Pilot COVID-19 Vaccines: Pharmacy Tip Sheet (v4)

Impacted Users: Medicine UBCP (Founders 12, Founders 14, Silverstein 11), TU satellite technician

This tip sheet will review the process of verifying and dispensing a COVID-19 vaccine for patients on Founders 12, Founders 14, and Silverstein 11. The COVID-19 vaccine will be administered **Mondays through Fridays, 7:00AM to 3:00PM**. The vaccine is not available on evenings, weekends, or holidays.

**Exclusion Criteria**

1. Clinical Instability
2. Inability to return for 2nd vaccine dose.
   a. 3 weeks for the Pfizer BioNTech vaccine.
   b. 4 weeks for the Moderna vaccine.
3. Within 90 days of administration of SARS-CoV-2 monoclonal antibodies.
4. Active COVID-19 or within 14 days of COVID-19 exposure window.
5. Patients who have recovered from COVID-19 should be symptom free for 10 days prior to vaccination.
6. Severe allergic reaction (e.g., anaphylaxis) after a previous COVID-19 vaccine dose or to a component of the COVID-19 vaccine (e.g., polyethylene glycol [PEG] or polysorbate 80).
7. Immediate allergic reaction of any severity to a previous COVID-19 vaccine dose or known (diagnosed) allergy to a component of the vaccine (e.g., polyethylene glycol [PEG] or polysorbate 80).

**Additional exclusions for patient receiving the J&J vaccine:**

8. Risk factors for thrombophlebitis or clotting disorder (OCP use, hypercoagulable state, etc.).
9. Known pregnancy (no need to check urine HCG prior to vaccination unless clinically indicated).

**Verifying an Order**

The physician will review the exclusion criteria to ensure that the patient is an appropriate candidate. All orders must be approved by an ID physician. Approving ID physician will be indicated in the order. Approving ID physician can be reached on Cureatr (8:00AM to 4:00PM) at ‘**Inpatient COVID Vaccine Approval HUP**’.

Prior to verification of order, UBCP should review the following:

- Ensure that patient does not meet exclusion criteria.
- Confirm that the ordered product matches currently available dispensing product.
  - Inpatient COVID-19 vaccine orders will **default to the J&J product**.
- Providers should document in the comments of the vaccine order which vaccine the patient has consented to.
Modification of Dispense Product

The inpatient COVID-19 vaccine orders will **default to the J&J product**. Modification of the dispensing product can only be done on the pharmacist verification screen. If a different product is needed, please follow the instructions below to change the vaccine order to the appropriate dispensable product:

1. **Dispensing COVID-19 Vaccine**

   The COVID-19 vaccine will be treated as a **wait-for-call** medication. The COVID-19 vaccine will be administered **Mondays through Fridays, 7:00AM to 3:00PM**.

   - Nurse will contact pharmacy to request ordered vaccine.
   - UBCP should double check to ensure that patient’s consent form matches currently available vaccine product.
     - Consent will be stored in the patient’s physical chart.
     - If consent does not match available product, a new consent will need to be signed prior to dispensing the vaccine and a new order must be placed to match available product.
   - UBCP will print label to TU Satellite Pharmacy to be prepared by TU satellite technician.
     - If there is no TU technician, the UBCP is responsible for preparing the vaccine as needed.
       - Refer to “COVID Vaccine Preparation IN ED Satellite SOP” for procedure.
       - **If UBCP prepares vaccine, ED pharmacist should provide second-check.**
       - UBCP should perform “Dispense preparation” in PennChart. ED pharmacist or UBCP should document “Dispense Checking” in PennChart.
   - UBCP will pick up vaccine at TU satellite pharmacy and ensure that vaccine bag has patient-specific PennChart label and a label stating, “Return to pharmacist if not administered”.
     - **UBCP is responsible to ensure product is correct manufacturer, correct volume and is in date** (with updated expiration if J&J). Syringes should be in a light-protect bag.
     - For product specific considerations, please see product information.
   - UBCP will remove the vaccine from the Tally Sheet.
   - UBCP should document “Dispense Tracking” in PennChart as “Delivered to Floor”. UBCP will hand deliver **vaccine and vaccine card** to administering nurse on floor.

2. **Click drop down**

3. **Select correct product**
Returning COVID-19 Vaccines

Patients are always permitted to refuse the COVID-19 vaccine. In the event of a refusal, the nurse will document the refusal in the chart and return the vaccine to the UBCP. The UBCP will return the vaccine to the TU satellite pharmacy and update the Tally Sheet. Please return all vaccines as soon as possible to minimize waste and ensure timely reporting of wasted vaccines to the state. If a vaccine is returned to UBCP after TU satellite pharmacy is closed, vaccine should be marked for disposal and returned to TU satellite pharmacy at earliest opportunity.

J&J Vaccine Product Information

- Vaccine will be stored refrigerated with a 6-hour expiration date. **Once the vaccine is removed from the fridge, it must be labeled with either a 2-hour expiration date or the original 6-hour expiration date, whichever is sooner.**
- TU satellite pharmacy/UBCP is responsible for ensuring that all vaccines are packaged with:
  - Light-protect bag
  - 2-hour expiration date or the original 6-hour expiration date, whichever is sooner, on vaccine and bag
  - Syringe flagged with: Vaccine NAME, LOT, MANUFACTURER, MANUFACTURE EXP DATE, and APPROPRIATE EXP DATE
  - Vaccine card
  - Final volume: 0.5 mL

PFIZER Vaccine Product Information

- Vaccine prepared by PCAM15 if needed (UBCP to coordinate delivery time)
- Vaccine will be stored non-refrigerated with a **6-hour expiration date**.
- UBCP is responsible for ensuring that all vaccines are packaged with:
  - Light-protect bag
  - 6-hour expiration date on vaccine and bag
  - Syringe flagged with MILT label containing: Vaccine NAME, LOT, MANUFACTURER, MANUFACTURE EXP DATE, and 6-HOUR EXP
  - Vaccine card
  - Final volume: 0.3 mL
- PCAM coordinator should be notified if vaccine is not used to ensure proper accountability and disposal.

For either product, the UBCP is responsible for ensuring that all vaccines are dispensed in a **light-protect bag** with the patient-specific PennChart order label and the label stating, “Return to pharmacist if not administered”. 
Additional Information

**PennChart Training Resources**

https://www.med.upenn.edu/uphscovid19education/pennchart.html

- Under the **Covid-19 Vaccine: Inpatient Ordering and Administration** tab.
  - Contains additional tip sheets and informational handouts.
  - “Ordering a COVID-19 Vaccine for HUP Medicine Inpatient” for providers
  - “Administering a COVID-19 Vaccine: HUP Medicine for FP12, F14, and S11” for nursing

**Tip Sheet**

JANSSEN COVID-19 Vaccine Preparation in ED Satellite SOP