

# COVID-19 Vaccine Readiness Checklist for Primary Care and Specialists

Name of Practice: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Email: \_\_\_\_\_

Phone: \_\_\_\_\_

## COVax Criteria

**The office is willing to learn and use COVax system to document vaccine administration & inventory.** YES  
NO

- All staff who will be using COVax must [complete training with OntarioMD](#)
- This training will support you in completing all data entry and administration associated with entering information into the COVaxON system
- Two-factor authentication is required when accessing COVax. Each staff will need access to a personal smartphone device to validate their identity through a secure app.

**The office has reviewed the [COVax training provided by Niagara Region Public Health](#).** YES

- Niagara Region Public Health's COVax Support Team outlines what is required locally from our Primary Care partners. NO

**The office has submitted [COVax registration information](#) to Public Health's [COVax Support team](#).** YES  
NO

- All administrative staff and healthcare providers involved in the vaccination process will each require COVax accounts
- Public Health will be responsible for setting up your office in COVax as well as creating COVaxON accounts for your staff

**The office has stable and reliable Wi-Fi/internet access for COVax.** YES

NO

**The office will maintain an accurate vaccine inventory within COVax.** YES

- This includes ensuring that doses received, administered and wasted are properly documented with the COVax system NO

\*\*If your office has any issues with the COVax system, please email [NRPHCOVaxSupport@niagararegion.ca](mailto:NRPHCOVaxSupport@niagararegion.ca)

## Vaccine Storage and Handling Criteria

**The office has a vaccine refrigerator that has passed a public health cold chain inspection within the past 12 months.** YES  
NO

- Practices that have not had a fridge inspection need to arrange one. Please contact Public Health at 905-688-8248, ext. 7396.

## Vaccine Storage and Handling Criteria

The office is compliant with [Ministry of Health Vaccine Storage and Handling Guidelines](#) including: YES  
NO

- Vaccine refrigerator temperatures are maintained between +2°C and +8°C
- Vaccine refrigerator temperatures are documented twice daily in an accurate and up-to-date Temperature Log Book
- A Contingency (emergency) plan is developed in the event of a vaccine refrigerator malfunction, power failure or other emergency

The office has a designated staff member, who is knowledgeable about vaccine storage and handling, to receive vaccine shipment and ensure that vaccines are moved into the refrigerator immediately upon receipt. YES  
NO

The office will adhere to Ministry of Health guidance for [COVID-19 vaccine storage, handling](#). YES  
NO

The office acknowledges that vaccine will be picked up in a frozen state from Public Health and will need to be transported to your inspected vaccine fridge, where it will thaw to fridge- stable temperatures prior to administration. YES  
NO

## Vaccine Administration and Inventory Criteria

The office has reviewed the product monographs for the COVID-19 mRNA vaccines. YES  
NO

The office will ensure vaccines are prepared and administered following the manufacturer's instructions. YES  
NO

The office will maintain an accurate vaccine inventory including doses received, administered, and wasted. YES  
NO

The office will make every effort to minimize vaccine wastage wherever possible. YES  
NO

## Logistics Criteria

The office has reviewed the [COVID-19 Administration Program Frequently Asked Questions](#) YES  
NO

The office is familiar with the [Ministry's planning resources and COVID-19 vaccine-relevant information](#). YES  
NO

## Logistics Criteria

**The office has sufficient space for patient flow including registration/waiting area, vaccination area and aftercare area.** YES

NO

- Public Health Ontario's [Infection Prevention and Control Assessment for Primary Care, Specialty and Walk-in Clinics during COVID-19 checklist](#) provides guidance, supports and resources

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**The office will provide supplies needed for vaccine administration and storage (trays, labels, bandages, alcohol swabs, sharps containers, etc.). Some supplies may be provided with your vaccine order, as available.** YES

NO

- Syringes/needles will be provided with each vaccine order as available

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**The office has the appropriate personal protection equipment for safe clinic operations.** YES

NO

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Once complete email this document to [HCPengagement@niagararegion.ca](mailto:HCPengagement@niagararegion.ca)