

Long-term Care COVID-19 & Influenza Vaccination Quick Reference Guide



<p>Site Immunization Plans</p>	<ul style="list-style-type: none"> • Sites will designate a site lead to coordinate immunization plans AND • Identify and ensure vaccine immunizers have been trained in order to provide residents with on-going vaccine maintenance or to respond to broad vaccination (surge) of all residents if announced OR • Work with their community pharmacy to develop plans for maintenance and surge vaccination • Planning your clinics: <ul style="list-style-type: none"> ○ For site-based campaign planning, Covid-19 & Influenza immunizations may be administered over a series of days provided storage requirements are met ○ Plan for staffing levels to support campaign (i.e. immunizers, observers, porters, etc.) ○ Review the recommended Education for COVID-19 & Influenza (if LTC staff are providing immunizations)
<p>Vaccine Maintenance List</p>	<p>Resident vaccination status will be reviewed on admission and on-going</p> <ul style="list-style-type: none"> • Site leads are responsible for keeping an active list of residents who require COVID-19 mRNA & Influenza immunizations
<p>Order Vaccine</p>	<p>LTC sites are responsible for ordering the total vaccine supply needed for the immunization campaign from Public Health (allow 5 business days for orders to be processed)</p> <ul style="list-style-type: none"> • Site lead completes the Facility COVID-19 & Influenza Vaccine Order Form <ul style="list-style-type: none"> ○ Confirm quantity required for both residents and staff ○ Public Health requires at least 5 business days for approval and pick-up ○ Ensure date of pick-up is completed on order form, and complete the checkbox indicating if immunizations are being provided by site staff <p>Once complete email to: PublicHealthVaccineManagement@islandhealth.ca</p> <ul style="list-style-type: none"> • Note in body of email the name of the person picking up vaccine if different from contact person on order form • Site lead ensures that vaccine is picked up on the date requested
<p>Vaccine Pick-up and Storage</p>	<p>LTC sites are responsible for picking up their vaccine order on the specified date in the confirmation email from the Vaccine Management Team and transporting vaccine back to their site according to BCCDC direction for packing of insulated coolers</p> <ul style="list-style-type: none"> • LTC Immunizer or designate for vaccine pick-up will: <ul style="list-style-type: none"> ○ Ensure vaccine is maintained at cold chain temperatures during transport ○ Use a hard-sided cooler large enough to accommodate vaccine order, bring frozen ice packs, insulating material (gel blankets/water blankets/ crumpled packing paper), and pack vaccine according to BCCDC standards

	<ul style="list-style-type: none"> ○ 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. ● LTC immunizer or designate (e.g. pharmacy provider) arrives at Health Unit on assigned pick-up day <ul style="list-style-type: none"> ○ Completes pick up section of order form with Health Unit staff ○ Health Unit staff to make a copy of order form, send original with vaccine, and retain the copy for health unit records <p>Vaccine must be stored in a monitored fridge. Record the minimum, maximum and current vaccine fridge temperatures at the start and end of each day using the BCCDC Fridge Temperature Form</p> <ul style="list-style-type: none"> ● If vaccine is exposed to any temperature outside $+2^{\circ}\text{C}$ to $+8^{\circ}\text{C}$, immediately: <ul style="list-style-type: none"> ○ Place vaccine in a bag and label 'QUARANTINE – DO NOT USE' ○ Store bag between $+2^{\circ}\text{C}$ to $+8^{\circ}\text{C}$ in a monitored fridge or cooler packed according to BCCDC standards ○ Contact local health unit
<p>Consent and MRP Orders</p>	<p>LTC sites are responsible for consent and MRP orders</p> <ul style="list-style-type: none"> ● MRP Orders and informed consent are valid for 12 months, therefore must be reviewed annually ● Consent for COVID-19 vaccine includes initial vaccine series and boosters per current provincial recommendations. LTC residents who have a current (obtained within the last 12 months) consent on file, a new consent is not required ● Consent for influenza must be reobtained annually ● Residents who are actively unwell or actively dying at the time of booster campaigns will need to have boosters deferred until symptoms improve per BC CDC <p>Consent for Influenza Vaccine for Adults Assessed as Incapable of Giving Informed Consent</p> <p>Consent for Vaccine for Adults Assessed as Incapable of Giving Informed Consent</p> <p>Note: some sites may use their own internal informed consent form</p>
<p>Vaccine Administration</p>	<ul style="list-style-type: none"> ● Clinic Lead to review Safety Huddle with immunizing staff prior to start of clinic ● Review appropriate BCCDC Immunization Manual Biological Product page for administration, vaccine handling, contraindications, precautions, special considerations etc. <p>Immunizing Residents:</p> <ul style="list-style-type: none"> ● Review resident record for previous doses, and refer to BCCDC COVID-19 Vaccine Eligibility page and 2024/25 Seasonal Influenza Vaccine Eligibility pages ● Ensure consent and provider's order on file are valid ● Assess for contraindications and precautions (e.g. allergies) ● Provide vaccine(s) to residents according to BCCDC guidelines

	<p>Immunizing Staff:</p> <p>All HCWs registered in the Get Vaccinated system will be prioritized early in the fall campaign to receive an invite to book their vaccine appointment at a community pharmacy or community clinic. Sites may provide immunizations to staff, however this is not a requirement</p> <p>Education:</p> <ul style="list-style-type: none"> • Anaphylaxis: <ul style="list-style-type: none"> ○ Anaphylaxis Initial Emergency Treatment by Nurses (Adult & Pediatric) (LearningHub course #19708) • Influenza: <ul style="list-style-type: none"> ○ Influenza Immunization Competency Course: Foundations of Influenza Disease & Vaccines - LearningHub (phsa.ca) (if not previous completed) ○ If previously completed 'Foundations of Influenza' course (above), complete Seasonal Influenza Updates 2024/25 course (Course Code 34110) • COVID-19: <ul style="list-style-type: none"> ○ Complete the BCCDC COVID-19 Immunization Competency Course for Nurses if not previously completed. Course consists of two components: <ul style="list-style-type: none"> ▪ Online COVID-19 Immunization Competency Course for Nurses (RNs, RPNs, LPNs) ▪ COVID-19 Immunization Skills Checklist (review of immunization competencies by the facility employer) ▪ Complete BCCDC COVID-19 Vaccines Webinar (Course Code 31138) <p>At Time of Immunization:</p> <ul style="list-style-type: none"> • Review staff member's record of immunization in ImmsBC to confirm eligibility, and refer to BCCDC COVID-19 Vaccine Eligibility page and 2024/25 Seasonal Influenza Vaccine Eligibility pages to determine vaccine product(s) to administer • Use the COVID-19 Vaccine Screening Checklist to assess for contraindications, precautions, or special considerations to immunization • Review current BCCDC Immunization Manual Biological Product page(s) • Obtain informed consent for immunization using COVID-19 and Influenza Client Handouts: <ul style="list-style-type: none"> ○ COVID-19 mRNA Vaccines (HealthLinkBC 124a) ○ Inactivated Influenza Vaccine (HealthLinkBC 12d) ○ Immunization Aftercare handout
<p>Documentation</p>	<p>All COVID-19 & Influenza immunizations (residents and staff) must be recorded in the provincial immunization registry (i.e. ImmsBC).</p> <p>For immunization provided on-site by nurse, the immunizer will:</p> <ul style="list-style-type: none"> • Record vaccine administration into ImmsBC • Record vaccine on resident Immunization Record

	<ul style="list-style-type: none"> Record vaccine in resident MAR <p>Note: Ensure immunizers have access to ImmsBC. Users who have not logged-in within 90 days, may no longer have access</p> <ul style="list-style-type: none"> If access is required: <ul style="list-style-type: none"> Supervisor: complete ImmsBC User Account Request Form using the ImmsBC Request Workflow ImmsBC User: complete Education for LTC & AL Sites For support & questions email: PPH.InfoSystems.Support@islandhealth.ca Ensure you are checking your Island Health email accounts for important updates. <p>For immunizations provided by a community pharmacy, the pharmacy immunizer will:</p> <ul style="list-style-type: none"> Record vaccine administration into ImmsBC Provide site with a vaccine record <p>The MRN will:</p> <ul style="list-style-type: none"> Transcribe vaccine administration into resident Immunization Record
<p>End of Day Clinic Tally</p>	<p>For Island Health sites</p> <ul style="list-style-type: none"> Site lead or designate will enter information into the online clinic tally at end of clinic <ul style="list-style-type: none"> Online Clinic Tally Instructions Online Clinic Tally To request access contact: PublicHealthVaccineManagement@islandhealth.ca <p>For Affiliate & Private Sites</p> <ul style="list-style-type: none"> Site lead or designate (i.e. pharmacy provider) to complete paper tally sheet at end of clinic and email to: PublicHealthVaccineManagement@islandhealth.ca <ul style="list-style-type: none"> Clinic Tally
<p>Vaccine Supplies</p>	<p>Recommended Cold Chain supplies</p> <ul style="list-style-type: none"> Minimum/Maximum Thermometers (min/max devices) (e.g. – VWR® Traceable® Sentry Min/Max Memory Thermometer) Insulation Material such as water blankets (e.g. – Cryopak Flexible Reusable Ice Blanket/Pack) Ice packs Hard-sided Cooler <p>Immunization Supplies</p> <ul style="list-style-type: none"> COVID-19: 1ml syringes with needles Most Influenza vaccines come in pre-filled syringes (PFS); however, a supply of 1-1.5” needles with 1 or 3mL syringes may be required for products in multi-dose vials (MDV) Anaphylaxis kits Other supplies: alcohol swabs, bandaids, cleaning supplies, cotton balls, fainting supplies (cot or mat and juice boxes), garbage bags, hand sanitizer, Kleenex, garbage bags, pens, PPE for staff/masks for residents <p>Note: Island Health sites can order immunization supplies through Stores</p>

Resources

- [Cooler packing requirements](#)
- [Cold Chain Management \(BCCDC resource\)](#)
- [COVID-19 vaccination toolkit for health professionals](#)
- [AMMI Canada Guideline: Use of antiviral drugs for seasonal influenza](#)
- [Canadian Immunization Guide: Influenza Vaccine](#)
- [Immunization Communication Tool for COVID-19](#)
- [ImmunizeBC: Influenza](#)
- [Island Health COVID-19 Resources for Vaccine Providers](#)
- [Island Health Influenza Prevention Policy](#)

To keep up to date with the BCCDC Immunization Manual, sign up for their email distribution here: [BCCDC Automated Email updates](#) (enter email address in 'Get email updates' section on bottom right hand side of page)

* If you have any questions or concerns that are not addressed in the resources listed above, please reach out to appropriate contact as per: [COVID-19 Resources for Vaccine Providers](#)