

SKILLS CHECKLIST FOR PFIZER COVID-19 VACCINE ADMINISTRATION					
FACILITY:			EMPLOYEE:		
Self-Assessment		Supervisor/ Preceptor Review		SKILLS	
Needs to Improve	Meets or Exceeds	Needs to Improve	Meets or Exceeds		
PATIENT EDUCATION					
				Welcomes patient; verifies identification. Accommodates language/literacy barriers and special needs.	
				Explains what vaccine will be given.	
				Provides Emergency Use Authorization (EUA) fact sheet for all vaccine doses. Answers questions.	
				Reviews potential side effects, comfort measures, and after care instructions.	
SCREENING/PREPAREDNESS					
				Screens patient for vaccine eligibility (based on EUA), history of adverse reactions, allergies, contraindications, and precautions.	
				Verbalizes signs and symptoms of potential medical emergency or anaphylaxis.	
				Able to initiate CPR and maintain airway, if necessary. Locates Epinephrine.	
				Verbalizes procedure for responding to and reporting needle stick injuries.	
VACCINE HANDLING AND PREPARATION, PFIZER VACCINE NAME					
				Remove vaccine from refrigerator and allow to come to room temperature (< 30 minutes).	
				Invert vial gently 10 times to mix. <i>DO NOT SHAKE.</i>	
				Obtain sterile 0.9% Sodium Chloride Injection, USP.	
				Cleanse the vaccine and sodium chloride vial stoppers with an alcohol swab.	
				Add only 1.8 ml of sodium chloride into the vaccine vial using a 3 or 5 ml syringe with a 21 or narrower gauge needle. <i>ONLY reconstitute vaccine that will be used within 6 hours.</i>	
				<i>Prior to withdrawing the syringe</i> from the vaccine vial, equalize pressure by withdrawing 1.8 ml of air into the empty diluent syringe.	
				Discard the remaining 0.9% sodium chloride solution regardless of fluid remaining. Do not reuse.	
				Gently invert the vial containing the vaccine and diluent 10 times to mix. <i>DO NOT SHAKE.</i>	
				Label the vial and record the date and time of dilution on the label.	
				The vaccine vial now contains 5 (five) separate 0.3 ml vaccine doses, each with 30 mcg of vaccine product in a labeled, multi-dose vial.	
				Store the diluted, labeled, and ready to use multi-dose vaccine vial at refrigerated or room temperatures between 2°C to 25°C (35°F to 77°F) for up to 6 hours.	
ADMINISTERING VACCINES					
				Washes or disinfects hands before and in-between patient encounters. If gloves are worn, they are changed and hand hygiene performed between patients.	
				Demonstrates knowledge of the appropriate route and dose for each vaccine.	
				Positions patient for vaccination and preps injection site with alcohol wipe, allowing it to dry.	
				Injects vaccine and applies gauze/bandage, if needed, with gentle pressure to injection site.	
				Disposes of needle and syringe in sharps container.	
				Vaccine doses not used after 5 days must be maintained in a separate area and labeled "DO NOT USE" until further instruction is available.	
DOCUMENTATION					
				Consent/declination form is signed, and the current EUA date is documented.	
				Documents each vaccine dose, including: date, lot number, manufacturer, site, and name/initials.	
				Documents specific vaccine information in comments (e.g., #1 of 2 doses).	
				Addresses future appointments through scheduler.	
				Can properly document a vaccine adverse event in VAERS and identifies the appropriate personnel to notify in the case of an adverse event.	
PLAN OF ACTION:					
<div> <div>Employee Signature</div> <div>Date</div> <div>Supervisor Signature</div> <div>Date</div> <div>Plan of Action Deadline</div> <div>Next Review Date</div> </div>					
Adapted from: Skills Checklist for Pediatric Immunization. California Department of Health, Immunization Branch.					