

# COVaxON Vaccine Administrator Job Aid

Target Role: Vaccine Administrator & Site Super User

<p><b>Role Description:</b> Responsible for documenting vaccination administration and client consent for service</p> <p><b>Permission Level: COVax Vaccinator &amp; Site Super User</b></p> <ul style="list-style-type: none"> <li>• Access Client Search</li> <li>• Edit-Access for Client Profile</li> <li>• Administer Dose Capability</li> <li>• View Dashboards</li> </ul> <p><u>For Site Super Users:</u> Summary Client and Dose Administration Report, Vaccine Inventory Report, Detailed Client and Dose Administration Report</p>	<p><b>Legend</b></p> <p> <b>Pencil Icon</b> Click this to edit any data fields</p> <p> <b>Red Asterisks</b> Indicates a required field</p> <p> <b>All COVID public health measures must be followed in alignment with this process.</b></p>
<p><b>Note:</b> this job aid covers the regular process for vaccinating clients. For any information on historical data entry, editing dose administration records (&amp;re-printing/re-mailing receipts), or merging duplicate client records, refer to the “Edit Dose Admin Records &amp; Merge Duplicate Clients” job aid.</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><b>For any assistance, please email: covaxonsupport@ontario.ca</b></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>

## High Level Vaccine Administration Process:

			
<b>1. Confirm Client Identity &amp; Select Vaccine</b>	<b>2. Perform Vaccine Pre-screening</b>	<b>3. Dose Administration</b> Part I: Filling in Dose Record Part II: Reviewing Receipt	<b>4. Direct Client to Monitor for AEFI</b>
Vaccine Administrator confirms client identity and selects type of vaccine (Pfizer/Moderna/AstraZeneca)	Vaccine Administrator performs pre-screening assessment and confirms consent for service	Vaccine Administrator inputs dosage information and administers the dose	Vaccine Administrator directs client to self-monitor for AEFI

<p> <b>1. Confirm Client Identity &amp; Select Vaccine</b></p>
<p><b>Description:</b> Client arrives at vaccination station and vaccinator confirms client identity. Once confirmed, vaccinator selects which vaccine will be administered (Pfizer/Moderna/AstraZeneca).</p> <p><b>How:</b></p> <ol style="list-style-type: none"> <li>1. Navigate to the relevant “<b>Vaccination Events</b>” record and select “<b>View All</b>” under the Clients list. Leverage the filter capability to filter the list by status or specific client details.</li> <li>2. Once client is identified, Users can right click on client name hyperlink and open the client’s profile in new browser window to avoid losing their spot on the Vaccination Event record. From the client profile, users should validate the “Vaccination Event” on their client record and update if it is inaccurate. <ul style="list-style-type: none"> <li><b>Note:</b> Once their record is opened, it is essential that the client identity is properly validated to ensure the correct record is open. Validate the client by Health Card Number (if they have one), or by Name PLUS other fields such as DOB, Postal Code, etc. Validating by name is not enough. Confirm client is in the “Dose 1 (or 2) Checked-In” status</li> </ul> </li> <li>3. Select the “<b>Administer Dose</b>” button</li> </ol>

# COVaxON Vaccine Administrator Job Aid

Target Role: Vaccine Administrator & Site Super User

- 4.a) If you are administering the second dose, you will receive a pop-up with the Dose 1 information. Review this record to ensure the client should proceed with dose 2.
- b) The vaccine inventory that is available at the client's Vaccination Event will be available for selection from this drop-down. If you do not see values here, this indicates that there is no inventory linked to the Client's VE.
5. After selecting the vaccine for either Dose 1 or Dose 2 select **"Next"**.

**Note:** If you are administering Dose 2, the Vaccine selection must be the same product as the client's first dose (Pfizer/ Moderna/ AstraZeneca). If it is not, an error will occur, and you must select **"Previous"** to re-enter the vaccine type.

The image shows two screenshots of the 'Administer Dose' interface. The top screenshot, labeled '4', shows 'Client to receive Dose : 2 of 2' and includes a 'Dose 1 Administered' summary box (labeled 'a') and a vaccine selection dropdown (labeled 'b'). The bottom screenshot shows 'Client to receive Dose : 1 of 2' with a vaccine selection dropdown.

## Further Context

- It is recommended to access clients from the Vaccination Event tab, however, clients can still be searched from using the "Client Search" tab. If the "Client Search" tab is used, it is recommended to search by 1 criterion (for example, last name) in the global search bar at the top, as this is the most forgiving field.
- Vaccinators can administer doses to clients that are associated with a Vaccination Event that belongs to their Authorized Organization. This will decrement the inventory associated to the Authorized Organization.
  - If Vaccinators try to administer a dose to a client that is NOT associated to a Vaccination Event that belongs to their Organization, the User will get an error message. They will then need to change the Vaccination Event on the client record to be able to administer a dose.
- The naming convention for each vaccine/diluent is always consistent and reflective of the information on the physical labels to ensure the correct inventory can be selected:
  - Example: Pfizer: *PFIZER-BIONTECH COVID-19 mRNA 0.3 ml - EK4175, 2021-03-31*
  - Example: Moderna: *MODERNA COVID-19 mRNA 0.5 ml - RP0000, 2021-05-29*
  - Example: AstraZeneca: *ASTRAZENECA COVID-19 Non-rep VV 0.5 ml, Intramuscular - BP0001, 2021-03-09*
- There is a report that shows a centralized view of all clients at a particular VE with their dose administration record status, client 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.



## 2. Perform Vaccine Pre-Screening

**Description:** The Vaccine Administrator can now begin the Pre-Screening Assessment. Once assessment is finished, the Vaccine Administrator determines whether the client should receive the vaccine.

### How:

1. Perform the appropriate **Pre-Screening Assessment** for the vaccine. If the client responds **"Yes"** to any of the questions, ensure to check the appropriate box.
  2. Use the final checkbox **"Pre-Screening Assessment Complete"** to confirm completion in COVaxON. This is a mandatory checkbox for to be recorded for both Pfizer, Moderna and AstraZeneca vaccines. The user may also input any clinical notes for the client (up to 100,000 characters).
  3. Based on the Pre-Screening Assessment, the Vaccine Administrator must use their clinical knowledge to determine if the client should receive the vaccine.
- a) If **Yes** (Client may receive vaccine) **Proceed to Step 3: Dose Administration Preparation.**



# COVaxON Vaccine Administrator Job Aid

Target Role: Vaccine Administrator & Site Super User

3. **Route** will be pre-populated and only have 1 option available
4. Select **Anatomical Site of Vaccination** from the drop down
5. Input **Date** and **Time** of vaccination (defaults to current date & time). If entering a dose administration record after the vaccine has occurred, please update the date and time accordingly). Date/time can be present or past, but not future.
6. **Reason for Immunization:** auto-populated based on what was entered during check in
7. **Vaccination Event** will be prepopulated based on Vaccine Event tied to the client's account. Refer to **Login/ Logout, User Settings Job Aid** for guidance if you are vaccinating from two different organizations.
8. Fill in the **"Vaccine Administered By"** field by searching for the provider who administered the vaccine to the client.
9. Select **"Next"**

**Recent searches appear below Vaccine Administered By field when cursor placed in field**

**Note:** When a user is performing **historical data entry** in the system, if the vaccinator's name is not available as an option when searching within the "Vaccine Administered By" field, users can select **"Other Clinician, Other Designation, xxx"** as a generic placeholder. This will trigger a second field to become available, "Vaccine Administered By (Other)". The Vaccinators details should be entered here as: [First Name] [Last Name], [Designation OR Provider Role], [Professional License]. It is highly encouraged to reach out to your Site Lead who can submit a request to the ITS team for this provider to be created to avoid manual entry (instructions below)

## Further Context

- If Vaccine Administrators will be administering doses throughout multiple Vaccine Events within their Authorized Organization, the user will be able to do so with their current login credentials. If the user will be administering doses across two Authorized Organizations, they will require two separate COVaxON user accounts and login details.
- If you are attempting to administer a dose to a client, your profile Authorized Organization must match the Authorized Organization of the inventory. Otherwise, you will be unable to see the inventory record when attempting to select it from the Dose Administration screen. Please contact your Site Lead to submit a request to Information Technology Services (ITS) if you require an Authorized Organization change.
- Vaccinators will be able to administer doses to clients from inventory that is linked to the same Vaccination Event as the client. This is also why it is critical to confirm the VE of the client on their profile before they process through check-in to administer a dose.
- Request your site lead to submit a request to Information Technology Services (ITS) for creation of Providers not currently available in the "Vaccine Administered By" field. Please have the provider validated by your location lead and have the details in the table prepared prior to contacting your site lead:

Field	Field Entry		
Provider First Name	Free text – enter the first name		
Provider Last Name	Free text – enter the last name		
Provider Role (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

# COVaxON Vaccine Administrator Job Aid

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Identifier	Free text – enter the identifier number	
Identifier Type (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”. This will show all clients who have a “Reason vaccine was not administered” value on their client profile.
- 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 profile will reset to blank and they can be checked-in again.



## 4. Dose Administration (Part II)

**Description:** After filling in the dosage information, the user will review the Dose Receipt for accuracy. After reviewing the dose record, the user will click through to fully save the record.

### How:

1. Review the selections you made to ensure all the data entered is accurate and select “**Next**”
2. Select “**Finish**”. Client status will move to “Dose 1 Administered”. DO NOT just close the window without selecting “Finish”

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

**Administer Dose**

Dose : 1 of 2

**Dose Information**

Client : Joey Hibbard  
Pre screening Assessment Completed : true  
Consent for Service : true  
Dose : 1 of 2  
Vaccine : PFIZER-BIONTECH COVID-19 mRNA 0.3 ml - 0001, 2021-02-27  
Diluent : PH2L44 Diluent Sodium Chloride 0.3 ml - 0002, 2021-02-19  
Date and Time : 2022-02-09, 04:46 p.m.  
Route : Intramuscular / intramusculaire  
Anatomical Site : Right deltoid / deltoïde droit  
Reason for Immunization : Healthcare Worker  
Authorized Organization / Organisme agréé : AuthOrg-1HJ-Lakeridge  
Vaccination Event : Lakeridge PHU, Lakeridge Health Ottawa, Ontario  
Vaccine Administered By : John Dawdy, Medical Doctor, 59417  
Vaccine Administered By (Other) :

**Product Information**

Trade Name : PFIZER-BIONTECH COVID-19 mRNA  
Agent : COVID-19\_mRNA  
Dosage : 0.3  
Unit of Measure : ml  
Diluent Required : true  
Manufacturer Name : Pfizer  
Funded : false

Previous Next

**Administer Dose**

Dose : 1 of 2

We have successfully recorded your Dose administration.

Finish

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## 5. Direct Client to Monitor for AEFI

**Description:** Direct the client to self-monitor for adverse event following immunization (AEFI) while they wait for 15 minutes.

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

The screenshot shows the COVaxON system interface for a client named Monica Geller. The client's profile is displayed, including their birthdate (1979-03-06), gender (Female), and other details. A progress bar at the top indicates the status of the client's vaccination, with 'Dose 1 administer...' highlighted in blue and a red arrow pointing to it. The interface also shows a 'Dose Administration (1)' section with details for a single dose administered on 2021-03-02 at 6:40 p.m. The client's status is 'Administered'. The interface includes a navigation menu at the top with options like 'Vaccine Management...', 'Client Search', 'Clients', 'Jobs', 'Vaccination Events', 'Shipment', 'Inventory', 'Institutions', 'Storage Locations', and 'More'. The client's information is organized into sections: Client Name, Health card number, Send Event Code, Personal Invitation Code, Event ID, Alternative ID, Alternative ID #, Birthdate, Estimated DoB, Gender, Total Doses, RPID, Primary Care Provider, Vaccination Event, Reason for Immunisation, Institution, Public Health Unit (PHU), Inactive, and Inactive Reason. A notification at the top right states 'We found no potential duplicates of this Client.' and a 'Files (0)' section is visible at the bottom right.

### How:

1. Ensure that the client's status is set to "Dose 1 Administered". Explain the need for the client to wait 15 minutes after their vaccination to monitor for any adverse effects (AEFI).

### Further Context

- In cases where a client experiences AEFI, this can be recorded on the client profile using the check-out screen described in **“Client Check-out Job Aid”**
- For LTCH's/RH's, the client will most likely be monitored in their room after their vaccination by a location employee. Whomever is monitoring the client would need to document any occurrences of AEFI and ensure the admin staff updating the client profiles have a list of clients that faced AEFI.

**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.**