Medication Administration: COVID-19 Vaccine - CE

Checklist

S = Satisfactory **U = Unsatisfactory** **NP = Not Performed**

Step	S	U	NP	Comments
Performed hand hygiene before patient contact. Donned appropriate PPE based on the patient's need for isolation precautions or risk of exposure to bodily fluids.	○	○	○	
Introduced self to the patient.	○	○	○	
Verified the correct patient using two identifiers.	○	○	○	
Assessed the patient's baseline vital signs and medication history.	○	○	○	
Assessed the patient's body build, muscle size, and weight if giving an intramuscular medication.	○	○	○	
Assessed the patient for specific contraindications or precautions related to vaccine administration and advised the practitioner accordingly.	○	○	○	
Evaluated the patient's knowledge regarding the vaccine to be received.	○	○	○	
Obtained the vaccine and verified the expiration date.	○	○	○	

Step	S	U	NP	Comments
Planned medication administration at a time that best avoided interruptions during medication preparation.	○	○	○	
Assembled the appropriate-size needles, syringes, and other administration supplies, as needed.	○	○	○	
Performed hand hygiene and donned gloves. Donned additional PPE based on the patient's need for isolation precautions or the risk of exposure to bodily fluids.	○	○	○	
Explained the procedure to the patient and ensured that he or she agreed to treatment.	○	○	○	
Ensured the six rights of medication safety: right medication, right dose, right time, right route, right patient, and right documentation. Used a bar code system or compared the medication administration record to the patient's identification band.	○	○	○	

Step	S	U	NP	Comments
Pfizer®-BioNTech COVID-19 Vaccine Thawed the vaccine vial before use using one of two methods: 1. *Method 1, thaw under refrigeration:* Allowed the vial to thaw in the refrigerator at 2°C to 8°C (36°F to 46°F). When ready to use, removed the vial from the refrigerator and allowed it to come to room temperature. Planned to dilute the vial within 2 hours. 2. *Method 2, thaw at room temperature:* Allowed the vial to sit at room temperature up to 25°C (77°F) for 30 minutes. Planned to dilute the vial within 2 hours. Did not refreeze a thawed vial.	○	○	○	
Inverted the vaccine vial gently 10 times before adding the diluent. Did not shake the vial.	○	○	○	
Inspected the liquid in the vial before dilution. Did not use the vial if the liquid is discolored or if other particles were observed.	○	○	○	

Step	S	U	NP	Comments
Diluted the vaccine. 1. Using aseptic technique, withdrew 1.8 ml of sterile 0.9% sodium chloride solution into a syringe with a 21-G or narrower needle or blunt cannula. Used only sterile 0.9% sodium chloride solution as a diluent. Did not use bacteriostatic 0.9% sodium chloride solution or any other diluent. 2. Cleansed the vaccine vial stopper with a single-use antiseptic swab. 3. Inserted the syringe with diluent into the vaccine vial and added 1.8 ml of 0.9% sodium chloride solution into the vaccine vial. 4. Equalized the vial pressure before removing the needle from the vial by withdrawing 1.8 ml of air into the empty diluent syringe. 5. Gently inverted the vial 10 times to mix. Did not shake the vial. 6. Inspected the vaccine in the vial. Did not use the vaccine if it was discolored or contained particulate matter. 7. Recorded the date and time of dilution on the vaccine vial label. 8. Stored the vaccine between 2°C to 25°C (36°F to 77°F). Minimized exposure of the vaccine to room light and avoided exposure to direct sunlight and ultraviolet light. 9. Discarded any unused vaccine 6 hours after dilution.	○	○	○	

Step	S	U	NP	Comments
Performed hand hygiene and donned gloves.	○	○	○	
Assisted the patient to the appropriate position. Had the patient remove clothing from the designated arm if needed.	○	○	○	
Using aseptic technique, cleansed the vial stopper with a single-use antiseptic swab and withdrew 0.3 ml of the vaccine.	○	○	○	
Cleansed the site with alcohol or an antiseptic swab, per the organization's practice. Allowed the skin to dry completely.	○	○	○	
Administered the vaccine to the patient per the manufacturer's instructions for use.	○	○	○	
Applied gentle pressure to the site; did not massage. Evaluated the site for bleeding and applied a bandage if needed.	○	○	○	
Assisted the patient to a comfortable position and had him or her replace clothing as needed.	○	○	○	
Discarded the uncapped needle (or needle enclosed in the safety shield) and attached syringe into a puncture-proof and leakproof receptacle.	○	○	○	
Assessed, treated, and reassessed pain.	○	○	○	

Step	S	U	NP	Comments
Monitored the patient for adverse and allergic reactions to the medication. Recognized and immediately treated respiratory distress and circulatory collapse. Followed the organization's practice for emergency response.	○	○	○	
Provided the patient with a vaccination card that documented the brand name of the vaccine administered. Ensured that the vaccination card included the date when he or she needed to return for the second dose of the same COVID-19 vaccine that was administered initially.	○	○	○	
Discarded supplies, removed PPE, and performed hand hygiene.	○	○	○	
Documented the procedure in the patient's record.	○	○	○	

Step	S	U	NP	Comments
Moderna® COVID-19 Vaccine	○	○	○	
Thawed the vaccine vial before use using one of two methods: 1. *Method 1, thaw under refrigeration:* Allowed the vial to thaw in the refrigerator at 2°C to 8°C (36°F to 46°F) for 2 hours and 30 minutes. When ready to use, removed the vial from the refrigerator and allowed it to stand at room temperature for 15 minutes. 2. *Method 2, thaw at room temperature:* Allowed the vial to sit at room temperature between 15°C to 25°C (59°F to 77°F) for 1 hour. Did not refreeze a thawed vial.				
Swirled the vial gently after thawing and between each withdrawal. Did not shake the vial. Did not dilute the vaccine.	○	○	○	
Inspected the vaccine suspension before administration. Did not use the vial if the liquid was discolored or if other particles were observed.	○	○	○	
Stored unpunctured vials between 8°C to 25°C (46°F to 77°F) for up to 12 hours. Avoided exposure of the vial to light.	○	○	○	
Performed hand hygiene and donned gloves.	○	○	○	

Step	S	U	NP	Comments
Assisted the patient to an appropriate position. Had the patient remove clothing from the designated arm if needed.	○	○	○	
Using aseptic technique, cleansed the vial stopper with a single-use antiseptic swab per the organization's practice and withdrew 0.5 ml of the vaccine.	○	○	○	
Cleansed the site with an antiseptic swab per the organization's practice. Allowed the skin to dry completely.	○	○	○	
Administered the vaccine to the patient per the manufacturer's instructions for use.	○	○	○	
Applied gentle pressure to the site; did not massage. Evaluated the site for bleeding and applied a bandage if needed.	○	○	○	
Assisted the patient to a comfortable position and had him or her replace clothing as needed.	○	○	○	
Discarded the uncapped needle (or needle enclosed in the safety shield) and attached syringe into a puncture-proof and leakproof receptacle.	○	○	○	
Assessed, treated, and reassessed pain.	○	○	○	

Step	S	U	NP	Comments
Monitored the patient for adverse and allergic reactions to the medication. Recognized and immediately treated respiratory distress and circulatory collapse. Followed the organization's practice for emergency response.	○	○	○	
Recorded the date and time of first use on the vaccine vial label.	○	○	○	
Stored the punctured vial between 2°C to 25°C (36°F to 77°F). Discarded the vial after 6 hours.	○	○	○	
Provided the patient with a vaccination card that documented the brand name of the vaccine administered. Ensured that the vaccination card included the date when he or she needed to return for the second dose of the same COVID-19 vaccine that was administered initially.	○	○	○	
Discarded supplies, removed PPE, and performed hand hygiene.	○	○	○	
Documented the procedure in the patient's record.	○	○	○	

Step	S	U	NP	Comments
Janssen® COVID-19 Vaccine	○	○	○	
Thawed the vaccine vial before use using one of two methods: 1. *Method 1, thaw under refrigeration:* Allowed the vial to thaw in the refrigerator at 2°C to 8°C (36°F to 46°F) for 2 hours. Did not refreeze a thawed vial. 2. *Method 2, thaw at room temperature:* Allowed the vial to sit at room temperature (maximally 25°c to 77°F) for 1 hour. After the first dose was withdrawn, held the vial between 2°C and 8°C (36°F to 46°F) for up to 6 hours or at room temperature (maximally 25°C [77°F]) for up to 2 hours. Did not refreeze a thawed vial.				
Swirled the vial gently after thawing and between each withdrawal. Did not shake the vial. Did not dilute the vaccine.	○	○	○	
Inspected the vaccine suspension before administration. Did not use the vial if the liquid was discolored or if particles were observed.	○	○	○	
Stored unpunctured vials between 9°C to 25°C (47°F to 77°F) for up to 12 hours. Avoided exposure of the vial to light.	○	○	○	
Performed hand hygiene and donned gloves.	○	○	○	

Step	S	U	NP	Comments
Assisted the patient to an appropriate position. Had the patient remove clothing from the designated arm if needed.	○	○	○	
Using aseptic technique, cleansed the vial stopper with a single-use antiseptic swab per the organization's practice and withdrew 0.5 ml of the vaccine.	○	○	○	
Cleansed the site with an antiseptic swab per the organization's practice. Allowed the skin to dry completely.	○	○	○	
Administered the vaccine to the patient per the manufacturer's instructions for use.	○	○	○	
Applied gentle pressure to the site; did not massage. Evaluated the site for bleeding and applied a bandage if needed.	○	○	○	
Assisted the patient to a comfortable position and had him or her replace clothing as needed.	○	○	○	
Discarded the uncapped needle (or needle enclosed in the safety shield) and attached syringe into a puncture-proof and leakproof receptacle.	○	○	○	
Assessed, treated, and reassessed pain.	○	○	○	

Step	S	U	NP	Comments
Monitored the patient for adverse and allergic reactions to the medication. Recognized and immediately treat respiratory distress and circulatory collapse. Followed the organization's practice for emergency response.	○	○	○	
Recorded the date and time of first use on the vaccine vial label.	○	○	○	
Stored the punctured vial between 2°C to 8°C (36°F to 46°F) for up to 6 hours or at room temperature (maximally 25°C [77°F]) for up to 2 hours. Discarded the vial if not used within these times.	○	○	○	
Provide the patient with a vaccination card that documents the brand name of the vaccine administered.	○	○	○	
Discarded supplies, removed PPE, and performed hand hygiene.	○	○	○	
Documented the procedure in the patient's record.	○	○	○	

Learner: _____ Signature: _____

Evaluator: _____ Signature: _____

Date: _____