

Hospital Plan Template Vaccine/Prophylaxis

- Describe procedures for receipt, storage, and security of vaccine
 - Identify contact person with responsibility for receipt, storage, and security of vaccine
 - Identify location where vaccine will be stored maintaining cold chain
 - Describe how the vaccine is secured (i.e. locked room, locked refrigerator, access by limited personnel)
- Identify and document the criteria you will use for selection of staff who will receive vaccine when the supply will be less than the number of staff you have in the pre-identified priority group.
 - Consider availability and reliability, skill sets, seniority, age group, prior vaccination history, health status, and any other criteria that is important to the continued functioning of your facility. Develop criteria with the goal of maintaining a staff that will serve the facility to provide the most care possible to save lives.
 - Include the recommended priority groups developed by the Hospital regional committees
- Describe how you will notify the staff who are selected to receive vaccine
- Consider and develop the message you will give to the rest of your staff
 - Talk about the timing of the messages to staff regarding the delivery of very limited vaccine supply
 - Discuss how you will provide staff information sufficient to understand how recipients of vaccine were chosen and opportunity to dialogue or express concern about the process.
- Develop procedures for delivery of vaccinations
 - Identify responsibility for vaccination process
 - Strive to deliver all doses allocated to your facility within a very short time frame (24 hours or less)
 - Location for vaccinations to be delivered
 - Identify forms and process for documentation of vaccinations (employee health file, master log) and justification of why that person was selected for vaccination.
 - Identify forms and process for tracking staff to receive 2nd dose,
 - Identify forms for documentation of adverse reactions
 - Identify process for referral of staff with adverse reactions if treatment is required
 - Family physician versus hospital designated provider
 - Financial responsibility for treatment of adverse reactions
 - Expect to report to the NDDoH who was vaccinated, the justification for their selection, and any adverse reactions.
- Describe any staff training that will be done pre-event and during the event.
- *Optional:* The state cache of antivirals will *not* be available for prophylaxis. If the hospital plans to stockpile and use antivirals for staff prophylaxis you would want to include this in your plan.

Resources

- NDDoH Draft Hospital Vaccine Allocation Prioritization