



**Saskatchewan  
Health Authority**

**Title: Distribution and Logistics for Private Physician Clinics  
providing COVID-19 Vaccine**

**Role performing Activity: Private Physicians & SHA Public Health  
Leads**

# WORK STANDARD

**Location: SHA**

**Department/Unit: N/A**

**Document Owner: Provincial  
Vaccine Team**

**Date Prepared: November 11,  
2021**

**Last Revision:**

**Date Approved:**

**Related Policies/Documentation:**

Interested Physician Clinic COVID Vaccine Application: [COVID Vaccine Provider Application/Registration and Checklist for Physicians Survey \(surveymonkey.com\)](https://www.surveymonkey.com)

**Work Standard Summary:** This work standard outlines the distribution and logistics process for private physician clinics to obtain COVID-19 vaccine.

<b>Essential Tasks:</b>	
1.	Local public health office receives an email notification from the SHA provincial vaccine team stating that a physician office in their area has been approved to administer COVID 19 vaccine including contact information.
2.	Public Health contacts the physician office to facilitate the vaccine order
3.	<p>Public Health processes physician vaccine order <u>including</u> the vaccine supplies listed below (send <u>only</u> the amount of supplies for the vaccine ordered) and sends vaccine to physician office ensuring all cold chain requirements are met and provides local contact information and process for reordering</p> <p>Supplies included to physician offices from public health:</p> <ul style="list-style-type: none"><li>• Alcohol Swabs (SHA WH Item # VAC103-03)</li><li>• Spot Bandaid (SHA WH Item # VAC44120)</li><li>• Cotton Balls (SHA WH Item # VAC21176)</li><li>• Safety Needle 25G X 1" (SHA WH Item # VAC305891)</li><li>• Safety Needle IM 25G X 1 ½ <b>or</b> 23G X 1 ¼ (SHA WH Item #VAC305127)</li><li>• 1ml syringe luer lock-Moderna (SHA WH Item # VAC26050)</li><li>• Sharps Container-if required (SHA WH Item # VAC8537Y)</li></ul> <p><b><i>NOTE: to eliminate wastage, physician clinics should be supplied <u>1 vial of COVID vaccine to support opportunistic vaccine deliver unless the office has a planned vaccine clinic where more vials are required</u></i></b></p>

4.	<p>Public Health updates the Vaccine Distribution Tracking System (VDTS) to reflect the vaccine vial(s) removed from inventory</p> <ul style="list-style-type: none"> <li>• VDTS Link: <a href="http://vdt.ehealthsask.ca">vdt.ehealthsask.ca</a></li> <li>• “Send” Vaccine to Physician Office Name (this will reflect the inventory removed from the storage location)           <ul style="list-style-type: none"> <li>○ NOTE: all physician offices approved by MSB will have their SDL added in VDTS</li> </ul> </li> </ul>
5.	To reorder vaccine, repeat steps 3-4 outlined in this work standard.