



Checklist for clear down of current vaccine

Name of person completing checklist	
Date & time of changeover	

When a vaccine administration station is changing between vaccines the following checks should be performed to ensure all stock and associated documentation from the previous vaccine is removed and safely stored and all new stock and documents are available to start the next vaccination sessions.

Clear down of "Current" vaccine	
Action	Initials / Detail or N/A
Stock of current vaccine remaining _____ (write name of formulation)	
Confirm all current vaccine removed from workstation / 'vaccine in use fridges location' and other relevant locations.	
Fate of remaining current vaccine stock: Expired and destroyed \ Transferred to another location \ N/A If transferred, identify location _____ and attach transport record to this checklist.	
Confirm all diluent for current vaccine removed from storage areas (mark N/A for ready to use vaccines)	
Confirm all vaccine-specific disposables (dilution syringes, administration syringe & needle packs etc.) are removed from all storage areas	
Confirm all Patient Information Leaflets for current vaccine are removed from site (ensure patient screening / waiting areas and storage areas are checked)	
Confirm dosing or preparation posters specific to current vaccine have been removed	
Confirm all stock tally records for current vaccine removed / destroyed at site	
Confirm all current vaccine "Receipt – Administration – Disposal" sheets for current vaccine removed / destroyed at site	
Confirm all current vaccine preparation instructions and flowcharts for current vaccine removed / destroyed at site.	
Confirm all current vaccine supervision checklists removed / destroyed at site	
Remove current vaccine batch number from IT system.	
Signature	Date