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COVID-19 Vaccination Centers Inspection Checklist- Random

Name of the Facility: _____

Date of Inspection: ____/____/____

Ref.	Description	Yes	No	N/A	Remarks
5	STANDARD ONE: HEALTH FACILITY REQUIREMENTS				
5.7	Health facility should maintain availability of Person In-charge for each working shift in the vaccination site.				
5.7.1	A paediatric specialist should be available on each working shift in the vaccination site for health facilities approved to provide COVID-19 vaccine for children.				
6	STANDARD TWO: PROFESSIONAL REQUIREMENTS				
6.1	All healthcare professionals in the health facility should hold an active DHA professional license and work within their scope of practice.				
6.5	Healthcare professionals should ensure reporting and record keeping compliance for all vaccinations administered.				
7	STANDARD THREE: MANAGING VACCINE STOCKPILE, STORAGE, TRANSPORTATION, AND COLD CHAIN REQUIREMENTS				
7.1.7	Health facilities should make sure that every first dose-vaccinated client has an appointment for second dose and the appointment is communicated to client.				
7.1.10	Vaccines should be delivered to the patients free of charge and health facilities should refrain from billing the patients for any cost.				
a	Expiration dates of vaccines and any medical equipment (syringes, needles, alcohol wipes) used should be checked for validity.				

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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).				
7.3.3	Proper storage, handling, and transportation of the COVID-19 vaccines begins with an effective cold chain process, which is temperature-controlled, using related equipment and procedures.				
7.3.6	Food and drinks and/or biological specimens should not be stored in the same unit as the vaccine.				
10	STANDARD SIX: PREPARATION REQUIREMENT FOR VACCINES				
10.1.2	The following considerations should be made when selecting an environment for preparation of vaccines:				
c	Items that are not necessary for vaccine preparation should be removed from the vaccine preparation area (i.e., food, drinks, and other materials).				
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., isopropyl6) alcohol.				
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.				
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				

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	number of sterile needles and syringes and a sharps container are provided.				
12.3	Health Facilities should follow several precautions, including but not limited to:				
12.3.2	Activate daily monitoring for all facility staff before starting their work and it should be documented. (Measuring temperature, reporting symptoms and history of contact with COVID-19 patient).				
12.3.5	Maintain physical distance between patients at the waiting area.				
APPENDIX 1	REQUIREMENT CHECKLIST FOR COVID-19 ON-SITE VACCINATION CENTERS				
3	Physician (Pediatrician in case the facility is providing vaccine for children) must have a valid DHA license, completed infection control training, and COVID-19 vaccination training. Provide a copy of DHA License & training log				
4	Registered nurse and any healthcare professional involved in the vaccination must have completed infection control training, and COVID-19 vaccination training. Provide training log				
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).				
APPENDIX 2	EVALUATION CHECKLIST FOR VACCINATION CLINICS HELD AT TEMPORARY OR OFF-SITE LOCATIONS				
1	Vaccines are transported using a portable vaccine refrigerator within the temperature range recommended by the manufacturers.				
2	Vaccines are immediately unpacked and placed in proper storage equipment.				
3	Vaccines remain protected from light (per manufacturer's package insert) until ready for use at the vaccination clinic.				
4	Expiration dates of vaccines and any medical equipment (syringes, needles, alcohol wipes) being used were checked, and they had not expired.				

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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.				
7	All vaccination providers at the site are certified in cardiopulmonary resuscitation (CPR), are familiar with the signs and symptoms of anaphylaxis, know their role in an emergency.				
9	Adequate infection control supplies are provided, including biohazard containers and supplies for hand hygiene.				
12	A qualified individual has been designated to oversee infection control at 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.				
17	Expiration dates of vaccines (and diluents, if applicable) are being checked again during preparation, and only vaccines that have not expired are being administered.				
18	Vaccines are being prepared in a clean, designated medication area, away from any potentially contaminated items. (Each type of vaccine to be prepared in a separate vaccination preparation area).				
19	Vaccines are prepared at the time of administration.				
20	If using single-dose or multi-dose vials, syringes are labelled with the name of the vaccine.				
21	All patients are screened for contraindications and precautions for the specific vaccine(s) in use before receiving that vaccine(s).				

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23	If more than one vaccine type is being administered, separate preparation stations are set up for each vaccine type to prevent medication errors.				
24	Vaccines are being administered using aseptic technique.				
25	Staff is administering vaccines using the correct route per manufacturer instructions.				
26	Staff is administering the correct dosage (volume) of vaccine. (Using a proprietorially designated syringes and needles per each type of vaccine).				
27	Patients are receiving documentation for their personal records and to share with their medical providers				
28	All patient medical information was placed in a secured storage location for privacy protection.				
APPENDIX 3	EVALUATION CHECKLIST FOR MOBILE VACCINATION UNIT				
14	Schedule date, time and location for mobile healthcare unit.				
15	Pre-registration for patients with appointment times when possible, include pre-screening questions for both COVID symptoms and exposure, and contraindications for vaccine.				
16	Ensure enough staff are available to promote patient flow with proper distancing.				
17	Ensure proper PPE for all staff working at event. At minimum, wear surgical masks.				
20	Transport vaccine in the passenger compartment of the vehicle (not the trunk) and limit vaccine quantities to amount needed in the unit.				
21	Store vaccine in a qualified container that has kept the vaccine within the recommended range by manufacturers.				
22	Protect vaccines from light until ready to use.				
23	Check expiration dates for vaccines, diluents, needles, syringes, and alcohol wipes				
25	Anaphylaxis protocol and emergency medical kit readily available.				
26	Adequate infection control measures are present.				

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27	Vaccines and diluents are prepared in a clean, designated area at the time of administration.				
APPENDIX 4	EVALUATION CHECKLIST FOR DRIVE-THROUGH VACCINATION CENTRES				
2	Physician (Pediatrician in case the facility is providing vaccine for children) must have a valid DHA license, completed infection control training, and COVID-19 vaccination training.				
•	Registered nurse and any healthcare professional involved in the vaccination must have completed infection control training, and COVID-19 vaccination training.				
•	Vehicles queue in lanes and pass through a set of designated vaccination stations.				
5	Timing - As per the allowed time of operation and manpower capacity				
•	Standard precautions should be implemented to prevent cross infection between potentially infectious patients.				
•	Maintain the product temperature between the limits defined on the product label and manufacture's product packaging and storage requirements.				
•	Using portable vaccine refrigerator.				
•	A digital data logger with a buffered probe are available				
•	Availability of valid Certificate of Calibration Testing directly with the vaccines.				
•	Assure and maintain the vaccines from any Vaccine Temperature excursion.				

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