




COVaxON Creating Vaccine Events

Target Role: Inventory Manager & Super User

<p>Role Description: Responsible for creating Vaccine Events</p> <p>Permission Level: COVax Inventory Manager, Super User, Vaccinators, Site Staff</p> <p>User Access with new AO & VE functionality:</p> <ul style="list-style-type: none">All Users can create and manage Vaccination Events (VE) associated to the same Authorized Organization (AO) that is listed on their profileInventory Managers and Super Users can link inventory to VEsSuper Users can load clients to VEs following the client list upload processSite Staff, Vaccinators and Super Users can add the VE directly on the client record	<p>Legend</p> <p> Pencil Icon Click this to edit any data fields</p> <p> Red Asterisks Indicates a required field</p> <p> All COVID public health measures must be followed in alignment with this process.</p>
<p>Your profile has a defined access level and is associated with an Authorized Organization, which means you can perform the above activities within COVaxON on behalf of that Authorized Organization (AO). For further details on setting up your profile, refer to the "Login, Logout, and User Settings" job aid.</p> <p>For any assistance, please email: covaxonsupport@ontario.ca</p>	<p>This document provides training on how to use the COVaxON system for the vaccine management process. Within the clinical package that each site received, there are additional forms and documentation that you will need to use alongside the COVaxON system.</p>

Data Privacy Disclaimer:


Users with access to COVaxON can see the demographic details and health numbers 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.

The system records detailed audit transaction logs that inform the Ministry of Health 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.

Vaccination Events (VEs) are a record type that represents the location that the vaccinations are taking place. For example: hospital clinics, pharmacies, mass immunization clinics, LTCHs/RHs/NHs, mobile/drive through clinics, etc. VE's are created and owned by the Authorized Organization putting on the event. Inventory from the Authorized Organization is then allocated to the Vaccination Event and clients are associated to it, to enable the clinical and inventory management processes happening at the event.

New Vaccine Events

 **1. Creating a Vaccine Event**

Description:
Vaccination Events (VE) should be created by a User from the Authorized Organization (AO) as part of the planning phase of a new location (physical or mobile) that will be administering vaccinations, prior to the start date of the Event.

COVaxON Creating Vaccine Events

Target Role: Inventory Manager & Super User

How:

1. To create a VE, navigate to the **"Vaccination Events"** tab. Ensure you have selected **"Organization's Vaccination Events"** from the dropdown
2. Select **"New"** and enter the details below:
 - **Vaccination Event Name***: [Authorized Organization] [Site Location] [City] (i.e., TPH Rogers Center Toronto)
 - **Status***: Active
 - **Vaccination Event Type***: for example, Hospital or PHU
 - **Authorized Organization***: the AO of the logged in User, and the AO that the VE will be associated to
 - **Public Health Unit (PHU)***: should fall under the same PHU of the postal code associated with the VE (jurisdiction of the location), and ultimately the same PHU as on the AO of the User
 - **Start Date**: first day of the vaccinations taking place. Should be a date in the future since the Vaccination Event will be created prior to it starting. Do not select a date that is in the past.
 - **Location details**: input the address of VE, unless it is a mobile or door-to-door vaccination program
 - **Comments**: Input any comments related to the VE.
3. Select **"Save"** or **"Save & New"** for multiple VEs

The screenshot shows the COVaxON web application interface. At the top, the 'Vaccination Events' menu is highlighted with a red box and a callout '1'. Below it, the 'Organization's Vaccination Events' dropdown is visible. A 'New' button is highlighted with a red box and a callout '2'. The main form, titled 'New Vaccination Event', contains various input fields: Name (with a naming convention tooltip), Status (set to 'New'), Alias, Vaccination Event Type (set to '--None--'), Site Location (with Latitude and Longitude fields), Public Health Unit (PHU) (with a search field), Phone, Fax, Website, Industry (set to '--None--'), Authorized Organization (with a search field), Start Date (with a calendar icon), Vaccination Event #, and Comments. At the bottom right, the 'Save' button is highlighted with a red box and a callout '3'. The 'Save & New' button is also visible.

Further Context

- Vaccine Event Name: The locations can choose to acronym the Authorized Organization as part of this naming convention. It is recommended to maintain consistency in the naming convention. It is important NOT to enter commas in the Vaccination Event name.
- Once you create a VE, you must "link" or allocate inventory within your AO to the VE so they have inventory available to administer on-site. Please see the Inventory Job Aid to learn how to link inventory to a VE.
- Other VE fields not specifically mentioned above are not needed or relevant on the VE record
- The VE # automatically populates upon saving
- The VE record contains an inventory section, client's section, dose administration section and links to VE reports. Refer to the associated job aids for more details.

COVaxON Creating Vaccine Events

Target Role: Inventory Manager & Super User

2. “Event Inventory” Report: Outlines the Total Sum of Allocated Doses, Sum of Extra Doses from Vial, Sum of Doses Wasted, Sum of Non-Consent Doses, the Number of Administered Doses, and total remaining doses on the event inventory. This can be leveraged by the VE staff to understand how much inventory they have remaining, and the AO Inventory Manager to collect information on adjustments required to the main inventory record.

Report: Event Inventory with Dose Admin
Event Inventory Report

Total Allocated Doses: 459 Total Extra Doses From Vial: 120 Total Doses Wasted: 50 Total No Consent for Data Collec...: 55 Number of Administered Doses: 9 Total Remaining Doses: 465

Vaccine Event Inventory Name	Sum of Allocated Doses	Sum of Extra Doses From Vial	Sum of Doses Wasted	Sum of No Consent for Data Collection Doses	Number of Administered Doses
ModernaVaccine 0.3 ml - KL0000, 2021-03-31	200	0	0	0	3
PFIZER-BIONTECH COVID-19 mRNA 0.3 ml - BN1234, 2021-03-31	200	0	0	0	5
PfizerVaccine 0.4 ml - LO1111, 2021-02-28	59	120	50	55	1
Total	459	120	50	55	9

- Clients are accessed during all stages of the clinical flow from the VE
- As clients are vaccinated, the dose admin records can be viewed in a consolidated list from this record
- Refer to the Check In, Vaccination and Check Out Job Aids for more details on the clinical flow

Clients (4)

Client Name	Health card number	Birthdate	Gender
Jolly Balloon	8453627182	2000-02-01	Female
Matthew Johnson		2003-02-04	Male
Robert Jackson	6759088734	1985-02-20	Non-binary/third gender
Sammy Johnson		2002-02-01	Male

[View All](#)

Dose Administration (3)

Client	Status	Dose Administration	Time Given
Matthew Johnson	Administered	DA-413523	2021-02-23, 5:11 PM
Sammy Johnson	Administered	DA-413541	2021-02-24, 12:47 PM
Jolly Balloon	Administered	DA-413546	2021-02-24, 1:23 PM

[View All](#)

- AO Inventory that is linked to the VE and therefore created as a “Vaccine Event Inventory” can be accessed from the VE

Vaccine Management... Client Search Clients Inventory Shipment Dashboards Institutions Mass DataLoads Providers Reports Vaccination Events More

Inventory > PFIZER-BIONTECH COVID-19 mRNA 0.3 ml - 00001, 2021-03-05
Vaccine Event Inventory

1 Item • Updated a few seconds ago

Vaccination Event Name	Vaccine Event Inventory: VE Inventory Name	Allocated Doses	Extra Doses Fro...	Doses Wasted	No Consent for ...
1 TPH Metro Toronto Convention Centre Toronto	PFIZER-BIONTECH COVID-19 mRNA 0.3 ml - 00001, 2021-03-05	100			

- All changes to VE inventory should be done from the “main” AO inventory record from the Inventory tab. Navigate there from the VE by:
 - Select the Event Inventory Hyperlink
 - Select the Inventory Hyperlink (this will bring you to the AO inventory record)

COVaxON Creating Vaccine Events

Target Role: Inventory Manager & Super User

The screenshot shows the 'Vaccine Event Inventory' page in COVaxON. The page title is 'PFIZER-BIONTECH COVID-19 mRNA 0.3 ml - 00001, 2021-03-05'. The page is divided into two main sections: 'Related' and 'Details'. The 'Details' section is currently active and displays the following information:

VE Inventory Name	PFIZER-BIONTECH COVID-19 mRNA 0.3 ml - 00001, 2021-03-05	Inventory	PFIZER-BIONTECH COVID-19 mRNA 0.3 ml - 00001, 2021-03-05
Vaccination Event	TPH Metro Toronto Convention Centre Toronto	Status	Active
Inventory Type	Vaccine	Inventory Product	PFIZER-BIONTECH COVID-19 mRNA
Doses Wasted		Inventory Status	Available
Allocated Doses	100	No Consent for Data Collection Doses	
Created By	abby graham, 2021-03-02, 6:52 p.m.	Extra Doses From Vial	
		Last Modified By	abby graham, 2021-03-02, 6:52 p.m.

At end of shift, log out of COVaxON and clear the browser cache. Refer to the Login, Logout, User Settings job aid for detailed steps. Sanitize shared devices in accordance with location protocols.