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COVID-19 Vaccination Centers Inspection Checklist- Final

Name of the Facility: _____

Date of Inspection: ____/____/____

Ref.	Description	Yes	No	N/A	Remarks
5	STANDARD ONE: HEALTH FACILITY REQUIREMENTS				
5.8	Preventive precautionary measures should be applied in the health facility, the facility should comprise of:				
5.8.1	Reception area; which includes patient registration and patient queuing system.				
5.8.2	Waiting areas; should accommodate a wide range of occupants including those less mobile or in wheelchairs.				
5.8.3	Patient screening/vital signs room(s); will be used for measurement and recording of patient vital signs prior to consultation.				
5.8.4	Vaccination room (s)/cubicle(s)/bay(s); where patients will receive the vaccine by a licensed trained healthcare professional ensuring privacy.				
5.8.5	Designated room(s)/cubicle(s) at the site for management of Adverse Drug Reactions (ADRs) and management of patients with urgent medical problems (e.g., fainting, high blood pressure, etc.) and for referral to other entities (if applicable).				
5.8.6	Observation area; where patients will be monitored closely after being vaccinated for any adverse reaction or immediate allergic reaction.				
7	STANDARD THREE: MANAGING VACCINE STOCKPILE, STORAGE, TRANSPORTATION, AND COLD CHAIN REQUIREMENTS				

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7.1.2	Health facilities should have a policy and a clear official pathway in place to manage the stockpile of the available vaccine in a way that no dose is wasted.				
7.2.3	A contingency plan is in place in case vaccines need to be replaced. The plan addresses scenarios for vaccine compromised before arrival at the clinic and for vaccine compromised during clinic hours.				
7.2.4	Health facility should maintain clearly written, detailed, and up-to-date receiving, storage, handling, and transporting SOPs.				
7.2.5	An emergency medical kit should be available at the site of the clinic/vaccination centre. (Kit may include; epinephrine, Hydrocortisone, Chlorpheniramine Inj. and equipment for maintaining an airway).				
7.3.7	SOPs should be in place to ensure power supply or alternative options when power outage occurs.				
10	STANDARD SIX: PREPARATION REQUIREMENT FOR VACCINES				
10.1.2	The following considerations should be made when selecting an environment for preparation of vaccines:				
d	Alcohol-based hand sanitizer should be available. For alcohol-based hand sanitizers, the Centers for Disease Control & Prevention (CDC) recommends a concentration of 60% to 95% ethanol or isopropanol (i.e., isopropyl) alcohol.				
e	Whenever possible, the area dedicated for vaccine preparation should not be located in or close to where environmental control challenges could negatively affect the air quality (e.g., restrooms, warehouses, or food preparation areas).				
10.1.3	Equipment to include in the dedicated area or room may comprise of sharps container, alcohol swabs, sink and/or hand sanitizer, and materials for personnel hygiene and garbing.				
11	STANDARD SEVEN: OBSERVATION POST VACCINE				
11.4.3	Vaccination providers should have appropriate medications and equipment such as epinephrine, antihistamines, stethoscopes, blood pressure cuffs, and timing devices to check pulse at all COVID-19 vaccination centres.				

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12 STANDARD EIGHT: INFECTION CONTROL MEASURES					
12.2	Adequate infection control supplies are provided, including biohazard containers and supplies for hand hygiene. If administering injectable vaccines, adhesive bandages, individually packaged sterile alcohol wipes, and a sufficient number of sterile needles and syringes and a sharps container are provided.				
APPENDIX 1 REQUIREMENT CHECKLIST FOR COVID-19 ON-SITE VACCINATION CENTERS					
5	PPE and Infection Control Policy is in place. Provide copy of policy				
6	Adverse Drug Reactions reporting Policy is in place. Provide copy of policy				
8	Accessibility: Wheelchair access is required in all patient areas including Consult, Treatment, Procedure and Waiting rooms.				
9	Main Reception used for appointment registration and Enquiries.				
10	Waiting areas with amenities for visitors.				
11	Examination room used for patient screening prior to vaccination.				
12	Preparation and storage room for general consumables, sterile stock and equipment.				
13	Vaccination/treatment room(s).				
14	Observation area should include crash cart and emergency medication.				
15	Fully equipped room with bed for resuscitation, advanced life support management, with crash cart (if applicable).				
16	Data entry policy is in place. Provide copy of policy				
APPENDIX 2 EVALUATION CHECKLIST FOR VACCINATION CLINICS HELD AT TEMPORARY OR OFF-SITE LOCATIONS					
5	Contingency plan is in place in case vaccines need to be replaced. Provide a copy of contingency plan.				

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6	An emergency medical kit (including epinephrine and equipment for maintaining an airway) is at the site for the duration of the clinic.				
8	There is a designated area at the site for management of patients with ADRs and urgent medical problems (e.g., fainting).				
9	Adequate infection control supplies are provided, including biohazard containers and supplies for hand hygiene.				
11	A designated clean area (aseptic) for vaccine preparation has been identified and set up prior to the clinic.				
13	Sufficient supply of PPE for staff is available, including face masks, gloves				
14	Sufficient hand sanitizer is available so that staff and patients can repeatedly practice hand hygiene.				
15	Signs, barriers, and floor markers to instruct patients to social distance from other patients and clinic staff have been set up before the clinic				
16	Sufficient supply of thermometers and vital sign monitoring devices to check patient temperatures prior to entering the vaccination clinic and COVID symptom checklists.				
APPENDIX 3	EVALUATION CHECKLIST FOR MOBILE VACCINATION UNIT				
2	Operational policy is in place that is adapted by the related departments or the main facility/clinic that the mobile healthcare unit is affiliated to.				
3	The location of the unit should preferably be in close proximity to its related department or its patient base.				
4	The unit is located on a solid and levelled surface to prevent instability of the structure when in use.				
5	Access to the unit is located where it does not interfere with emergency exits of an adjacent building unless the exits are specifically permitted to serve both buildings.				
6	The location of the Mobile Healthcare Unit complies with relevant local environmental laws and regulations.				
7	Wheelchair and stretcher access is provided.				

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8	Entrance/reception area of the mobile healthcare unit is well-lit and clear sign-posted.				
9	The facility should provide waiting space for patient privacy as close to the unit docking area as possible.				
10	The facility should provide or be in close proximity of patient/staff toilets as close to the unit docking area as possible.				
11	The clinical areas should have easy access to the relevant departments and other critical resources required to provide the services.				
12	The internal planning of the unit should provide patient and staff direct access to services located in the mobile healthcare unit.				
13	Adequate hand wash basins should be provided according to infection control guidelines.				
14	Schedule date, time and location for mobile healthcare unit.				
18	Set up physical space with hand hygiene station, screening for COVID symptoms or exposure.				
19	Designate a staff monitored waiting area (outdoor or indoor)				
24	Develop a contingency plan in case vaccine needs to be replaced – stored too warm or too cold.				
25	Anaphylaxis protocol and emergency medical kit readily available.				
26	Adequate infection control measures are present.				
APPENDIX 4	EVALUATION CHECKLIST FOR DRIVE-THROUGH VACCINATION CENTRES				
•	PPE and Infection Control Policy is in place.				
•	Adverse Drug Reactions reporting Policy is in place.				
4	Open area.				
•	Proper ventilation system.				
•	One-way passage for vehicles with entrance separate from exit.				
•	Divided into stations for parking, registration, and vaccine administration.				

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•	Using portable vaccine refrigerator.				
•	A digital data logger with a buffered probe are available				
•	A process for screening for contraindications and precautions is in place.				
11	Result Reporting Policy				

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