose Validation

**Basic Details**   **Consent & Assessment**   Vaccine & Product Details   Files   History

Client Consent

Consent for Service?

Consent on the client's behalf

Pre-Screening Assessment

Experienced myocarditis or pericarditis	<input type="checkbox"/>	Myocarditis or pericarditis before	<input type="checkbox"/>
Shortness of breath or chest pain	<input type="checkbox"/>	MIS-C in children	<input type="checkbox"/>
Symptoms of Covid19	<input type="checkbox"/>	Allergic to polyethylene glycol	<input type="checkbox"/>
Allergic Reaction to Covid 19 (4 hrs)	<input type="checkbox"/>	Allergic reaction by injection(eg,IV,IM)	<input type="checkbox"/>
Vaccine within 14 days	<input type="checkbox"/>	Problems with your immune system	<input type="checkbox"/>
Therapy? Have you spoken to your HCP	<input type="checkbox"/>	If yes, are you receiving any therapy	<input type="checkbox"/>
Have bleeding disorder, blood thinning?	<input type="checkbox"/>	Felt faint after a past vaccination	<input type="checkbox"/>
Information Sheet Reviewed	<input type="checkbox"/>		
Pre-screening Assessment Completed	<input checked="" type="checkbox"/>		
Comments			

Historical Pre-Screening Assessment

Pregnancy	<input type="checkbox"/>	Allergic Reaction to food,pet,etc	<input type="checkbox"/>
Are you be pregnant or breastfeeding	<input type="checkbox"/>	Allergic reaction to other Vaccines	<input type="checkbox"/>
If pregnant, have you spoken to your HCP	<input type="checkbox"/>	Autoimmune Disorder	<input type="checkbox"/>
Currently Breastfeeding	<input type="checkbox"/>	Another vaccine received	<input type="checkbox"/>
Medication affecting Blood Clotting	<input type="checkbox"/>		

**Basic Details**   Consent & Assessment   **Vaccine & Product Details**   Files   History

Dose Details

Route	Intramuscular / intramusculaire	Dosage Administered	0.2
Anatomical Site	Left deltoid / deltoïde gauche	Dosage Unit of Measure	ml
Vaccination Date	2022-05-20, 10:19 a.m.	Administered By (Other)	
Administered By	TEST NURSE21, Registered Nurse, 13565279		

Clinical Guidelines Exception Details

Outside of Clinical Guidelines

Reason for Exception

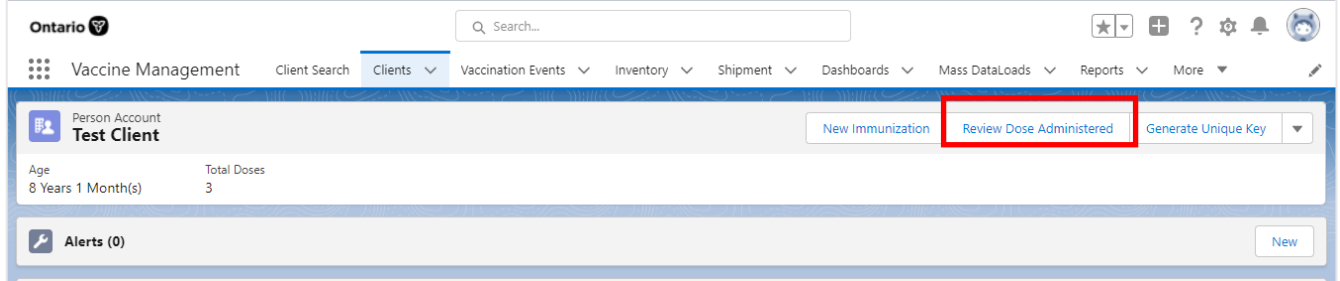
Inventory Details

Vaccine Event Inventory	Pfizer-Biontech Comirnaty pediatric 0.2 ml - FBC1606, 2022-06-16	Diluent Event Inventory	PFIZER Diluent 0.9% Sodium Chloride null ml - NACL009, 2022-07-27
Site Location-Vaccine		Site Location-Diluent	
Org Vaccine Inventory	Pfizer-Biontech Comirnaty pediatric 0.2 ml - FBC1606, 2022-06-16	Org Diluent Inventory	PFIZER Diluent 0.9% Sodium Chloride null ml - NACL009, 2022-07-27
Vaccine Adjusted Expiration Date		Diluent Adjusted Expiration Date	

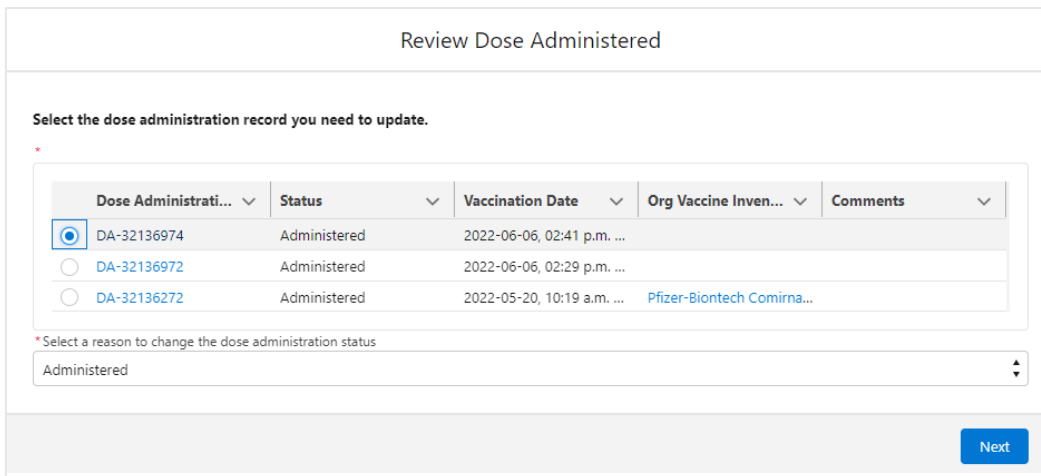
Step 2: Document the dose as “Entered in error”

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

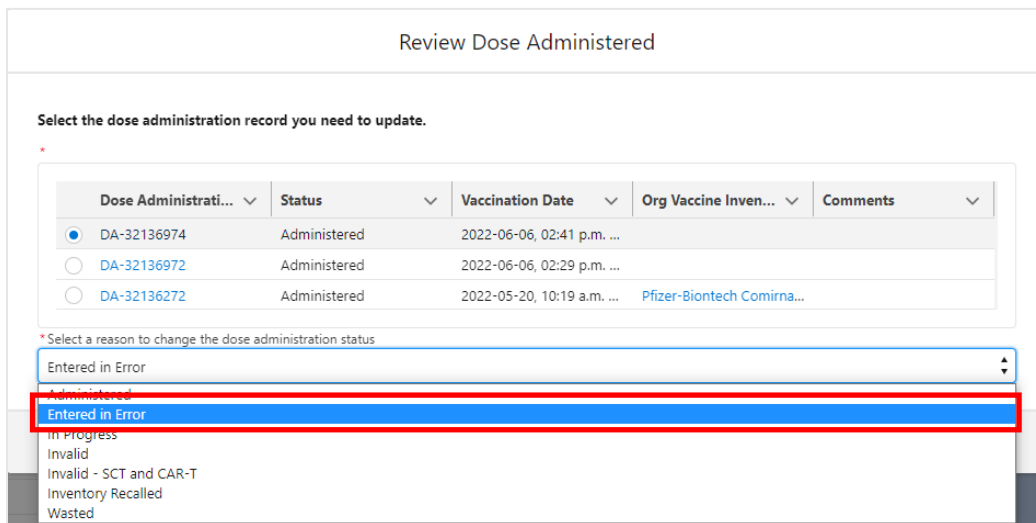
- a. Select **Review Dose Administered** from top right corner of the client record.



- 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.

Review Dose Administered

Select the dose administration record you need to update.

Dose Administrati... ▾	Status ▾	Vaccination Date ▾	Org Vaccine Inven... ▾	Comments ▾
<input checked="" type="radio"/> DA-32136974	Administered	2022-06-06, 02:41 p.m. ...		
<input type="radio"/> DA-32136972	Administered	2022-06-06, 02:29 p.m. ...		
<input type="radio"/> DA-32136272	Administered	2022-05-20, 10:19 a.m. ...	Pfizer-Biontech Comirna...	

\*Select a reason to change the dose administration status

Entered in Error

**Next**

Review Dose Administered

You're about to update the dose administered status. You CANNOT undo this update.

Please click Next to proceed further.  
DA-32136974 Dose Administration Status - Entered in Error

Previous **Next**

- 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: 8 Years 1 Month(s)      **Total Doses: 2**

Alerts (0)

Exemptions (0)

### Step 3: Change the Vaccination Event

Change the **Vaccination Event** on the Client's Profile to your **Vaccination Event**. Follow these sub-steps:

- a. Click on the pencil icon to edit.

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

- 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 4: Re-administer the Dose under the correct Vaccination Event

Click on the **New Immunization** button from the top right corner of the client profile screen.

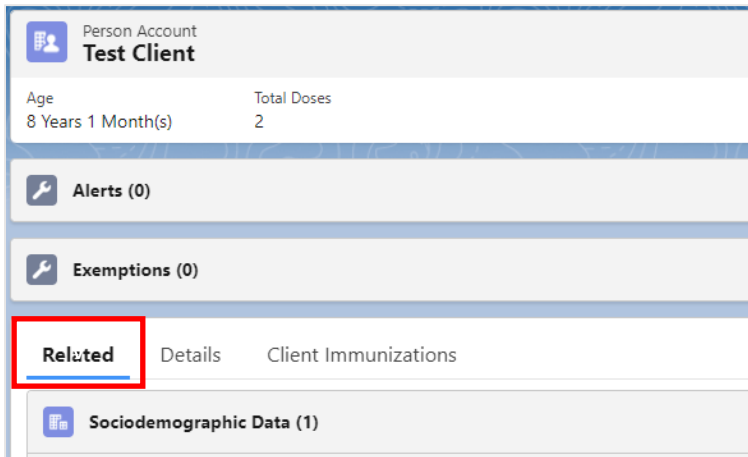
Re-enter all the client information including client consent information (see your saved screen capture or paper documentation for the details). Re-administer the dose with the correct inventory lot number, and all other relevant details (e.g. Vaccination Event, date, etc.).

**Step 5: Delete the old Dose Admin Receipt. Remember to complete this step!**

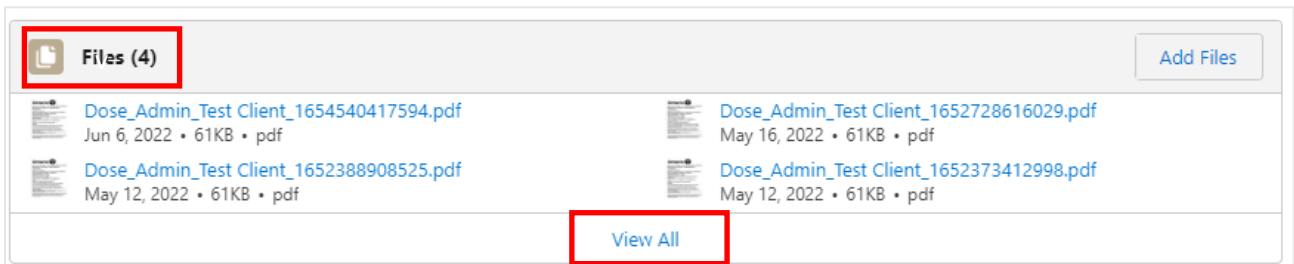
Delete the old dose administration receipt under the **Files** section. Follow these sub-steps:

**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).

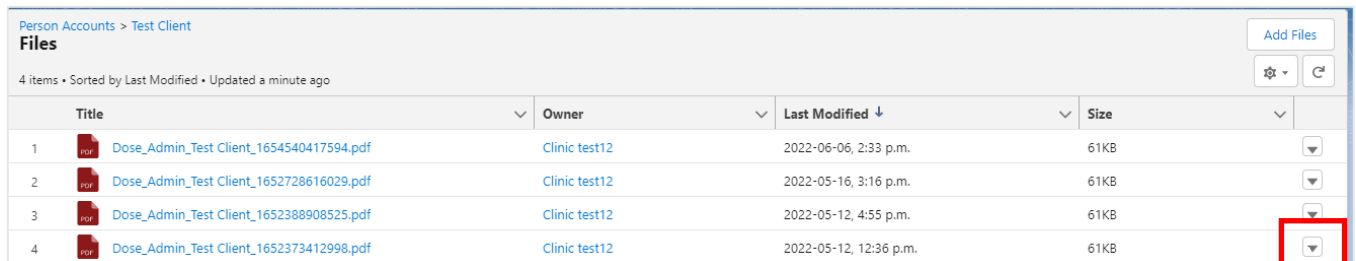
- a. Click on the **Related** tab on the Client Profile to access the **Files** section.



- 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 down arrow icon 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.

The screenshot shows a file management interface for a client named 'Test Client'. It displays a table of four PDF files, all owned by 'Clinic test12' and 61KB in size. A context menu is open over the first file, listing options such as 'Download', 'Share', 'Public Link', 'View File Details', 'Upload New Version', 'Edit File Details', 'Delete', and 'Remove from Record'. The 'Delete' option is highlighted with a red rectangular box.

	Title	Owner	Last Modified	Size	
1	Dose_Admin_Test Client_1654540417594.pdf	Clinic test12	2022-06-06, 2:33 p.m.	61KB	<a href="#">Download</a> <a href="#">Share</a> <a href="#">Public Link</a> <a href="#">View File Details</a> <a href="#">Upload New Version</a> <a href="#">Edit File Details</a> <b>Delete</b> <a href="#">Remove from Record</a>
2	Dose_Admin_Test Client_1652728616029.pdf	Clinic test12	2022-05-16, 3:16 p.m.	61KB	
3	Dose_Admin_Test Client_1652388908525.pdf	Clinic test12	2022-05-12, 4:55 p.m.	61KB	
4	Dose_Admin_Test Client_1652373412998.pdf	Clinic test12	2022-05-12, 12:36 p.m.	61KB	