COVID-19 Vaccine Assurance Checklist

This checklist has been developed as a standardised series of questions for sites to consider and answer as part of site readiness activities, either ahead of a new campaign/phase launch or when requesting use of a vaccine which they have not previously received and used.

- Part A to be completed by sites as part of site assurance (newly joining the programme or at the point of a new campaign/phase starting)
- Part B to be completed when sites are requesting access to a vaccine not previously used

Clinical and Operational Site Leads remain responsible for ensuring that the overall governance, systems and processes are safe, and that all preparations are completed ahead of receiving and using vaccines. Sites should ensure that their cold chain management processes are robust, mitigate the risks associated with handling multiple vaccines and, where applicable, consider the implications of introducing vaccines not previously used.

Sites will need to confirm that they have the appropriate ongoing governance processes and plans in place be ready to safely launch a vaccination campaign and/or receive and use a vaccine they have not ordered before. Evidence may be required from sites to confirm readiness, this will be determined at regional level working with ICB/ICS colleagues.

Vaccine characteristics for licensed vaccines are available in the Summary of Product Characteristics. The Specialist Pharmacy Service have a suite of resources to support use of the COVID-19 vaccines, including template Standard Operating Procedures and guidance. Where applicable, Patient Group Directions and National Protocols are made available at the Legal Mechanisms landing page. Details about training and tools to support the workforce are signposted in the Training Products List. The Green Book Chapter 14a details the clinical guidance for the use of COVID-19 vaccines. When significant updates to these resources are made, or new resources are launched, they are often communicated via the COVID-19 Vaccine Deployment Programme Clinical Bulletin. When a vaccine not previously deployed in the programme is due to be introduced, efforts will be made to ensure all relevant resources are made available in advance of programme deployment, although sites will be kept updated with timeframes via programme communications.

Site name and address: _____ Site ODS code: _____

Site status: New ☐ Existing ☐ Reinstating / coming out of hibernation ☐

Vaccine(s) requested: _____

Vaccines currently assured to use: Comirnaty 30 Concentrate ☐ Comirnaty 10 Concentrate ☐ Spikevax Original ☐

Other (please specify) _____ None ☐

Vaccine Assurance Checklist	Yes	No	N/A
Part A Does the site have robust clinical governance processes to ensure the development, implementation and ongoing review of policies, procedures and tools for the safe and appropriate handling and use of vaccines from receipt to administration? The clinical governance process should cover: • Robust cold chain management - sites are strongly encouraged to use the cold chain management audit tool; • risk assessment for use of multiple vaccines including vaccine segregation considerations and implementation of Specialist Pharmacy Service (SPS) recommendations (this includes utilising pharmaceutical and medicines oversight and leadership to support this process) • reliable stock management; • approved standard operating procedures; • ability to revise the above as required following updated JCVI guidance, Green Book Chapter 14a amendments, publication of refreshed Patient Group Directions or National Protocols, and changes to product licensing and characteristics.			
Part B For a vaccine not previously used at the site, an action plan has been developed to ensure implementation of revised or new policies, procedures, tools and risk assessments prior to both receipt and use of vaccines?			

Form completed by: _____ Date: _____

Role: _____