COVID Vaccine Documentation Instructions for LTC Staff and Residents

1. Staff to use One Write to document Covid Vaccination.

2. Complete client demographics section of One Write including, Date, Name, Care Card #, Birthdate, Sex, Address and Phone Number on the one write.
   - Alternate: A pre-printed sticker w/ the Resident’s information can be used instead.
   IMPORTANT: Printer 2 stickers per resident and place one on each page of the OneWrite. Must have resident’s PHN on label.

3. Write Staff or Resident to the top of the form.

4. Add Facility Name on the top of the form (abbreviations are okay).

   WRITE IN: Staff or Resident & Facility Name

5. Immunizing HCP to complete Tradename, Lot Number, site, and Signature fields on One write after immunzing the client.

6. Provide yellow copy to client. White copy to be retained for VCH records.

7. White copies of One Writes to be returned post clinic to CoC office for data entry by PAs, who have access to the PHSA e-Form. Include the signature log in the envelope.
   - Alternate options:
     i. OneWrites can be taken to Blusson Clinic (end of day w/ supply return) in an envelope marked with Date of Clinic, Name of Facility, and Name of lead PHN(s) and number of vaccines provided to staff/number of vaccines provided to residents. Include the signature log in the envelope.
     ii. OneWrites can be scanned and emailed to CDCVaccines@vch.ca

8. For all options: Complete ‘COVID LTC Reporting Summary’ form after the clinic, including the remaining inventory and aggregate numbers (total/staff/residents/other). Send to VCH-CDC at CDCvaccines@vch.ca.

December 29, 2020
Supplies needed: COVID OneWrites, blank Signature Log, manilla envelope