

Care home vaccination mobilisation

Support pack and checklist

Version 1, 22 December 2020

Overview

Our objective:

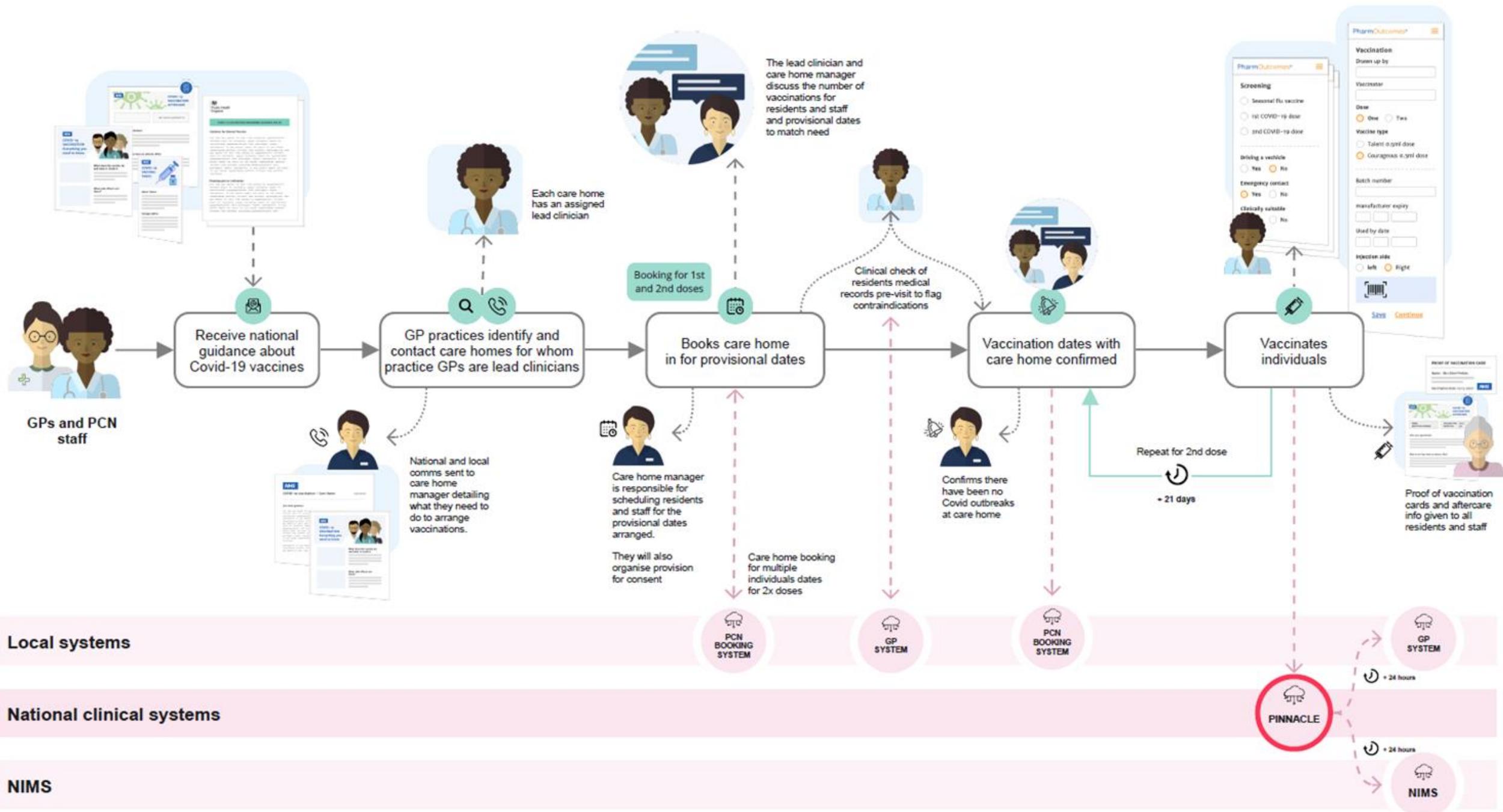
- **to vaccinate all residents in large (>50 bed) care homes by the end of the calendar year**

Delivery:

- Through Primary Care and delivered at care homes through GP led pack down (at the Local Vaccination Services site), or through wholesaler pack down (delivered in 75s)

Support to be drawn from:

- Locally – hospital or community support; nurse and pharmacy support within CCGs, etc
- Care homes and staff
- Local authorities
- Nationally – team and programme



Preparedness and Readiness Countdown Checklist – Day 5



Area	What to do	Complete ?	Comments
EECL/Supply	<ul style="list-style-type: none"> • Order vaccine • Consider making up the customised foam for inserting into the plastic storage box to hold vials securely 		
PCN	<p>Vaccination Team to be commissioned – suggest:</p> <ul style="list-style-type: none"> • 2 vaccinators – 1 x lead and 1 x support • 1 pharmacist • 1 nurse • 1 paramedic for observation • 1 admin (optional) 		Do you need additional support? Please liaise with your Region if so.
Care Home	<p>Inform and engage:</p> <ul style="list-style-type: none"> • Care home and staff • Commence support on consenting process with lead vaccinator • Commence preparation in the Care Home on the space required to deliver the vaccinations • Identify staff required for the day; ensure there are sufficient staff for assisting with observation; and brief staff • Yes / No to go ahead from Care Home Manager to the set date 		Refer to support information on slide 10 and SOP
Testing	<ul style="list-style-type: none"> • Agree approach on testing PCR or Lateral Flow Test • Prepare and schedule in timing for testing of the team • Check no recent care home COVID outbreak (4 weeks interval) 		
Comms	<ul style="list-style-type: none"> • Inform GP Practice staff and Clinical lead to care home (if not the lead vaccinator) • Consider putting on a webinar or Teams meeting to inform staff, residents and families about the vaccination 		
Tech & Data	Check WIFI and log in details so you can access Pinnacle		

Preparedness and Readiness Countdown Checklist – Day 4



Area	What to do	Complete ?	Comments
EECL/Supply	Check all supplies in place and roving Supplies Inventory List		Refer to supplies inventory list
PCN	Check availability of workforce and whether additional support is required		Refer to the Workforce letter with regard to additional support
Care Home	<p>For the consenting process the Care Home should arrange the residents into three groups:</p> <ul style="list-style-type: none"> • Capacity for decision • Require attorney • Best interest decision <p>Send information to relatives</p>		
Clinical	<ul style="list-style-type: none"> • Gather NHS numbers of residents and staff who are going to be vaccinated • Review medical records of residents, checking for allergies etc. 		
Comms	<ul style="list-style-type: none"> • Ensure there is clear communication with PCN team, and with Care Home • If support needed, raise queries with the National team and/ or liaise with PCN teams who were engaged with the supervised walk through 		
Tech & Data	Consider a visit to the Care Home to check access and to check the IT is working ok		

Preparedness and Readiness Countdown Checklist – Day 3



Area	What to do	Complete ?	Comments
EECL/Supply	<ul style="list-style-type: none"> • Check all equipment, and if freezer in place, switch it on. The freezer needs to charge for minimum 24 hours. • Make a box for holding the vials – plastic box and packing material 		
PCN	Ensure team remain engaged and briefed and share SOPs		
Care Home	<ul style="list-style-type: none"> • Consenting discussions to continue and record in the three categories in a log • Share log with vaccination team 		
Clinical	<ul style="list-style-type: none"> • Vaccinator to contact relatives to confirm consenting decisions – link to above • Re-check with relatives re any contraindications to receiving vaccine 		
Comms	<ul style="list-style-type: none"> • Ensure there is clear communication with PCN team, and with Care Home • If support needed, raise queries with the National team and/ or liaise with PCN teams who were engaged with the supervised walk through 		
Tech & Data	Familiarisation and training for Pinnacle system		

Preparedness and Readiness Countdown Checklist – Day 2



Area	What to do	Complete?	Comments
EECL/Supply	<ul style="list-style-type: none"> • Checks on all equipment and ready to be used • Freezer – switch on and needs to charge for minimum 24 hrs before use • Gel packs freezing 		
PCN	Check on availabilities and no change		
Care Home	<ul style="list-style-type: none"> • Check with Care Home that everything is in place and ready: <ul style="list-style-type: none"> • An area of diluting and mixing; a room for vaccinating and an area for observation • Check with the Care Home that there is sufficient car parking available • Prepare and debrief the team for the day 		
Clinical	<ul style="list-style-type: none"> • Consenting process continues with conversations with relatives • Check in with manager any onset of new illness 		
Comms	<ul style="list-style-type: none"> • Ensure there is clear communication with PCN team, and with Care Home • If support needed, raise queries with the National team and/ or liaise with PCN teams who were engaged with the supervised walk through 		
Tech & Data	Check IT availability		

Preparedness and Readiness Countdown Checklist – Day 1



Area	What to do	Complete ?	Comments
EECL/Supply	<ul style="list-style-type: none"> Final checks in place Consider having a tray/trolley/bag set up for vaccinating residents in rooms to ensure essential kit is transported to each vaccination event Place freezer gel packs in the freezers 24 hrs before vaccination 		
PCN	Final check that all staff available		
Care Home	<ul style="list-style-type: none"> Check Care Home set up – space for dilution and mixing; room ready and prepared; observation area Check sufficient PPE available (consider site visit) 		
Clinical	<ul style="list-style-type: none"> Check numbers of vaccines to be delivered Check on reserve list and update in case of any changes 		
Comms	<ul style="list-style-type: none"> Ensure there is clear communication with PCN team, and with Care Home If support needed, raise queries with the National team and/ or liaise with PCN teams who were engaged with the supervised walk through 		
Tech & Data	Check all IT required for the day available		

Vaccination Day - Checklist

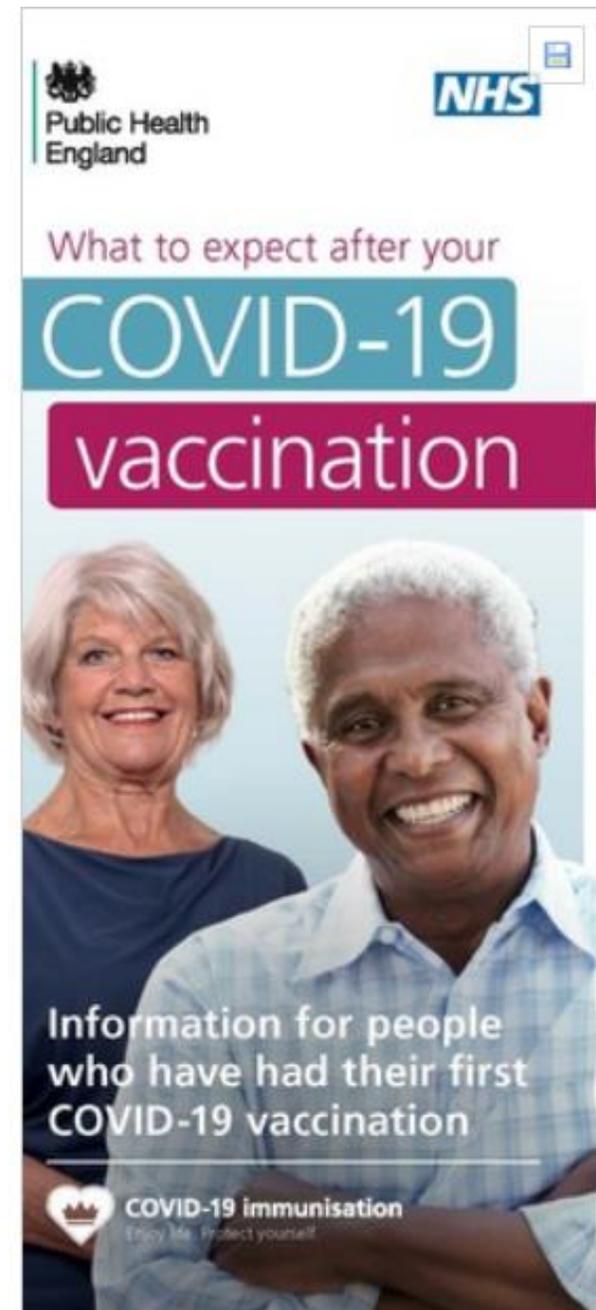


Workstream	What to do	Complete?	Comments
EECL/Supply	<ul style="list-style-type: none"> • Follow guidance on removing freezer packs; priming the freezer bag and temperature monitoring and recording • Cool bag preparation – validate temp – 90 mins to reach temperature of 2-8 • Transfer vials to bag, label and ready to transport • Bag for resus equipment diluents etc • Ensure that throughout the day the cool box is closed to maintain appropriate temperature 		Refer to SOP and slide 12 of this pack
PCN	Ensure that transport in place		
Care Home	<ul style="list-style-type: none"> • Contact Care Home and check readiness • Once at Care Home final check on residents • Having the Care Home residents engaged with the process works really well 		
Clinical	Check with the Care Home Manager that there have been no recent illness of residents and decision around individuals		
Comms	<ul style="list-style-type: none"> • Ensure there is clear communication with PCN team, and with Care Home • If support needed, raise queries with the National team and/ or liaise with PCN teams who were engaged with the supervised walk through 		
Tech & Data	IT all in place		

- Given the timescales, you will need to start consenting residents immediately, as they should be consented in advance of the vaccination.
- As this is a new vaccine, care home staff should share information about the Pfizer/Biotech vaccine, what administering the vaccine will involve, and when it will happen. It would be advisable for staff leading the conversations to have completed the COVID-vaccination e-learning core knowledge and Pfizer/Biotech vaccine specific training available at <https://portal.e-lfh.org.uk/Component/Details/675208>.
- While there is no legal requirement to record consent, where a patient lacks the mental capacity and a best interests decision has been made, the decision maker should make a record of their best interests decision.
- Where appropriate, the person's advocate or those with power of attorney for Health and Welfare should be consulted. If there is a deputy or attorney with relevant authority, then the health care professional can only give the vaccination if the deputy or attorney has first given their consent.
- The informed consent of the patient (or their advocate or attorney) should be recorded at the point of vaccination on the Pinnacle Point of Care system within the pre-populated fields and the patient (and/or their advocate or attorney) should be provided with written information on the vaccination.
- ***Further information can be found in the Standard Operating Procedure for COVID-19 local vaccination services deployment in community settings*** <https://www.england.nhs.uk/coronavirus/covid-19-vaccination-programme/primary-care-guidance/>

PHE leaflets for patients

- Public Health England (PHE) has developed leaflets for patients. A list of these and a guide on how to use them is in our [letter of 7 December](#), and the leaflets can be found here: <https://www.gov.uk/government/collections/covid-19-vaccination-programme>.
- [Consent forms](#) are also available for use with care home residents, also on the link above, to be used in line with the “consent” section of the [Standard Operating Procedure](#).
- The leaflets will be available soon in a number of different languages, as well as Braille and Easy Read versions, and a British Sign Language video. Please regularly check the link above.
- To support vaccinating care home residents, take sufficient quantities to the care home of:
 - Leaflet: guide for older adults
 - Leaflet: what to expect after vaccination
 - Consent form for attorneys and relative’s view form – if you think you may need more for use when vaccinating at the PCN site and when roving, please print additional quantities from the link above.
 - If there is any chance you may vaccinate care home staff as well as care home residents, then you should also take some of the leaflets for women of child-bearing age, and the leaflet “guide for healthcare workers” for healthcare workers, which will also come with the PHE delivery.
 - Credit card sized patient record cards will come direct with the vaccine itself.
- **Please ensure relevant staff familiarise themselves with the content of the leaflets.**



Vaccine handling and preparation



- The letter published on 8 December from Keith Ridge to CCG Chief Pharmacists sets out the principles and expectations necessary to maintain integrity, and therefore safety, quality and effectiveness, of the COVID-19 vaccine:
<https://www.england.nhs.uk/coronavirus/wp-content/uploads/sites/52/2020/12/C0945-Governance-handling-and-preparation-of-vaccines-by-GP-led-Local-Vaccination-Centres-PCN-designated-sites.pdf>
- Pfizer/Biotech vaccine is very fragile so very careful attention must be given to its receipt, storage, movement/transportation, and preparation. PHE has published [guidance to healthcare professionals](#) which provides advice and [Specialist Pharmacy Services](#) have published SOPs specific to the vaccine.
- Regulatory compliance by the doctor/GP under reg.3 of the Human Medicines Regulations 2012 means they have to understand the process being done in their name and be accountable for it. However, it is not essential that the final dilution is done by GP or pharmacy professionals. It is essential that it is done by doctors or by someone acting on the doctor's behalf who is acting within their professional competence.
- PHE has published [COVID-19: vaccinator training recommendations](#), [Immunisation training standards for healthcare practitioners](#), and [COVID-19 specific vaccine e-learning](#). Further training may be provided on site.

- Immediate post-vaccination adverse events should be recorded by the vaccinator on the Pinnacle Point of Care system.
- Adverse reactions may occur from the Pfizer/BioTech vaccine. Indications are that some vaccine recipients may experience a painful heavy arm where they had the injection and may feel tired or have a mild fever for a couple of days.
- The registered GP Practice would normally be the first contact for advice around adverse reaction. The PCN clinical lead may be updated at the next care home round re the adverse reaction.