

 Saskatchewan Health Authority <div>WORK STANDARD</div>	Title: Distribution and Logistics for Private Physician Clinics providing COVID-19 Vaccine	
	Role performing Activity: Private Physicians & SHA Public Health Leads	
	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)		

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

Essential Tasks:	
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"> • Alcohol Swabs (SHA WH Item # VAC103-03) • Spot Bandaid (SHA WH Item # VAC44120) • Cotton Balls (SHA WH Item # VAC21176) • Safety Needle 25G X 1" (SHA WH Item # VAC305891) • Safety Needle IM 25G X 1 ½ or 23G X 1 ¼ (SHA WH Item #VAC305127) • 1ml syringe luer lock-Moderna (SHA WH Item # VAC26050) • Sharps Container-if required (SHA WH Item # VAC8537Y) <p><u>NOTE: to eliminate wastage, physician clinics should be supplied 1 vial of COVID vaccine to support opportunistic vaccine deliver unless the office has a planned vaccine clinic where more vials are required</u></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"> • VDTS Link: vdt.ehealthsask.ca • “Send” Vaccine to Physician Office Name (this will reflect the inventory removed from the storage location) <ul style="list-style-type: none"> ○ NOTE: all physician offices approved by MSB will have their SDL added in VDTS
5.	To reorder vaccine, repeat steps 3-4 outlined in this work standard.