Administering COVID-19 Vaccine in the Emergency Department

Impacted User: ED nurses administering the COVID-19 vaccine.

This tip sheet will review the workflow of administering, monitoring and documenting the COVID-19 vaccine given to patients in the ED.

Prior to Administration

1. RN to provide and review the VIS with the patient and confirm that the consent is signed.

Administration

1. MAR documentation.
   - Scan patient’s ID then scan label on vaccine bag.
   - In administration window, complete all fields and manually enter Lot # and NDC.

2. Complete the COVID-19 vaccine card delivered with the vaccine.
   - Note: If the patient refuses the vaccine, nurse will document on the MAR as ‘Patient Refused.’
Monitoring the patient

1. During the monitoring time review vaccine education.
   A. Go to the Discharge navigator.
   B. Click on Preview AVS.
   C. Scroll down to the vaccine instructions. These are brand specific and will automatically populate when administration is documented on the MAR.

Documentation

1. If no reaction:
   A. Go to ED Narrator activity.
   B. Click on Blank Note.
   C. Type InpatientCovidVaccineMonitoring into the body of the note.

- NOTE: Click the star next to this SmartPhrase to easily locate it when documenting the COVID-19 vaccine on future patients. This step only needs to be done once.
D. **Press enter** to pull the SmartPhrase into the note.
E. **Place** the cursor at the beginning of the sentence and **left click**.
F. **Press** the **F2 button** on the keyboard to highlight the option for minutes monitored.
G. **Double click** on the appropriate minutes monitored and then **click Sign**.

2. **If a Reaction occurs**, the nurse should document the symptoms, vital signs, treatment, and if the patient had to be transferred to a higher level of care.