

Care home vaccination mobilisation

Support pack and checklist

Version 3, 14 January 2021

Overview

Our Objective:

- To vaccinate all residents and staff in older adult care homes
- Read our letter of 13 January on the [next stage of the COVID-19 vaccination programme](#) in older adult care homes

Delivery:

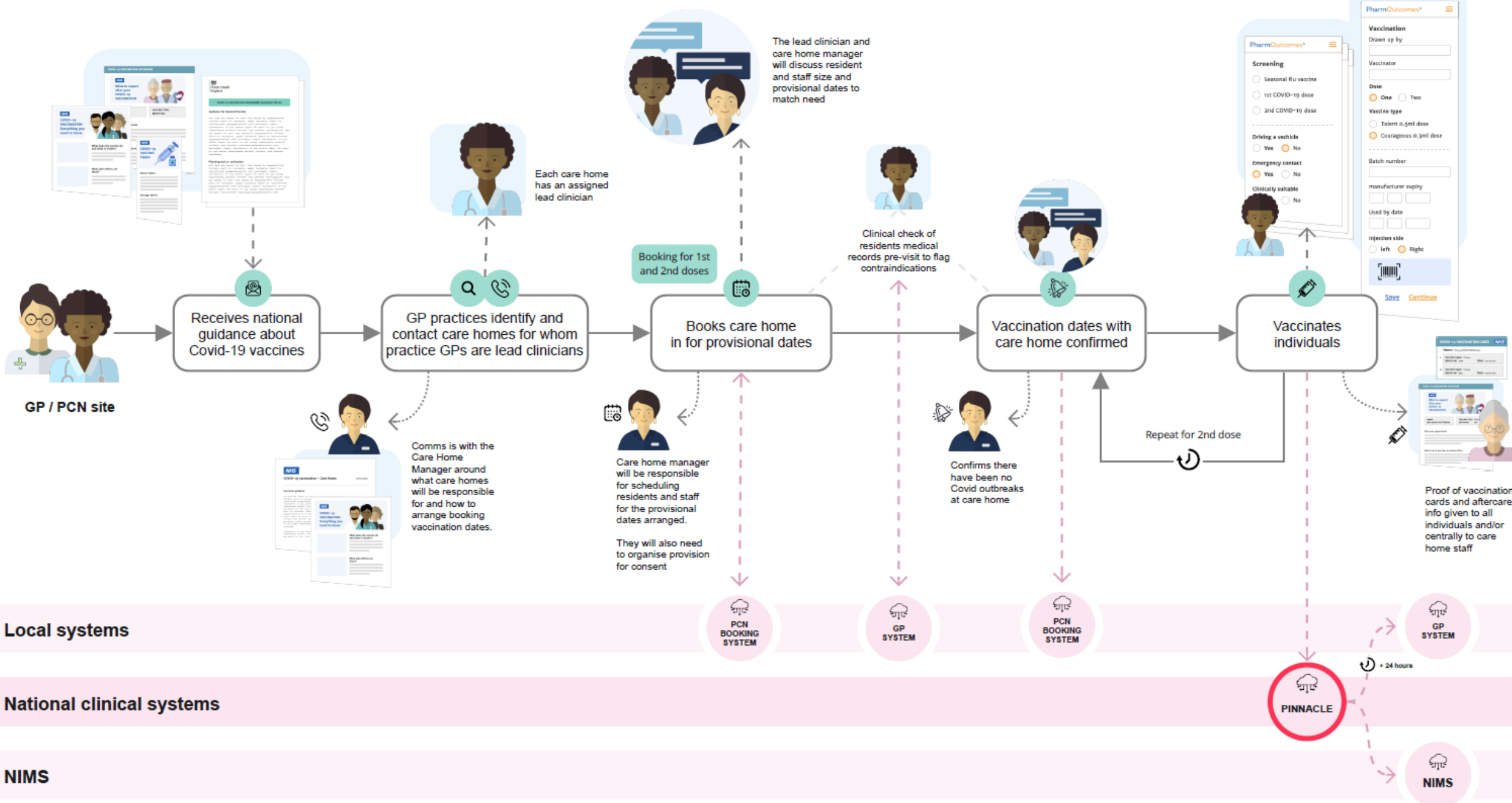
- Through Primary Care and delivered at care homes through use of the Pfizer/BioNTech or Oxford/AstraZeneca vaccine
- By working in a safe and effective way (sensitive to the needs of Care Homes) both communicating closely and supporting Care Homes whether they have an [outbreak](#) or not and by the vaccinating team following IPC measures including visitor [testing](#) of the vaccinating team.

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

Further resources can be found on the [FutureNHS workspace](#)

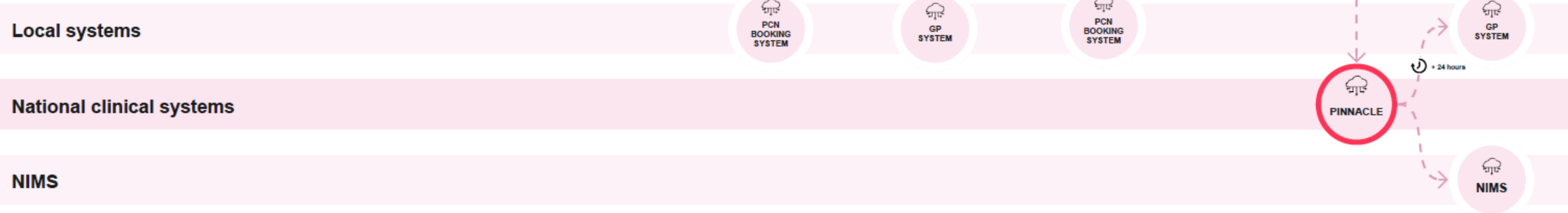
Vaccination for a care home through PCN



The lead clinician and care home manager will discuss resident and staff size and provisional dates to match need



Proof of vaccination cards and aftercare info given to all individuals and/or centrally to care home staff



Preparedness and Readiness Countdown Checklist – Day 5

Area	What to do	Complete ?	Comments
EECL/Supply	<ul style="list-style-type: none"> Order vaccine for roving vaccination. Following first deliveries, sites can opt-in for resupply of vaccine via a webform for specific delivery dates Consider making up the customised foam for inserting into the plastic storage box to hold vials securely 		Refer to COVID-19 Vaccine Deployment Programme End to End Vaccine Supply Chain FAQs for LVS including Roving Model
PCN	<ul style="list-style-type: none"> Vaccination Team to be commissioned – suggest: <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) Covid-19 test preparation – PCNs have PCR/LFT prior to visiting care home 		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 to assist with observation; and brief staff Consider site configuration to enable an appropriate area for vaccine preparation and delivery that maintains patient confidentiality and privacy 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 time for testing of the team Check no recent care home COVID-19 outbreaks. Where care homes have an outbreak of COVID-19 a risk assessment should be carried out by the lead vaccinator in conjunction with the Care Home Manager. 		Refer to Guidance for COVID-19 Vaccination in Care Homes that have Cases and Outbreaks
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 Source relevant Public Health England leaflets for patients and their relatives (see slide 11). 		Leaflets: https://www.gov.uk/government/collections/covid-19-vaccination-programme#leaflets-and-posters
Tech & Data	Check WIFI and log in details so mobile IT system (Pinnacle Point of Care system) can be used for recording the vaccination event		IT services helpdesk: vaccineservicedesk@England.nhs.uk 0300 200 1000

Preparedness and Readiness Countdown Checklist – Day 4

Area	What to do	Complete ?	Comments
EECL/ Supply	<ul style="list-style-type: none"> Check all supplies in place and roving Supplies Inventory List available 		Refer to COVID-19 Vaccine Deployment Programme End to End Vaccine Supply Chain FAQs for LVS including Roving Model and Supply Inventory List
PCN	<ul style="list-style-type: none"> Check availability of workforce and whether additional support is required 		Refer to Staffing support to deliver the COVID-19 vaccine to care home residents and staff
Care Home	<ul style="list-style-type: none"> For the consenting process the Care Home should arrange the residents into three groups of: <ul style="list-style-type: none"> Capacity for decision Require attorney Best interest decision Share information with relatives and residents Care homes to schedule staff for vaccination 		Refer to further information on slide 10 and: https://www.gov.uk/government/collections/covid-19-vaccination-programme#consent-forms-and-letters Leaflets: https://www.gov.uk/government/collections/covid-19-vaccination-programme#leaflets-and-posters
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, whether medically fit and other exclusions 		See section 4.5 of the SOP
Comms	<ul style="list-style-type: none"> Ensure there is clear communication with PCN team and with Care Home Any queries should be raised with the Single Point of Contact (SPOC) in the first instance. Support can be provided by the National Team where these cannot be addressed by the PCN or RVOC. 		Please refer to the webinar held on 29 December which described the Care Home walk-through. This can be viewed via the Future NHS Collaboration platform: https://future.nhs.uk
Tech & Data	<ul style="list-style-type: none"> 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 freezer in place for freezing gel packs. The freezer must be active for 24 hours before use. • In addition, gel packs require 24 hours cooling before use. Therefore PCNs should prepare for 24 hours (freezer) plus 24 hours (gel packs) = 48 hours for cold chain preparation • Gel packs must not be stacked in the freezer and should be spread across the shelves • Prepare a box for holding the vials – a plastic box with packing material to secure the vials and minimise movement during transport, ensuring no direct contact between vials and gel packs 		Refer to the SOP about cold chain management and transportation
PCN	<ul style="list-style-type: none"> • Ensure team remain engaged and briefed and understand the relevant SOPs • Check on stock of consumables / IT and resuscitation equipment and medicines 		
Care Home	<ul style="list-style-type: none"> • Consenting discussions to continue and Care Home should log progress • Share log with vaccination team 		<p><u>Consent:</u> https://www.gov.uk/government/collections/covid-19-vaccination-programme#consent-forms-and-letters</p> <p><u>Patient leaflets:</u> https://www.gov.uk/government/collections/covid-19-vaccination-programme#leaflets-and-posters</p>
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 that there is clear communication with PCN team and with Care Home • Any queries should be raised with the Single Point of Contact (SPOC) in the first instance. Support can be provided by the National Team where these cannot be addressed by the PCN or RVOC. 		Please refer to the webinar held on 29 th December which described the Care Home walk-through. This can be viewed via the Future NHS Collaboration platform at https://future.nhs.uk
Tech & Data	<ul style="list-style-type: none"> • 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 that they are ready to be used • Gel packs require 24 hours cooling before use. Gel packs must not be stacked in the freezer and should be spread across the shelves 		Refer to the SOP about cold chain management and transportation
PCN	<ul style="list-style-type: none"> • Check on availabilities of staff and all vaccination team members have completed relevant training • Team run through of cold chain process supported by CCG lead Pharmacist • Check all vaccination team members are prepared and understand the SOPs 		Refer to the SOP about cold chain management and transportation
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 • there is sufficient car parking available • Prepare and debrief the team for the day, ensuring all team members understand the SOPs 		
Clinical	<ul style="list-style-type: none"> • Consenting process continues with conversations with relatives to confirm consenting decisions across the 3 groups • Check in with manager any onset of new illness • In the case of a positive outbreak, a risk assessment should be undertaken with the Care Home Manager in accordance with the guidance 		Refer to Guidance for COVID-19 Vaccination in Care Homes that have Cases and Outbreaks
Comms	<ul style="list-style-type: none"> • Ensure that there is clear communication with PCN team and with Care Home • Any queries should be raised with the Single Point of Contact (SPOC) in the first instance. Support can be provided by the National Team where these cannot be addressed by the PCN or RVOC. 		Please refer to the webinar held on 29 December which described the Care Home walk-through. This can be viewed via the Future NHS Collaboration platform: https://future.nhs.uk
Tech & Data	<ul style="list-style-type: none"> • Check all IT is working 		

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	<ul style="list-style-type: none"> Final check that all staff available and check all members of vaccination team have a negative COVID-19 test result 		
Care Home	<ul style="list-style-type: none"> Check and sign off Care Home set up – space for dilution and mixing; room ready and prepared; observation area and COVID secure Check sufficient PPE available (consider site visit) 		
Clinical	<ul style="list-style-type: none"> Check which residents are clear to be vaccinated and update reserve list as needed Check numbers of vaccines to be delivered 		
Comms	<ul style="list-style-type: none"> Ensure there is clear communication with PCN team and with Care Home Any queries should be raised with the Single Point of Contact (SPOC) in the first instance. Support can be provided by the National Team where these cannot be addressed by the PCN or RVOC. 		<p>Please refer to the webinar held on 29 December which described the Care Home walk-through. This can be viewed via the Future NHS Collaboration platform: https://future.nhs.uk</p>
Tech & Data	<ul style="list-style-type: none"> Check all IT required for the day is available and working Check Pinnacle log-in 		

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 prepare to transport • Bag for resus equipment diluents etc prepared • Ensure that throughout the day the cool box is closed to maintain appropriate temperature 		Refer to SOP and slide 12 of this pack
PCN	<ul style="list-style-type: none"> • Ensure that transport in place 		
Care Home	<ul style="list-style-type: none"> • Contact Care Home to re-confirm readiness • Set-up in designated area of care home and complete final check on residents • Having the Care Home residents engaged with the process worked really well 		
Clinical	<ul style="list-style-type: none"> • Check with the Care Home Manager that there has been no recent illness of residents that would preclude vaccination and ensure that consent is in place for all eligible individuals 		
Comms	<ul style="list-style-type: none"> • Ensure there is clear communication with PCN team and with Care Home • Any queries should be raised with the Single Point of Contact (SPOC) in the first instance. Support can be provided by the National Team where these cannot be addressed by the PCN or RVOC. 		Please refer to the webinar held on 29 December which described the Care Home walk-through. This can be viewed via the Future NHS Collaboration platform: https://future.nhs.uk
Tech & Data	<ul style="list-style-type: none"> • Ensure laptop is available and working • Ensure access to Pinnacle to record Point of Care data 		

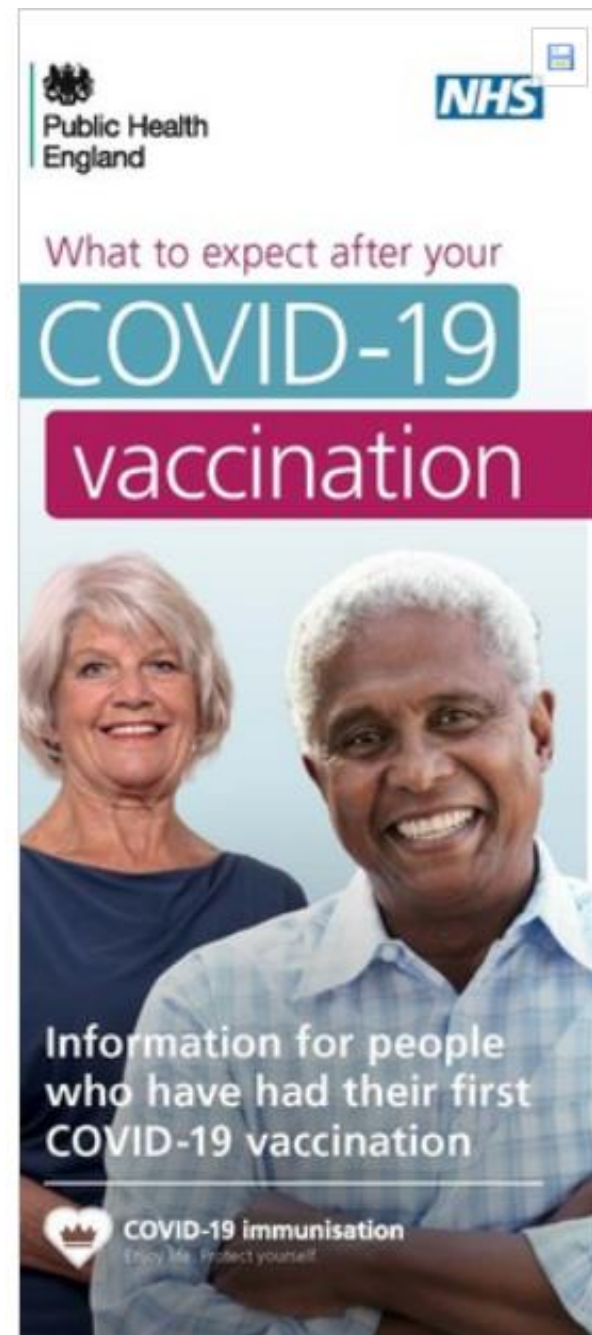
Consent process

- Given the timescales, you need to start consenting residents immediately as they should be consented in advance of the vaccination.
- Care home staff should have the 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: <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. Where the person giving consent is not the patient (e.g. is their deputy or attorney etc) the name of that person and their relationship to the patient should also be recorded.

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

- A list of Public Health England's leaflets and a guide on how to use them was attached to the [letter of 7 December](#). These have subsequently been updated in light of various changes, eg the scheduling of the second vaccine dose and pregnancy and breastfeeding. All the updated leaflets are [here](#) (alongside large print versions and British Sign Language videos). The leaflets will also be available soon in a number of different languages.
- [Consent forms](#) are available for use with care home residents according to the 'consent' section of the [Standard Operating Procedure](#).
- 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 need more forms 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 'guide for healthcare workers' leaflet.
 - 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

- Letters published [8 December](#) and [31 December](#) from Keith Ridge set out the principles and expectations necessary to maintain integrity, and therefore safety, quality and effectiveness, of the COVID-19 vaccines.
- This means systems and processes must be in place to maintain product integrity, medicines governance, and risk management of COVID-19 vaccines, recognising the significant additional considerations and conditions that may apply compared to other vaccination programmes.
- It is critical that the products are handled correctly in accordance with the detailed SOPs on the [Specialist Pharmacy Service's website](#). Providers should initially contact the Lead Responsible CCG Chief Pharmacist, who will then contact the relevant Specialist Pharmacy Services [Regional Quality Assurance Specialist](#) or Regional Chief Pharmacist for additional guidance and support.
- 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.
- PHE has published [information for healthcare professionals](#) and SOPs specific to the vaccines have been published.
- PHE has also published [COVID-19: vaccinator training recommendations](#), [Immunisation training standards for healthcare practitioners](#), and [COVID-19 specific vaccine e-learning](#).

Post-vaccination

- A Health Care Professional should remain with the individual for 15 minutes after the vaccination has been given and monitor them for any signs of an adverse reaction. During this time the individual and/or their carer should be given a post vaccination care record with details of their vaccination. They should also be provided with a leaflet about possible side effects.
- 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.