Administering COVID-19 Vaccine to Inpatients

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

This tip sheet will review the workflow of administering, monitoring and documentating the COVID-19 vaccine given to patients during an inpatient stay.

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.
2. **If no reaction:**
   A. Go to Notes activity.
   B. Click on New Note in the upper left corner.

   ![Image of Notes tab]

   C. In the note, select the note type: Nursing Note.

   ![Image of selecting note type]

   D. Type `.InpatientCovidVaccineMonitoring` into the body of the note.
   E. 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.

   ![Image of adding SmartPhrase]

   F. Press enter to pull the SmartPhrase into the note.
   G. Place the cursor at the beginning of the sentence and left click.
   H. Press the F2 button on the keyboard to highlight the option for minutes monitored.
   I. Double click on the appropriate minutes monitored and then click Sign.

   ![Image of adding minutes monitored]

3. **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.