

Checklist for safety briefing when using multiple COVID-19 vaccines

	Action	Initials
Q1	Has the work station been cleared and cleaned from previous sessions?	
Q2	Is there absolute clarity on which product is being used for next session?	
Q3	Have all staff present been assessed as competent in the use of the vaccine being administered in this session?	
Q4	Is there clarity on which form of authorization / legal mechanism is being used? (Protocol / PGD / PSD)?	
Q5	Is there clarity on the dose of which vaccine is to be used for the next session?	
Q6	Is the right strength of the right vaccine being used?	
Q7	Are correct syringes, needles and other consumables available?	
Q8	Is a process needed for dilution and if so are staff clear on process?	
Q9	Is process for drawing up vaccine clear for all staff?	
Q10	Is the right documentation available for use?	
Q11	Are staff familiar with the IT system being used and competent in using it?	
Q12	Are eligible staff able to access the SCR if necessary and understand the need for patient consent to view their records?	
Q13	Is there adequate vaccine available to meet anticipated requirements for the vaccination session?	
Q14	If No to Q13 are there plans in place to access supplies needed in a timely way?	
Q15	Are staff aware of any post vaccination observation period (if required), and any advice the patient requires post administration?	
Q16	Do staff know where to access anaphylaxis kits if needed and the appropriate management?	
Q17	Is there any learning from previous incidents to be shared?	
Q18	Does anyone have any questions to ask or issues to raise?	
Signature		Date