

Facility COVID-19 & Influenza Vaccine Order Form

Long-Term Care (LTC) and Assisted Living (AL) Facilities including Independent Living (IL) that are attached to LTC or AL Facilities



- Order Vaccine at least 5 business days prior to requested pick up date.
- **Orders will only be available for pick up once they have been approved.**
- Vaccine will be distributed based on available products and supply.
- We will **NOT** backfill orders.

Site Name:		Are immunizations being provided by site staff? <input type="checkbox"/> Y <input type="checkbox"/> N	
Order Date:	ImmsBC Supply Location (name):		
Address:			
Contact Person:		E-mail:	
Phone Number:	Ext:	Fax Number:	
Site immunizer:		Requested Health Unit for pick up:	
Requested Date for pick up:		Proposed Clinic Date:	
Long-Term Care Residents:		Assisted Living Residents:	Independent Living Residents:

# of Doses Requested	COVID-19 Vaccines Review COVID-19 Vaccine Eligibility prior to ordering products.	Public Health Vaccine Management Use Only			
		SPIKEVAX KP.2 (Moderna)	# Vials	Comirnaty KP.2 (Pfizer)	# Vials
	LTC/AL/IL Residents				
	LTC/AL/IL Staff				
Once thawed, store in vaccine fridge SPIKEVAX™ (Moderna) must be used within 50 days COMIRNATY® (Pfizer) must be used within 10 weeks		Once vial is punctured, store in fridge SPIKEVAX™ (Moderna) must be used within 24 Hrs COMIRNATY® (Pfizer) must be used within 12 Hrs		Approved by: Date:	

# of Doses Requested	Influenza Vaccines Review Influenza Vaccine Eligibility prior to ordering products.	Public Health Vaccine Management Use Only	
		# Doses	MDV or PFS
	Fluad** Trivalent (Injectable) Residents and staff 65 years of age and older		
	Fluzone* Quadrivalent (PFS or MDV) Injectable Residents and staff under 65 years of age		
*FLUZONE: multi-dose vials once punctured can be used up to the expiry date on the label. **FLUZONE and FLUAD: pre-filled syringes (PFS) do not come with needles.		Approved by: Date:	

Submit completed form by email to PublicHealthVaccineManagement@islandhealth.ca

- Ensure all immunizations are appropriately documented, in ImmsBC and any other site-specific location(s).
- Report cold chain incidents by following the [Maintaining Vaccine Stability](#) guidelines. Complete Clinic Tally where required ([paper clinic tally](#) or for those with access, the [online tally](#)).

Note:

- Request doses based on the number of long-term care (LTC) and assisted living (AL) residents. Request doses for staff and independent living residents (IL) who confirm they will be vaccinated on site. IL facilities without LTC or AL beds should order vaccine using the Vaccine Order Form for Community Vaccine Providers (COVID-19 or Influenza).
- Facilities that contract pharmacists to administer vaccines **must place their own vaccine order.**
- Remaining doses of COVID-19 & Influenza vaccines are to be stored on site if the facility can store/monitor the vaccine. As this vaccine could be used throughout the season as new residents come. Otherwise, contract pharmacies can take all remaining doses back to their pharmacy for use. Transport of any vaccines require proper packing and storing as per [BCCDC Quick Reference Guide](#).

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Local Health Unit: print form → complete at time of vaccine pick up → send original with CVP → retain a copy.					
Date Cooler Packed:		Time Cooler Packed:		Fridge Temp:	
Vaccine Product	Lot Number	MFG. Expiry or Thaw Discard Date	Vials Sent	Doses Sent	Previous Transport Time
Filled By:		Picked up By:		ImmsBC Transfer Complete:	

Transportation

- Hard-sided cooler with ice packs and insulating material (gel packs, bubble wrap, packing paper) when picking up vaccine.
- A temperature monitoring device should be used during transport whenever possible and **must** be used when vaccine will be stored in cooler for 4+ hours. [Pack and store](#) vaccine according to [BCCDC standards](#).
- Refer to [BCCDC Guidelines](#), for SPIKEVAX™ (Moderna) duration of transport times.
- Store this form with vaccine (in fridge) to ensure temperature monitoring and transport documentation is accessible.

Use this section for Vaccine Transportation – Record cooler temp at end of each transport leg and when transferring vaccine								
Transport to/from	Date	Depart Time	Arrival Time	Current Temp	Min Temp	Max Temp	Reset Min/Max	Duration of Transport
Previous Transport Time	(from pick up section)							H: M:
From Health Unit to Site							<input type="checkbox"/> Yes	H: M:
From Site to Health Unit							<input type="checkbox"/> Yes	H: M:
Vaccine Transported By:					Total Duration of Transport		H: M:	

Monitoring

When storing vaccine in a cooler:

- Check temperature every 1-2 hours and each time the cooler is opened. Record the temperatures below. Temperature will gradually rise, minimize frequency of opening. If temperature reaches +6 °C to +7°C, add or replace ice packs and keep lid closed, monitor temperature closely.
- If Covid-19 vaccine is exposed above +8°C, this is considered room temperature, and exposure time must be subtracted from the total allowable time at room temperature:
 - Record date and time vaccine was last known to be within +2°C to +8°C on Vial Label.
 - Use within time frame established by manufacturer.
 - Quarantine and report as a cold chain if temperatures is above +24°C.

Monitoring Vaccine in Cooler					
Time	Current Temp.	Min Temp.	Max Temp.	Reset Min/Max	Name (print)
				<input type="checkbox"/> Yes	
				<input type="checkbox"/> Yes	
				<input type="checkbox"/> Yes	
				<input type="checkbox"/> Yes	

When storing in a vaccine fridge:

- Store vaccine between +2°C and +8°C, in the original packaging to protect from light.
- Twice daily (start and end of workday), record the temperatures (current, min and max) on the [BCCDC Refrigerator Temperature Form](#). Store temperature log with vaccine fridge and retain logs for 3 years. After recording temperatures, reset min/max thermometer.