



University of California
San Francisco

Inpatient COVID-19 Vaccine Nursing Workflow

EXPANDED GO-LIVE November 16th, 2021

Lead: Mendy Eckhaus, Diane Vonbehren,
Kelly Gallardo-Puou

Members: Alma Cabading, Valerie Bednar,
Bridget Canty



Inpatient COVID-19 Vaccine

Vaccinate eligible patients prior to discharge*

- Provider screening upon admission
- Vaccinate when clinically stable
- Eligible ≥ 5 (subject to change)

Pfizer (first dose)

- Available daily at Parnassus, MB, and MZ.
 - Order day prior to desired administration.
- Available Monday-Friday at BCH Oak.
 - Order in APeX Sun-Thurs, day prior to desired administration

**Subject to vaccine availability*

Expanded Inpatient Vaccine Available Now!

Does your patient need a COVID vaccine?

Vaccinate eligible inpatients prior to discharge.*

UPDATES:

- **NOW AVAILABLE FOR AGES 5 AND UP**
- **& BOOSTERS FOR QUALIFYING ADULTS**

VACCINATE AS SOON AS CLINICALLY STABLE

SAME DAY ORDERING BEFORE 8:30 AM

FIRST DOSE: Pfizer Vaccine

- Available Every Day (Parnassus, MB, MZ).
- BCH Oak Monday-Friday only.
- Order: Core Admission Order sets or "**COVID-19 Vaccine Screening Panel**"

2ND & 3RD DOSE: All 3 vaccines available

- Order: "**2nd and 3rd dose panel**"

BOOSTER: Any of the 3 vaccines

**Eligible ≥ 5 (subject to change)*

**Subject to vaccine availability*

**Does not include same day surgery*



UCSF
University of California
San Francisco

Print and Date Second Dose Scheduling Reminder—[Linked in MAR](#)



Pfizer Second Dose Scheduling Reminder Sheet

Dear UCSF Health Patient:

You received your first dose of the Pfizer COVID-19 vaccination on _____.

You will need to schedule an appointment to receive your second dose after 21 days.

You may opt to receive your second vaccine closer to home. Most areas have same day vaccination appointments available through local pharmacies. Here are some online resources to assist you in scheduling your second dose:

- UCSF COVID-19 Vaccine Information: <https://www.ucsfhealth.org/covid/vaccine>
- California MyTurn: <https://myturn.ca.gov/>
- Walgreens <https://www.walgreens.com/findcare/vaccination/covid-19>
- CVS <https://www.cvs.com/vaccine/intake/store/covid-screener/covid-qns>

If you need help scheduling an appointment, please call the COVID-19 vaccine scheduling hotline at (415) 476-3307.

For appointments at UCSF Benioff Children's Hospital Oakland, please call (415) 514-1196, Monday to Saturday from 7 a.m. to 7 p.m. and Sunday from 8 a.m. to 5 p.m. All BCH vaccines will be provided at our vaccination clinic in the outpatient center for BCH Oakland, directly across the street from the hospital, at:
BCH Oakland Outpatient Center
744 52nd St.
Oakland, CA 94609

Please note:

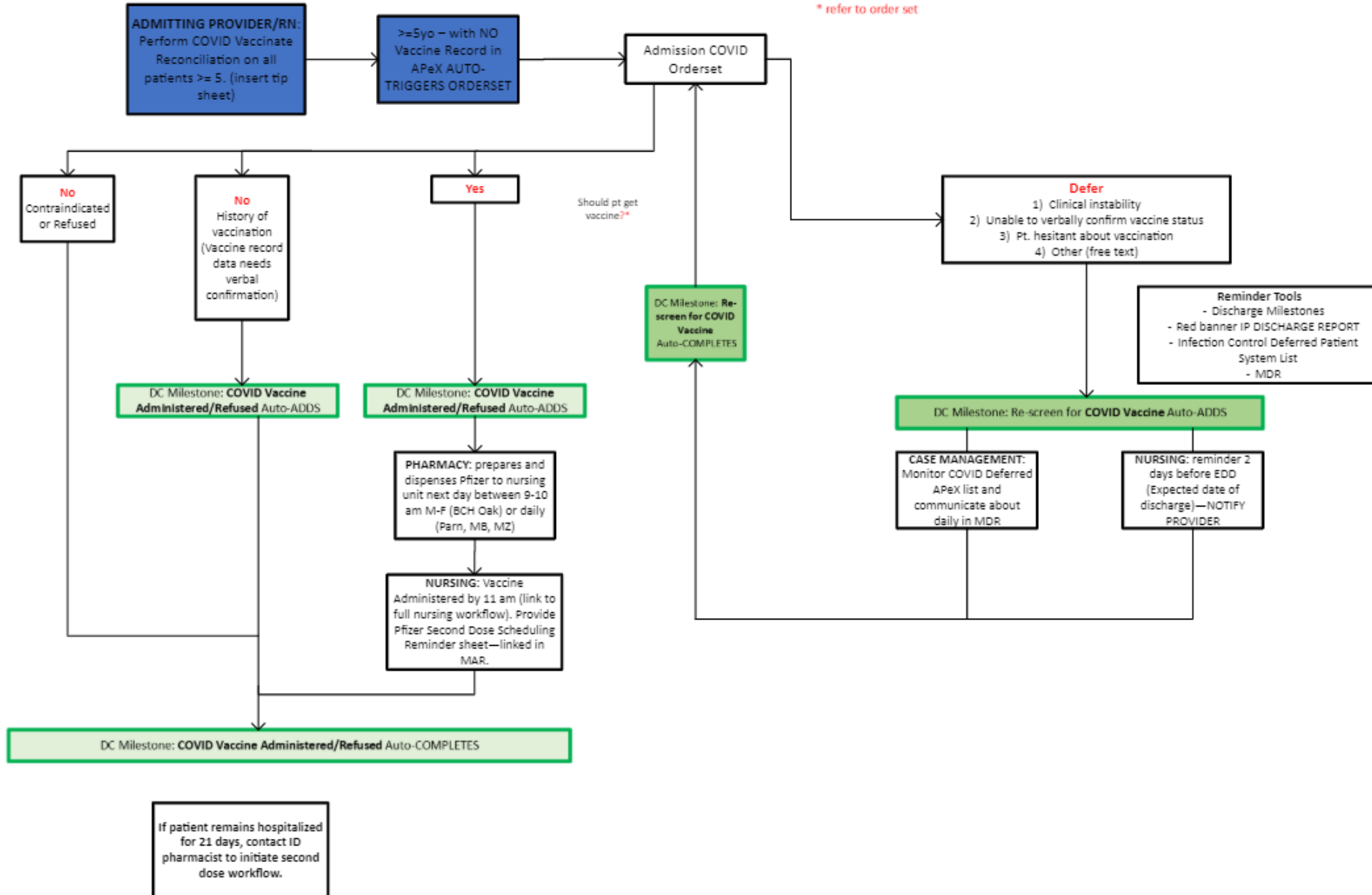
- Patients 12 to 17 years of age must be accompanied by a parent or caregiver.
- Patients and their parents or caregivers will be screened for COVID-19 symptoms. Anyone with symptoms will be asked to reschedule.

Additionally, Uber and Lyft are offering assistance with transportation to vaccine appointments:

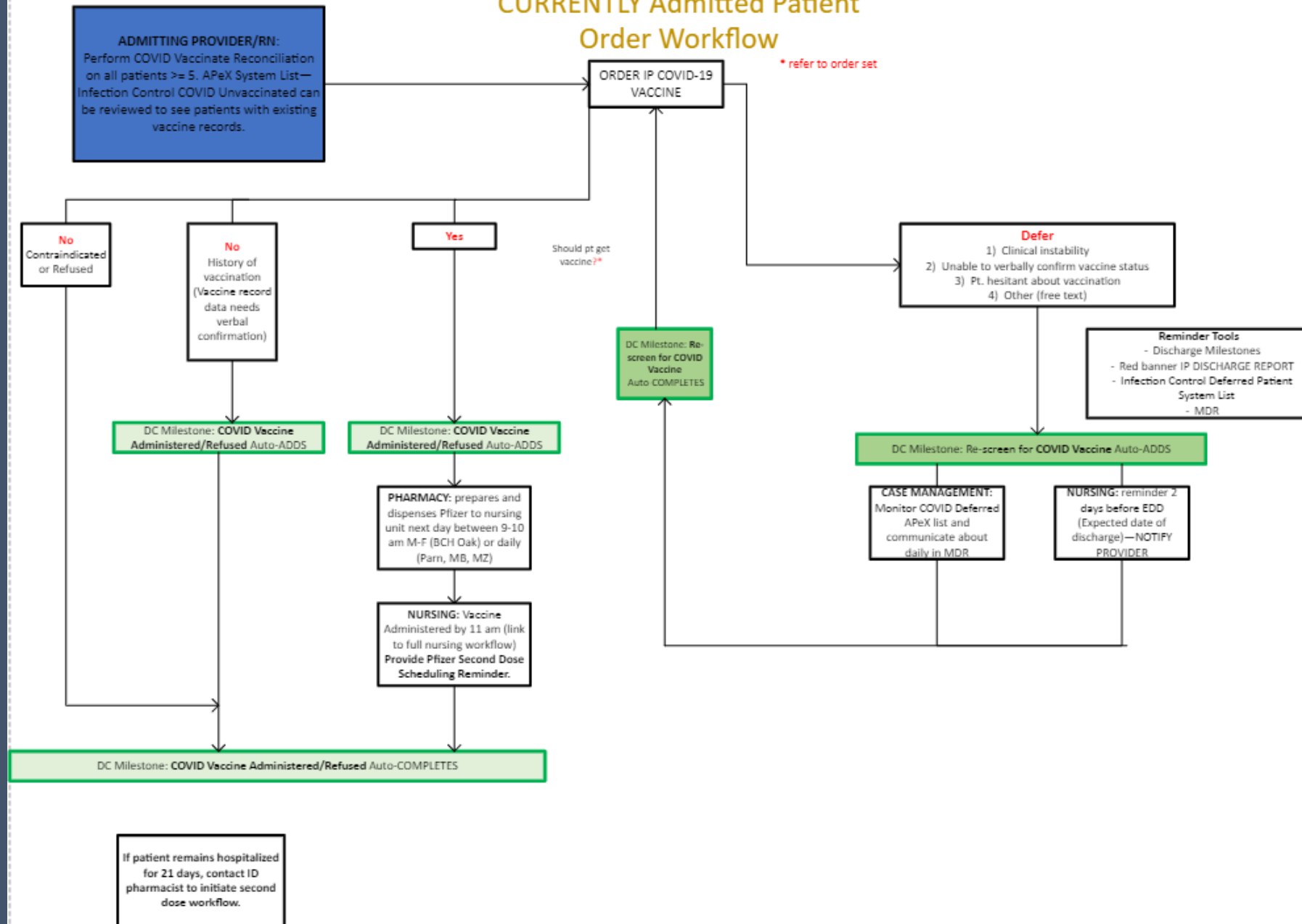
- Uber <https://www.uber.com/us/en/coronavirus/> (four free rides up to \$25 through 7/4)
- Lyft <https://www.lyft.com/vaccine-access> (four free rides up to \$15)

New Admit Order Workflow

* refer to order set



CURRENTLY Admitted Patient Order Workflow



*Contraindications (noted in order)

- History of organ transplant or stem cell transplant in the past 90 days or in the next 30 days
 - Speak to transplant team about the timing of COVID vaccine.
Depending on transplant type, may need to delay for 30-90 days
- History of receiving convalescent plasma or monoclonal antibody therapy (e.g. bamlinivumab) for the treatment of COVID-19 disease in the past 90 days
 - May need to delay vaccine until at least 90 days have passed
- Currently sick with COVID-19 disease, in isolation
 - May be vaccinated once recovered from COVID-19 and have met the criteria for discontinuation of isolation precautions

COVID Vaccine Order & Dose from Pharmacy



Providers will write order

- For Mission Bay (Adult and BCH SF), Parnassus, Mt. Zion
 - Vaccine will be delivered by pharmacy to the unit med room refrigerator between **9 am - 10 am** the next day (seven days per week)
- For BCH Oakland
 - Vaccine will be available for pick-up from pharmacy by 10 am (Monday-Friday)

Vaccine Dose from Pharmacy



Prepared dose

- Dispensed from pharmacy with patient specific label and barcode
- Sent with BLANK vaccination card

****Rescue meds** (Epinephrine and diphenhydramine are included in vaccine order)*

Delivery

- Vaccine will have patient label with manufacturer, lot #, and expiration time and refrigeration sticker.
- Expiration time on syringe will be 6 hours from time of dilution.
- Check Vaccine expiration on label prior to administration

Vaccine Administration



1. **Verify provider's order for vaccine**
2. **Provide and review [FDA Emergency Use Authorization \(EUA\) Fact Sheet for Recipients and Caregivers](#) and [Second Dose Reminder sheet](#)**
3. **Review potential side effects such as:**
 - Local: *pain, erythema, swelling*
 - Systemic: *headache, fatigue, chills, myalgias, low grade fever*
4. **Confirm patient afebrile for the last 24hrs**
 - If febrile, inform MD & return dose to pharmacy as needed

Vaccine Administration (cont'd)



5. **Review order in MAR in the patient's room**
6. **Visually inspect dosing syringe**
 - Verify dose volume
 - 0.3 mL for 12 and up
 - 0.2 ml for 5-11 year old
 - Confirm there are not particles and no discoloration (should be an off-white suspension)
 - Do not administer if discolored or contains particulate
7. **Scan the medication label**
8. **Administer vaccine *intramuscularly*, *deltoid preferred***
9. **Complete documentation in MAR**

Post-Vaccine Administration

COVID-19 Vaccination Record Card

Please keep this record card, which includes medical information about the vaccines you have received.
Por favor, guarde esta tarjeta de registro, que incluye información médica sobre las vacunas que ha recibido.

Last Name: _____ First Name: _____

Date of birth: _____ Patient number (medical record or ID record number): _____

Vaccine	Product Name/Manufacturer	Lot Number	Date	Healthcare Professional or Clinic Site
1 st Dose COVID-19			mm dd yy	
			mm dd yy	
			mm dd yy	
			mm dd yy	

10. Give patient completed vaccination card with:

- Manufacturer
- Lot #
- Date
- Health Professional/Clinic Site (UCSF)

11. Observe patient for 15 minutes post-administration

- 30 minutes for history of severe reactions/ anaphylaxis

12. If patient shows signs of distress, call RRT or Med Stat

- Parn: 443-4357 or Voalte: Parn RRT
- MZ: (628) 248-9011, 443-4444 or Voalte
- MB Adults: Voalte 502-0562 or 443-FAST(3278)
- MB BCH SF: 3-1611
- BCH Oakland: x55 for Med Stat

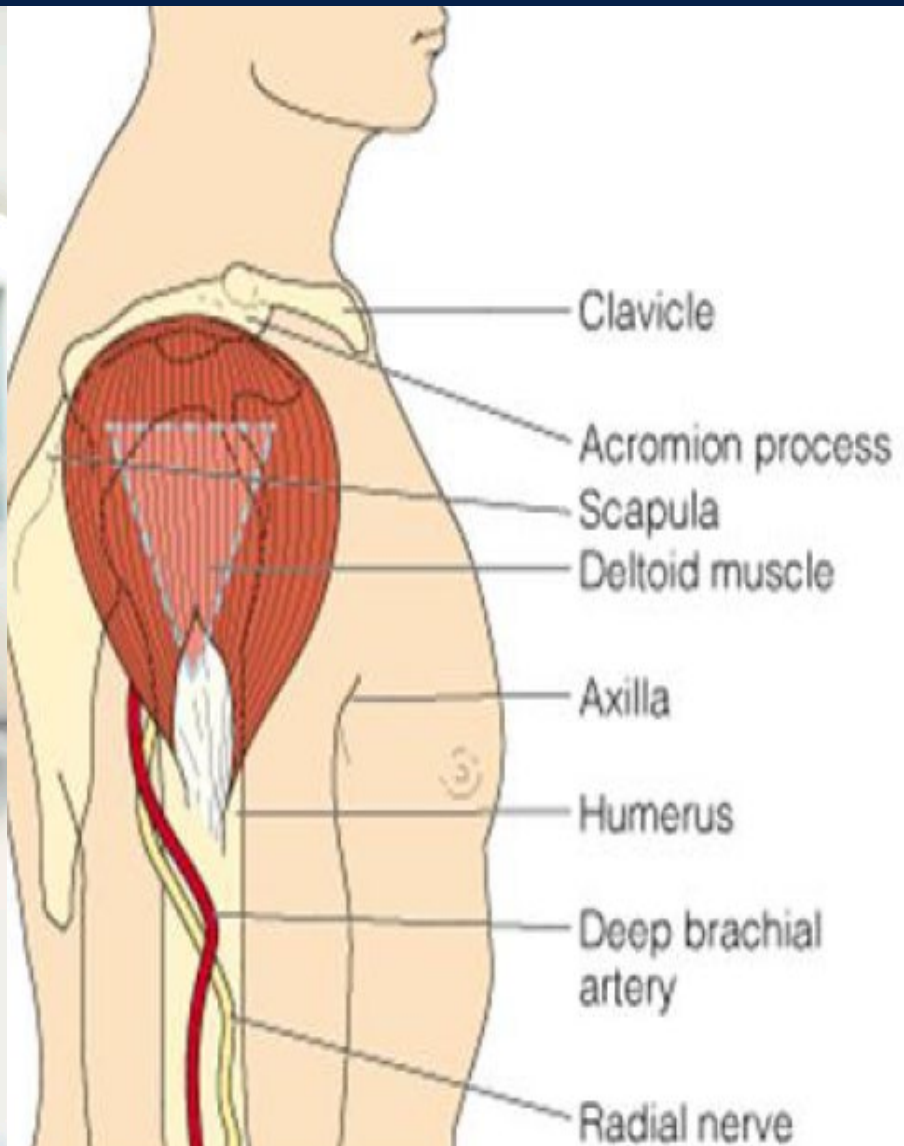
Process if Patient Declines Vaccine

- Document “not given” in MAR, include reason (**refused, immunized, not available, med dropped**)
- **Extra or Unused Vaccine Dose Process**
 - RN calls pharmacy and returns extra dose
 - Parn (12 Satellite) 3-8152
 - MB (Main) 4-2100, press 1
 - MZ (Main): 5-7442
 - BCH Oakland: x3321
 - *Determine if Pharm tech can pick up quickly, have ready for pick up*
 - *If Pharm tech cannot pick up, nursing will return vaccine ASAP to reallocate dose*
 - Pharmacy will relabel and reallocate
- Notify MD of pt’s refusal or if pt did not receive the vaccine
- **AVS print → hard stop**

Additional Nursing Workflow

- Charge RN will wrench in COVID Vaccine into their PAF column to view possible discharges in the next 2-3 days to confirm if eligible patients want vaccine
- MDR will facilitate conversation around discharge and will need the MD to order the vaccine manually before discharge
- Patients with vaccine orders: CONFIRM by 8 am if they still want vaccine
 - *If pt doesn't want vaccine, contact pharmacy quickly (by 8:30 am) so they can reallocate before 9-10 am delivery (Parn: 12 Sat; MB&MZ: Main; Oakland: Main)*
- Nurse needs to give vaccine as close to 11 am to avoid expiration

Review of Deltoid Landmarks and Supplies



- **Use thickest part of the deltoid**
- **Locate lower edge of acromion process and go 2-3 finger breadths beneath**
- **For adults:**
 - **Use 22- to 25-gauge needle**
 - **Use 1- to 1.5-inch needle***
- **For children (5-18 years):**
 - **Use 22- to 25-gauge needle**
 - **Use 5/8- to 1-inch needle**

**Some experts recommend a 5/8-inch needle for men and women who weigh less than 60 kg (130 lbs)*

Reference: [CDC Vaccine Administration](#)

Review of IM Injection

- **Have patient sit, if possible, with arm relaxed at their side**
- **Sit at the same level as patient to ensure proper insertion angle**
- **Clean the site with alcohol and allow it to dry**
- **Quickly insert needle at 90 degree angle**
- **Administer all of the vaccine then remove needle**
- **Engage safety and deposit in the Sharps container**
- **Place a band aid as needed**



UCSF

