

## Vaccine Administration Job Aid

### Your Profile: COVax Vaccinator, Site Super User

Document client consent for service and complete client dose administration.

### Vaccine Administration Activities

Here are the core tasks you will perform daily. **Click the relevant link:**

#	Section	Description
1	<a href="#">Confirm Client Identity &amp; Select Vaccine</a>	Confirm client identity, locate client record, and select vaccine details
2	<a href="#">Perform Vaccine Pre-Screening</a>	For a clients first dose, perform the pre-screening assessment and confirm consent for series. For next dose (if applicable), perform pre-screening assessment and ensure consent has not changed
3	<a href="#">Fill in Dose Information</a>	Select and input dose information into COVaxON
4	<a href="#">Review Dose Information</a>	Review dose information before completing the dose record
5	<a href="#">Add Alerts to Client Record</a>	Add alerts to client records for additional information (if needed)
6	<a href="#">Add Clinical Notes to Client Record</a>	Add clinical notes directly to the client record (if needed)
7	<a href="#">Direct Client to Monitor for AEFI</a>	Direct client to self-monitor for AEFI, then the client can proceed to check out
8	<a href="#">Record Half Dose for MODERNA Booster Vaccine</a>	Administer and record half MODERNA booster dose for adults up to Age 70 or Less
8a	<a href="#">Adjusting Inventory for MODERNA Half Booster Dose</a>	Adjust Inventory for MODERNA half booster dose for Inventory Transaction Records
9	<a href="#">Dose Record Under Investigation</a>	Dose record under investigation for suspicion of fraud

### Additional Information

- Refer to the “**Introduction to COVaxON and User Set-Up**” job aid to learn more about your system access. Refer to the MOH Clinical Package on SharePoint for forms and process information that you might need in addition to this job aid.
- Refer to the “**Edit Dose Admin Records & Merge Duplicate Clients**” job aid for information on historical data entry, editing dose administration records (& re-printing/re-emailing receipts), and merging duplicate client records.
- Refer to the “**Simplified Flow**” job aid if you are a solo clinician performing dose administration, as well as the client check-in and check-out functions.
- Refer to the “**Check- In**” job aid to learn about extra dose eligibility and documentation

#### Disclaimer

**Data Privacy:** Users with access to COVaxON can see the demographic details and HCN of other clients in the system when searching for a particular person. The information is presented this way to help ensure that users access the correct client record and to reduce the risk of either not locating a client's record or improperly creating duplicate client records. **As required by PHIPA and under the terms of the Acceptable Use Policy, system users are only permitted to access the information of individuals to whom they are providing care or for other purposes that are specifically authorized.** COVaxON records detailed audit transaction logs that inform the MOH of which client records were accessed by each user, and what actions they took in the system. Any concerns that are identified about improper access to the system will be investigated and appropriate actions taken.

**COVID Public Health:** All COVID public health measures must be followed in alignment with the tasks outlined in this job aid

## 1. Confirm Client Identity & Select Vaccine

### Description:

Once the client arrives at the vaccination station, confirm their identity by looking at the details on their client record. Once confirmed, select which vaccine product will be administered.

### How:

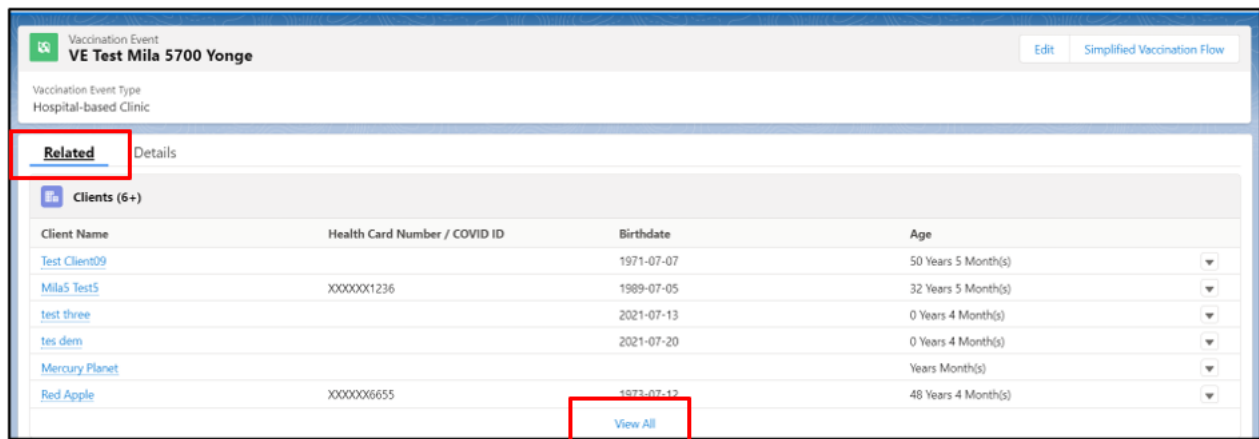
Client records can be found using either the Client Search tab or the Vaccination Events tab:

#### A. From Client Search

- Open the “**Client Search**” tab and search for a client using their Health Card Number if available (otherwise search using First Name, or Last Name and one other parameter). If a client record populates, open the client record and ensure the client is tagged to the correct VE.

#### B. From Vaccination Event Record

- Open the relevant Vaccination Event record and click on the “**Related**” tab. Click “**View All**” under the “**Clients**” list.



- Leverage the filter capability in the top right-hand corner of the page to filter the list by Health Card Number or specific client details (Note: COVaxON saves previous sorting/filtering. When searching for a new client, remember to clear any previous filters).
- Once the client is identified, right click on the client name’s hyperlink, and open the client’s record.

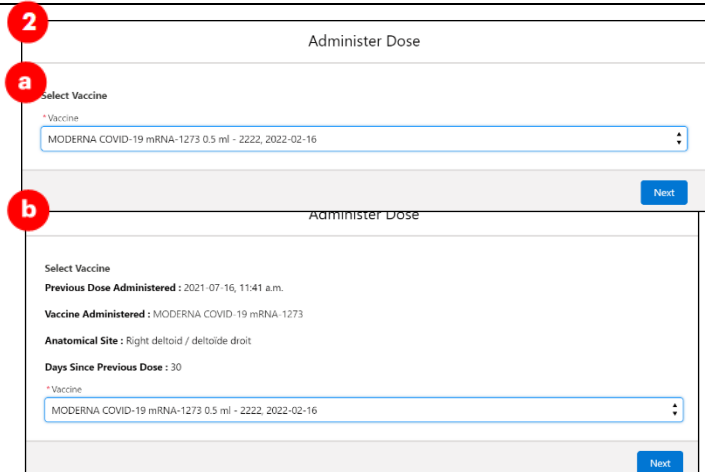
**Note:** Once the client record is opened, it is essential that the client identity is properly validated to ensure the correct record has been accessed. Validate the client by Health Card Number (if they have one), or by Name *plus* other fields such as Date of Birth, Postal Code, etc. Only validating by name is not enough. Confirm the service stats is “**Checked-In**”.

1. From the client’s record, click the “**Administer Dose**” button.

2.a) If you are administering the client’s first dose, the screen will contain a “**Select Vaccine**” dropdown. If you do not see any inventory values, this indicates that there is no inventory linked to the client’s VE.

b) If you are administering the client’s next dose, you will receive a pop-up with the previous dose information. Review to ensure the client should proceed with the next dose. Inventory that is available at the client’s Vaccination Event will be available for selection from the drop-down.

**Note:** Clients with the “**Reason for Immunization**” as “**Child and Youth Eligible Population**” (any client age 5 -11) should receive Pfizer-BioNTech CORMINATY pediatric COVID-19 mRNA



## Vaccine Administration Job Aid

Launch Simplified Flow

**PFIZER-BIONTECH COMIRNATY pediatric COVID-19 mRNA**

Only PFIZER-BIONTECH COMIRNATY pediatric COVID-19 mRNA has been approved for use for children ages 5 to 11. To proceed, select the checkbox and enter a reason for administering the dose.

Administer Dose Outside of Clinical Guidelines

\* Reason for Exception

Previous Next

(Any client age 12 – 17) should receive Pfizer Biontech as their vaccine product. If a non-Pfizer Biontech product is selected the user will receive a warning message as other vaccine products have not been approved for this age group. If the Vaccinator chooses to bypass this warning message (see screenshot), they must check the **“Administer Dose Outside of Clinical Guidelines”** box and populate the **“Reason”** field with a description. Then the Vaccinator can click **“Next”** and continue with the pre-screening assessment. This information will be saved on the client’s dose administration record and can only be edited by Site Super Users and Vaccinators.

3. After selecting the vaccine inventory for the dose click **“Next”**.

Administer Dose

**MODERNA COVID-19 mRNA-1273**

Only PFIZER-BIONTECH COVID-19 VACCINE mRNA has been approved for use for youth age 12-17. To proceed, select the checkbox and enter a reason for administering the dose.

Administer Dose Outside of Clinical Guidelines

\* Reason

Previous Next

### Further Context

- Users with Vaccinator, PCP Vaccinator, Clinic Coordinator or Site Super User profiles can create, edit and view dose administration (DA) records for clients that are tagged to Vaccination Events within their Authorized Organization. However, users have view-only access to DA records for clients that are tagged to Vaccination Events outside their Authorized Organization
- The **“Clients”** view from the Vaccination Events tab is limited to 2000 records, therefore it is important to leverage filters to ensure there are no missing results (for example, by status, client name, etc.)
- Vaccinators can only administer doses to clients that are associated with a Vaccination Event within their Authorized Organization. This will decrement the inventory associated to the Authorized Organization.
- The naming convention for each vaccine/diluent is reflective of the information on the physical labels:
  - Example: Pfizer: *PFIZER-BIONTECH COVID-19 mRNA 0.3 ml - EK4175, 2021-03-31*
  - Example: Moderna: *MODERNA COVID-19 mRNA-1237 0.5 ml – RP0089, 2021-05-29*
  - Example: COVISHIELD: *COVID-19 COVISHIELD 0.5 ml – 0001, 2021-03-31*
  - Example: ASTRAZENECA: *ASTRAZENECA COVID-19 VACCINE 0.5 ml - 0008, 2021-06-30*
  - Example: JANSSEN: *JANSSEN COVID-19 VACCINE 0.5 ml – LM0997, 2021-05-29*
- There is a report that shows a centralized view of all clients at a particular VE with their dose administration record status, service status, and other client information. To view this report, go to the VE record you are interested in, scroll down to the **“Report Links”** section, and select the **“Showing Clients for Vaccination Event”** record.
- Minimum product intervals:
  - Pfizer = at least 19 days from the previous dose
  - Moderna = at least 21 days from the previous dose
  - COVISHIELD/AstraZeneca = at least 28 days from the previous dose
  - JANSSEN = a single dose product (no minimum interval)
- Based on provincial guidelines, the AstraZeneca and COVISHIELD vaccines have been paused for first dose administration in Ontario. An error message will appear if a user tries to administer a first dose to a client.
- **Interchangeability for previous and next product types:** When administering a different product for a client’s next dose, the National Advisory Committee on Immunization (NACI) guidelines state that vaccine interchangeability is now permitted. The previously shown interchangeability warning message has been removed. Please consult your Site Lead for additional clarity on when you might administer doses interchangeably and any further clinical questions you have.

Administer Dose

**First dose** administration of Astra Zeneca/COVISHIELD vaccine has been paused in Ontario.

Previous Next

## 2. Perform Vaccine Pre-Screening

### Description:

Vaccinators can now begin the Pre-Screening Assessment. Once the assessment is finished, the Vaccinator determines whether the client should receive the vaccine.

### How:

Administer Dose

**PFIZER-BIONTECH COVID-19 VACCINE mRNA Pre-Screening Assessment**

*If the individual answers yes to any of the pre-screening questions, document details in the comments box below.*

- Have you been diagnosed with myocarditis or pericarditis following an mRNA COVID-19 vaccine?  
The next dose in the mRNA COVID-19 vaccination series (Pfizer-BioTech COVID-19 vaccine or Moderna COVID-19 vaccine) should be deferred in clients who experienced myocarditis or pericarditis following a previous dose of an mRNA COVID-19 vaccine.
- Have you ever had myocarditis or pericarditis before?  
If yes, individual should consult their clinical team for individual considerations and recommendations. If the diagnosis is remote and they are no longer followed clinically for cardiac issues, they should receive the vaccine.
- Do you have today, or have you recently had new/unexplained shortness of breath or chest pain?  
If yes, individual should consult with a health care provider prior to vaccination and/or if symptoms are severe, individual should be directed to the emergency department or instructed to call 911.
- Have you been sick in the past few days? Do you have symptoms of COVID-19 or have a fever today?
- Have you had a serious allergic reaction or a reaction within 4 hours to the COVID-19 vaccine before?
- Do you have allergies to polyethylene glycol, tromethamine or polysorbate?
- Have you had a serious allergic reaction to a vaccine or medication given by injection (e.g., IV, IM), needing medical care?
- Do you have a weakened immune system or are you taking any medications that can weaken your immune system (e.g., high dose steroids, chemotherapy)?

Previous Next

1. Perform the appropriate Pre-Screening Assessment for the vaccine product. If the client responds “Yes” to any of the questions, check the corresponding question checkbox.
2. Use your clinical knowledge to record comments related to the client’s conditions if required in the comments box. Clinical notes can also be recorded directly on the client record. See Section 6: “Add Clinical Notes to Client Record” for more details.
3. Check the “Pre-Screening Assessment Complete” checkbox to confirm assessment completion in COVaxON. This is a mandatory checkbox.

Comments

Pre-screening Assessment Completed

Previous Next

4. Based on the Pre-Screening Assessment, Vaccinators must use their clinical knowledge to determine if the client should receive the vaccine.
  - a) If **Yes** (Client may receive vaccine), proceed to Section 3: "Fill in Dose Information"
  - b) If **No** (Client should not receive vaccine), indicate that the pre-screening assessment is complete, and click “Next”. On the next screen, leave the consent checkbox blank and populate the “Reason Vaccination was not Administered” drop down field on the client’s record. The selection would be “Immunization was contraindicated” or “Practitioner decision to temporarily defer immunization”. Once populated, the client can then exit the location.

**Dose Information**

- The Vaccine Information Sheet has been reviewed and client consents to receiving the vaccine and all recommended doses in the series.
- I am consenting on the client's behalf and I confirm that I am the client's substitute decision maker (e.g., parent, legal guardian).

\*Reason vaccine was not administered

Select Reason vaccine was not administered

Previous Next

## Vaccine Administration Job Aid

In COVaxON, the service status will automatically reset to “New” (for first dose) or, “Checked Out” (for the next doses).

### Further Context

- There is a “**Historical Pre-Screening Assessment**” section within the client’s dose administration record that shows responses to any pre-screening checklist questions that were removed based on vaccine guidelines.
- The pre-screening assessments for AstraZeneca, COVISHIELD, and Janssen products have an added warning message related to contraindications and an added mandatory checkbox confirming that the COVID-19 Vaccine Information sheet has been reviewed with the client. If the client has a contraindication, an alert should be created on their client record, and the client should not receive the vaccine. They can rebook their dose appointment for a later time.

Administer Dose

**ASTRAZENECA COVID-19 VACCINE Pre-Screening Assessment**

Has the client experienced major venous and/or arterial thrombosis with thrombocytopenia following vaccination with any vaccine?

Has the client experienced a previous cerebral venous sinus thrombosis (CVST) with thrombocytopenia or a heparin-induced thrombocytopenia (HIT)?

Has the client experienced a previous episode of capillary leak syndrome?

**\*Warning:**  
The AstraZeneca COVID-19 vaccine/COVISHIELD COVID-19 & JANSSEN COVID-19 Vaccine are contraindicated in individuals who have experienced:

- A previous cerebral venous sinus thrombosis (CVST) with thrombocytopenia, and/or
- Who have experienced heparin-induced thrombocytopenia (HIT), and/or
- Episodes of capillary leak syndrome

Individuals who think they have experienced heparin-induced thrombocytopenia (HIT) should not receive the vaccine. These recommendations were developed with the support of the province's Vaccine Clinical Advisory Group (VCAG).  
Create a client warning."

### 3. Fill in Dose Information

#### Description:

Obtain and record client consent for service (or consent from a substitute decision maker if the client is Child and Youth eligible population) and proceed to record specific dosage information in COVaxON.

#### How:

Administer Dose

**Message for Non-Youth Client**

**Dose Information**

The Vaccine Information Sheet has been reviewed and client consents to receiving the vaccine and all recommended doses in the series.

\* Reason vaccine was not administered

Select Reason vaccine was not administered

Previous Next

#### 1. For the client’s first dose:

- Confirm that the Vaccine Information Sheet has been reviewed with the client and obtain verbal consent for receiving the vaccine, including all recommended doses in the series and populate the checkbox to confirm.
- Details on the Vaccine Information Sheet (details can be found [here](#)).
- Once consent is obtained for the first dose, the client’s consent will carry over for subsequent vaccine doses, but the client can revoke that consent later
- If the client does not consent to receiving the vaccine, then populate the “Reason vaccine was not administered” with the selection “Practitioner recommends immunization, but patient did not consent”, then click “Next” and “Finish”.
- For clients 5+ years, *or* clients who are tagged to the Reason for Immunization, “Child and Youth Eligible Population” on their client record, there are two consent scenarios (see below)

#### 2. For the client’s next dose (if applicable):

- The consent for receiving the vaccine checkbox will be selected automatically as the consent to receiving the dose series has already been selected during their previous dose. Therefore, begin by directly inputting the dosage information

## Vaccine Administration Job Aid

Launch Simplified Flow

---

**Dose Information**

The Vaccine Information Sheet has been reviewed and client consents to receiving the vaccine and all recommended doses in the series.

\* Reason vaccine was not administered

Select Reason vaccine was not administered

- If the client changes their consent during their next dose, uncheck the consent checkbox, then populate the **“Reason vaccine was not administered”** with the selection **“Patient withdrew consent for series”**, then click **“Next”** and **“Finish”**. On the client record, their status will change back to **“Checked out”** and the **“Reason vaccine was not administered”** field will be populated.

**Scenario 1- For Youth clients who have a proxy/substitute decision maker consenting for them:** Follow the process outlined below by populating the proxy consent checkbox and the proxy information. After completion, continue with the regular dose administration process in COVaxON.

From the Administer Dose screen, select the second checkbox to obtain consent from a substitute decision maker/proxy. Leave the first checkbox blank.

- The following additional fields will appear directly below:
  - “Proxy Name”** – mandatory field
  - “Proxy Phone”** – optional field
  - “Relationship to the Client”** – mandatory dropdown field

**Message for Youth Client**

Administer Dose

---

**Dose Information**

The Vaccine Information Sheet has been reviewed and client consents to receiving the vaccine and all recommended doses in the series.

I am consenting on the client's behalf and I confirm that I am the client's substitute decision maker (e.g., parent, legal guardian)

\* Proxy Name

John Applesmith

Proxy Phone

1234567890

\* Relationship to the Client

Parent

When the client returns for next dose, the proxy consent and information must be recorded again.

**Scenario 2- For Youth clients who are consenting on behalf of themselves:** Follow the process outlined below by populating the consent checkbox. After completion, continue with the regular dose administration process in COVaxON.

Administer Dose

---

**Dose Information**

The Vaccine Information Sheet has been reviewed and client consents to receiving the vaccine and all recommended doses in the series.

I am consenting on the client's behalf and I confirm that I am the client's substitute decision maker (e.g., parent, legal guardian)

**Vaccine :** PFIZER-BIONTECH COVID-19 VACCINE mRNA 0.3 ml - EH0077, 2021-09-30

From the Administer Dose screen, populate the first checkbox to confirm that the Vaccine Information Sheet has been reviewed and that the client consents to receiving all recommended doses in the series. Leave the second checkbox blank. Following these checkboxes, the Dose Administration process will directly reflect the non-youth client Dose Administration process.

When a client returns for their next dose, the consent for receiving the vaccine checkbox will appear automatically as the dose series consent has already been received during their previous dose. This can be updated if needed.

**If the Client consents, proceed to fill in the following fields:**

## Vaccine Administration Job Aid

Launch Simplified Flow

Dose Information

The Vaccine Information Sheet has been reviewed and client consents to receiving the vaccine and all recommended doses in the series.

Vaccine : PFIZER-BIONTECH COVID-19 VACCINE mRNA 0.3 ml - EW0221, 2027-09-01

\* Diluent Event Inventory  
PFIZER Diluent 0.9% Sodium Chloride 0.2 ml - 26110DK, 2023-02-01

\* Route  
Intramuscular / intramusculaire

\* Dosage Administered  
0.3

\* Dosage Unit of Measure  
ml

\* Anatomical Site  
Please Select

\* Date and Time  
Feb 2, 2022 10:59 AM

Country Vaccine Administered : Canada

Vaccination Event : VE Mila Test AO3

\* Vaccine Administered By  
New DH, Dentist, tset

Previous Next

3. Confirm that the accurate vaccine has been selected (will automatically populate based on initial inventory selection). If the Pfizer vaccine is being used, search for the diluent available in the system in the “**Diluent Event Inventory**” field. COVIDSHEILD, Moderna, AstraZeneca and JANSSEN products do not require a diluent, so this field will not populate.
4. **Route\*** will be pre-populated.
5. **Dosage Administered\*** If Moderna is the selected product, select the appropriate value from the drop down list (0.25 or 0.5). If other vaccine products is selected a default dosage value is displayed for the selected product
6. **Dosage Unit of Measure\*** default value is ml
7. Select the **Anatomical Site\*** of vaccination from the drop down.
8. Input **Date** and **Time** of vaccination (defaults to current date & time). If entering a dose administration record after the vaccine has occurred, update the date and time accordingly). Date/time can be set in the present or past, but not the future.
9. “**Country Vaccine Administered**” will be pre-populated as “**Canada.**”
10. **Reason for Immunization:** Auto populated based on what was entered during check-in.
11. **Institution:** Mandatory only when the “Reason for Immunization” field involves a Congregate Living, Long Term Care Home, Retirement Home or Child and Youth Eligible Population.
12. **Vaccination Event** Auto populated based on the VE tied to the client’s record.
13. Fill in the “**Vaccine Administered By**” field by searching for the provider who administered the vaccine.
14. Click “**Next**”.

**Note:** If the Vaccinator’s name is not available as an option when searching within the “**Vaccine Administered By**” field, it is recommended to submit a request to the ITS team (more details in further context below). However, users can also search for “**Other Clinician, Other Designation, xxx**” and select it as a generic placeholder. This will trigger a second free-text field to become available below called, “**Vaccine Administered By (Other)**”. The Vaccinator’s details should be entered here as: [First Name] [Last Name], [Designation OR Provider Role], [Professional License].

\* Vaccine Administered By

Other Clinician, Other Designation, xxx

Vaccine Administered By (Other)

Clay Matthews, Pharmacist, 90877

### Further Context

- If you are attempting to administer a dose to a client, your User profile’s Authorized Organization must match the Authorized Organization of the inventory being administered. Otherwise, you will be unable to select the inventory from the Dose Administration screen. The Vaccination Event on the client record must also match the VE inventory record. If you do not see any inventory values, this indicates that there is no inventory linked to the client’s VE.



## Vaccine Administration Job Aid

- Request your Site Lead to submit a request to Information Technology Services (ITS) for the creation of a provider not currently available in the “**Vaccine Administered By**” field. Please have the provider validated by your Site Lead and have the details in the table prepared prior to contacting your site lead:

Field	Field Entry		
<b>Provider First Name</b>	Free text – enter the first name		
<b>Provider Last Name</b>	Free text – enter the last name		
<b>Provider Role</b> (Choose Option)	Medical Doctor Medical Resident Nurse Practitioner Nursing Student	Other Designation Paramedic Practitioner Pharmacist Pharmacy Student Pharmacy Technician	Registered Midwife Registered Nurse Registered Practical Nurse Respiratory Therapist
<b>Identifier</b>	Free text – enter the identifier number		
<b>Identifier Type</b> (Choose Option)	Professional license number Medical identification number of Canada Health regulatory college member number	Provincial health human resource identifier Other Identifier Type	

- To view a list of clients who did not have the vaccine administered, under the “**Clients**” tab, select “**Clients Not Vaccinated**” list view. This will show all clients who have a “**Reason vaccine was not administered**” value populated on their client record.
- If the client is turned away or ends up not receiving the vaccine and they return at a future date, the “**Reason immunization was not administered**” field on the client record will reset to blank when checked-in again.
- If a user is unable to administer a dose to the client and receives an error instructing them to “**Select an alternative Reason for Immunization**”. This indicates that the current “**Reason for Immunization**” is no longer available in COVaxON, and the user must select another option from the “Reason for Immunization” drop-down list before proceeding to administer a dose.

## 4. Review Dose Information

### Description:

After filling in the dosage information, review the details and click through to complete the record.

### How:

- Review the details of the client’s dose to ensure all the data entered is accurate and click “**Next**”
- Click “**Finish**”. The service status will move to “**Administered**”. Ensure you do not close the window without clicking “**Finish**” as this is required to complete the client’s dose administration in COVaxON.

2

**Note:** After administering a dose and the “**Finish**” button is clicked, the inventory level in the COVaxON system will be automatically decremented from the AO inventory record.



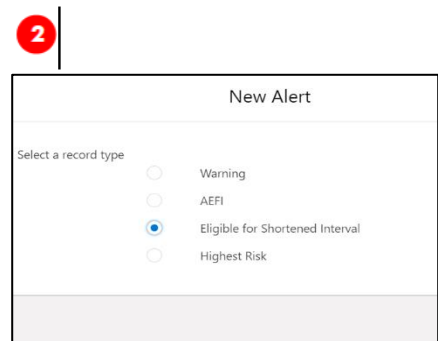
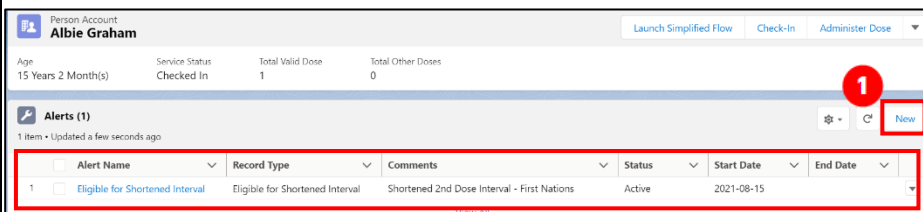
## 5. Add Alerts to Client Record

### Description:

Users can enter an alert on a client's record to document any important details related to the client that would be helpful when the client returns (i.e., additional comments, any AEFI details, highest risk conditions etc.). This alert appears as a banner on the top of the client record.

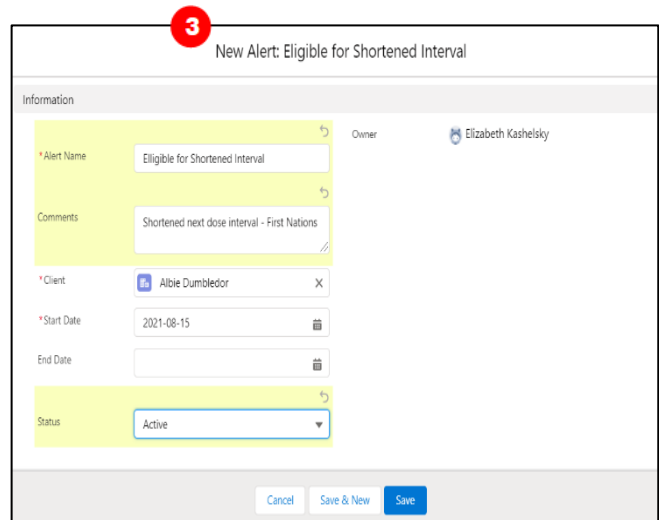
### How:

1. From the client's record, in the "Alerts" section, click "New"
2. Select the alert type being created:
  - "Warning" may be for a client who has a fear of needles
  - "AEFI" may be for any specific information related to an AEFI they experienced after receiving their dose
  - "Eligible for Shortened Interval" may be used for clients who meet the eligibility requirements for a shortened dose interval
  - "Highest Risk" may be for clients considered to have a highest risk health condition



### 3. Populate alert fields:

- **Alert Name\***: Enter the Alert Type, followed by a description. (i.e. "Warning: Fear of Needles" or "Eligible for Shortened Interval"). See further context section below for eligibility.
  - **Comments**: Any additional comments about the situation. For Shortened Interval clients, "Shorten 2nd Dose Interval – 28 days – [Reason]" (i.e. Highest Risk, Indigenous Community, etc.)
  - **Client**: Auto populated from the client record the alert is created from and should not be updated
  - **Start Date\***: Date the alert is being entered.
  - **End Date**: Leave blank
  - **Status**: Input "Active" when initially creating the alert
4. Click "Save"



## Further Context

## Vaccine Administration Job Aid

- Alerts can be viewed by all users at the top of a client record and are helpful information for determining how to proceed with the client's vaccination and confirming if they are eligible to receive the dose at an earlier interval. They are relevant for both single dose and double dose vaccines.
- The alert appears on the client record regardless of status or end date.
- The **"End Date"** field and **"Completed"** status may be added in cases whereby the alert no longer applies, for example if the client was but is no longer pregnant. Another example may be if the Vaccinator determined during the pre-screening that the client should return after certain symptoms subside and entered an alert to indicate that. The **"End Date"** cannot be set in the past.
- The **"Cancelled"** status may be added if the alert was entered by mistake.
- Users cannot delete alerts and only the creator of the alert can edit the **"Comments"**
- Clients who are eligible for Shortened Dose intervals:
  - Long-Term Care Home, Retirement Home, Advanced Age: Community Dwelling, Indigenous Community individuals
  - Highest Risk Clients (see below)
- The below conditions are considered **"Highest Risk"**:
  - Organ transplant recipients (including patients waitlisted for transplant)
  - Hematopoietic stem cell transplant recipients
  - People with neurological diseases in which respiratory function may be compromised (e.g. motor neuron disease, myasthenia gravis, multiple sclerosis)
  - Haematological malignancy diagnosed less than one year ago
  - Kidney disease eGFR < 30
  - One essential caregiver for individuals in the groups listed above

## 6. Add Clinical Notes to Client Record

### Description:

Users can add one or more clinical note records on the client record to summarize any important information regarding the client's vaccination

### How:

- From the desired client record, click on the arrow next to **"Clinical Notes"** and select **"New"**
- Populate the required clinical note fields:
  - Clinical Note Subject\***: Type of note
  - Clinical Note\***: Description of the situation
  - Clinical Note Status**: Select **"Active"**
- Once populated, click **"Save"**

### Notes:

- Clinical Notes can be created and edited by Vaccinators and Site Super Users. This free text field is limited to 5000 characters. However, the status field of a note can be edited by Site Super Users.
- "Entered in Error"** status can be used if the note was entered by mistake, for example if entered on the incorrect client or on a duplicate client.

The screenshot shows the 'New Clinical Note' form. At the top right, there is a 'Clinical Notes (0)' header with a dropdown arrow and a 'New' button highlighted with a red box and a red circle with the number 1. The form fields include: 'Clinical Note ID' (empty), 'Client' (Nate Sanders), 'Owner' (natalie rydeil), and 'Clinical Note Status' (Active). The 'Clinical Note Subject' field contains 'Vaccination Partially received' and the 'Clinical Note' field contains 'The client pulled away part way through receiving their dose. Client did not consent for receiving the full dose.' At the bottom, there are 'Cancel', 'Save & New', and 'Save' buttons. The 'Save' button is highlighted with a red box and a red circle with the number 3.

## 7. Direct Client to Monitor for AEFI

**Description:**

After dose administration, direct the client to monitor for Adverse Events Following Immunization (AEFI) for 15 minutes.

Note: if any changes are required to the Dose Administration record, refer to the **“Edit Dose Admin Records & Merge Duplicate Clients”** job aid.



**How:**

1. Ensure that the service status is **“Administered”**. Explain the need for the client to wait 15 minutes after their vaccination to monitor for any Adverse Events Following Immunization (AEFI).

Note: In cases where a client experiences an AEFI, this will be recorded during the check-out process described in the **“Check Out”** job aid.

**Note:** Once a client’s dose is successfully recorded, it will be added to the **“Total Valid Dose”** cumulative field. The **“Total Valid Dose”** field indicates the number of dose administration (DA) records that have been recorded for valid doses (with the DA record status of **“Administered”**). In addition, the **“Total Other Doses”** field will indicate the number of DA records that have been recorded for invalid doses (with the DA record statuses of **“Entered in Error”**, **“Inventory Recalled”** or **“Invalid”**).

## 8. Entering MODERNA 0.25ml or 0.5ml Doses and Doses

**Description:**

Allow users select the appropriate dose option while recording a Moderna vaccine dose information

**How:**

1. On the dose information screen additional mandatory fields **“Dosage Administered”** and **Dosage Unit of Measure** have been added for recording the appropriate dosage value based on the vaccine product type selection.

1. On the dose information screen, select the appropriate dose value from the Dosage Administered drop-down list (i.e., 0.25 or 0.5)
2. The Dosage Unit of Measure field displays a default value of ml
3. Complete all other required dose information fields and click **“Next”** to review and complete recording the dose information

## Vaccine Administration Job Aid

Launch Simplified Flow

**Dose Information**

The Vaccine Information Sheet has been reviewed and client consents to receiving the vaccine and all recommended doses in the series.

**Vaccine :** MODERNA COVID-19 mRNA-1273 0.5 ml - 3002182, 2021-10-07

\*Route  
Intramuscular / intramusculaire

\*Dose Administered  
Please Select

\*Dose Unit of Measure  
ml

\*Anatomical Site  
Please Select

\*Date and Time  
Feb 2, 2022 10:59 AM

**Country Vaccine Administered :** Canada

Previous Next

Launch Simplified Flow

**Dose Information**

The Vaccine Information Sheet has been reviewed and client consents to receiving the vaccine and all recommended doses in the series.

**Vaccine :** MODERNA COVID-19 mRNA-1273 0.5 ml - 3002182, 2021-10-07

\*Route  
Intramuscular / intramusculaire

\*Dose Administered  
Please Select  
Please Select  
0.25

\*Anatomical Site  
Please Select

\*Date and Time  
Feb 2, 2022 10:59 AM

**Country Vaccine Administered :** Canada

**Note:** Users will no longer be required to update the DA (Dose Administered) record after recording a dose. The DA record has now been updated to show the updated Dose Administered field and value which will now be displayed as a read-only field and no longer editable.

Related		Details	
Information			
Client	Young Child	Status	Administered
Dose Administration	DA-10510851	Country Vaccine Administered	Canada
Consent for Service?	<input checked="" type="checkbox"/>	Time Given	2022-02-02, 11:43 a.m.
Pre-screening Assessment Completed	<input checked="" type="checkbox"/>	Dose Administered	0.25
Any Adverse Events After Immunization?	<input type="checkbox"/>	Dose Unit of Measure	ml

### 8a. Adjusting Inventory for MODERNA Half Booster Dose in Inventory Transaction Records

#### Description:

For clients vaccinated with half booster dose of MODERNA vaccine, a full dose will be decremented from the Inventory Record (IR).

Inventory Managers and Site Super Users should follow the steps outlined below to correct their **IR Doses Available** quantities.

#### How

1. On the Inventory page click on the “Adjustment” button on Shipment Doses Received & Reconciliation section

The screenshot shows the 'Inventory' page for 'MODERNA COVID-19 mRNA-1273 0.5 ml - Lot\_JZ\_MOD\_01, 2021-12-18'. The page is divided into several sections: 'Event Inventories (2)', 'Related Shipments (2)', and 'Shipment Doses Received & Reconciliations (2)'. The 'Adjustment' button is highlighted in the 'Shipment Doses Received & Reconciliations' section. A red circle with the number '1' is placed next to the button.

Vaccination Event	VE Inventory Name	VEI Status	Last Modified Date	Allocated Doses	Extra Doses Fro...	Doses Administe...	Doses Wasted
1 William Osler VE	MODERNA COVID-19 mRNA-1273 0.5 ml - Lot_JZ_MOD_01, 2021-12-18	Active	2021-11-01, 11:50 AM		0	0	0
2 William Osler VE	MODERNA COVID-19 mRNA-1273 0.5 ml - Lot_JZ_MOD_01, 2021-12-18	Active	2021-09-20, 3:25 PM		0	0	0

Shipment ID	Shipment Line Item ID	Shipped Doses	Damaged Doses	Received Doses
1 SHIP-014992	SU-138137	10,000	0	10,000
2 SHIP-014993	SU-138138	10,000	0	10,000

2. In the “Notes” field enter the following standard statement “<insert dose number> half dose(s) (50 mcg) of Moderna Spikevax mRNA vaccine booster administered to eligible adult(s) up to 70 years of age or less.”

The screenshot shows the 'New Inventory Transaction: Adjustment' form. The 'Reason' is set to 'QH - Quantity Adjustment' and the 'Quantity' is '5'. The 'Notes' field contains the text: '10 half dose(s) (50 mcg) of Moderna Spikevax mRNA vaccine booster administered to eligible adult(s) under 70 years of age.' The 'Notes' field and the 'Save' button are highlighted with red boxes. A red circle with the number '2' is placed next to the 'Save' button.

3. Click the “Save” button

## Vaccine Administration Job Aid

4. Once the adjustment is saved you can see adjustment and note on the related tab under Shipment Doses Received & Reconciliation.

Inventory T...	Record Type	Quantity	Vaccine Eve...	Vaccination ...	Notes	Created By	Created Date
IT-60218	Adjustment	5			10 half dose(s) (50 mcg) of Moderna Spikevax mRNA vaccine booster administered to eligible adult(s) up to 7...	Jenell Harris	2021-11-03, 10:26 AM

4

## 9. Dose Administration Record Under Investigation

A new field, "Investigation Status," has been added to the Dose Administration Record. The field is read-only for all profiles except for a profile granted permission as a "Fraud Investigator."

The new field will have the following picklist values:

- Under Review - assigned if a DA record is being reviewed under suspicion of fraud
- Determined Invalid - assigned if the dose record has been deemed invalid due to the outcome of an investigation Dose record will be invalidated.
- Review Completed - assigned if review is completed and not deemed fraudulent

A user with the permission "Fraud Investigator" will have access to edit this field by clicking on the pencil icon (which will be visible to a profile with the fraud investigator permission).

Completed	
Any Adverse Events After Immunization?	<input type="checkbox"/>
Vaccine Administered By (Other)	<input type="text"/>
Authorized Organization	Test AO3
Information Sheet Reviewed	<input type="checkbox"/>
Investigation Status	<input type="text"/>
Consent on the client's behalf	<input type="checkbox"/>
Reason for Immunization	Child and Youth Eligible Population
Route	Intramuscular / intramusculaire
Anatomical Site	Right deltoid / deltoïde droit
Vaccine Administered By	Greg TEST17new, Pharmacist, new10017
Vaccination Event	VE Mila Test AO3

Note:

The new field will be displayed on DA records for Point of Service, Out of Province and Non- Ontario Stock records.

At end of shift, log out of COVaxON and clear the browser cache. Refer to the "Introduction to COVaxON and User Set-Up" job aid for detailed steps. Sanitize shared devices in accordance with location protocols.