



**Checklist for set up of “new” 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.

<b>Setup of “New” vaccine</b>	
<b>Action</b>	<b>Initials or N/A</b>
Confirm sufficient stock of new vaccine in site fridges	
Confirm sufficient diluent for new vaccine present in storage areas (mark N/A for ready to use vaccines)	
Confirm sufficient stock of all vaccine-specific disposables (dilution syringes, administration syringe & needle packs etc.) present in storage areas	
Confirm Patient Information Leaflets for new vaccine are available on site and passed as appropriate to patient screening / waiting areas.	
Confirm dosing or preparation posters specific to new vaccine are available	
Confirm sufficient stock tally records for new vaccine at site	
Confirm sufficient vaccine “Receipt – Administration – Disposal” sheets for new vaccine present at site	
Confirm vaccine preparation instructions and flowcharts for new vaccine available at site.	
Confirm stock of vaccine supervision checklists present at site	
Ensure current batch(es) of the new vaccine visible on IT system.	
Signature	Date