

# ASHP COVID-19 VACCINE PLANNING TOOL

for Pharmacists and Pharmacies

Welcome to the COVID-19 Vaccine Assessment Tool for Pharmacies. This tool incorporates the [ASHP Principles for COVID-19 Vaccine Distribution, Allocation, and Mass Immunization](#). It is intended to assist in COVID-19 vaccine(s) planning efforts in hospitals, health systems, ambulatory care clinics, and other departments of pharmacy and to foster pharmacist and pharmacy staff involvement in COVID-19 vaccine preparedness at institutional and community levels. It is applicable in any pharmacy practice setting where a pharmacist and/or pharmacy technician is leading or assisting in the distribution, allocation, and administration of the COVID-19 vaccine(s). This tool is not intended to cover all aspects of vaccine distribution, allocation, and mass immunizations, but is intended to be useful in identifying gaps and vulnerabilities in readiness and preparedness for the COVID-19 vaccine.

The tool is divided into the following planning categories:

- » Integration with Institutional Planning
- » Vaccine Supply and Distribution
- » Infrastructure
- » Personnel
- » Patient Care
- » Vaccine Safety Monitoring and Surveillance
- » Legislative and Regulatory Controls

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	YES	IN PROGRESS	NO	INTEGRATION WITH INSTITUTIONAL PLANNING	ASSESSMENT COMMENTS	ADDITIONAL RESOURCES
1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Does the pharmacy have a COVID-19 vaccine plan that includes vaccine and ancillary supply and distribution, infrastructure, personnel, legislative and regulatory controls?		
2	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Has the pharmacy identified an individual(s) who will maintain, update, and implement the vaccine plan?		
3	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Has the pharmacy COVID-19 vaccine plan been integrated into the COVID-19 pandemic preparedness plan?		<a href="#">ASHP COVID-19 Pandemic Assessment Tool</a>
4	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Has the pharmacy participated in planning efforts to deliver vaccines at their main site(s) and all other designated alternate care site(s)?		
5	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Has the pharmacy participated in COVID-19 vaccine business plans that include tracking of labor, supplies, and expenses required for the plan implementation?		
6	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Has the pharmacy designated a staff member to coordinate education, training needs, and programs to implement the COVID-19 vaccine plan?		

7	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Has the pharmacy participated in the development of a prioritization process for ordering, dispensing, administering and monitoring the COVID-19 vaccine(s), with considerations of local, state, and federal guidance?		
	YES	IN PROGRESS	NO	VACCINE SUPPLY AND DISTRIBUTION	ASSESSMENT COMMENTS	ADDITIONAL RESOURCES
8	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Have pharmacy personnel reviewed CDC and state and local health department recommendations and guidance for the use, availability, access, allocation and distribution of COVID-19 vaccine(s) to ensure a successful and well-coordinated mass vaccine administration campaign?		<a href="#">COVID-19 Vaccine Program Planning Assumptions for Jurisdictions</a>
9	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Has the pharmacy collaborated with the hospital, health system, and/or clinic to develop COVID-19 vaccine use plan and priorities for patients, staff, families of staff, and special populations?		
10	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Does the COVID-19 vaccine plan outline who will receive and distribute the vaccine, such as healthcare providers, health departments, health systems, pharmacies, and the Vaccines for Children Program?		<a href="#">CDC Vaccines for Children Program</a>

11	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Has the pharmacy participated in efforts to estimate the quantities of vaccines, ancillary supplies (syringes, swabs, sharps, containers), and personal protective equipment that would be needed to implement the COVID-19 vaccine plan?		
12	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Has the pharmacy participated in efforts to ensure supply of and access to vaccines, other vaccine-related materials and equipment, and personal protective equipment that would be needed to implement the COVID-19 vaccine plan?		
13	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Has the pharmacy participated in plans to manage external (i.e., community-wide) demand for COVID-19 vaccines?		
14	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Has the pharmacy developed plans to monitor supply availability of vaccine(s) and ancillary supply to identify and mitigate shortages?		
	<b>YES</b>	<b>IN PROGRESS</b>	<b>NO</b>	<b>INFRASTRUCTURE</b>	<b>ASSESSMENT COMMENTS</b>	<b>ADDITIONAL RESOURCES</b>
15	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Has the pharmacy participated in COVID-19 vaccine plans to identify provider-based locations to administer the COVID-19 vaccines, such as clinics (family medicine and specialty), hospitals, care facilities, and pharmacies?		

16	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Has the pharmacy participated in COVID-19 vaccine plans to identify mass vaccine administration locations to administer the COVID-19 vaccine, such as schools, nursing homes, prisons, churches, and sport complexes?		
17	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Has the pharmacy ensured appropriate storage and handling of COVID-19 vaccines, such as proper cold chain storage units, storage capacity, and temperature controls?		<a href="#">Early COVID-19 Vaccination Program Action Items for Jurisdictions</a>
18	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Has the pharmacy ensured appropriate monitoring controls such as security, remote temperature monitoring, alarm notifications, and emergency response for transport and relocation of COVID-19 vaccines to help prevent the vaccine from being compromised and to assure the maximum vaccine shelf-life?		
	YES	IN PROGRESS	NO	PERSONNEL	ASSESSMENT COMMENTS	ADDITIONAL RESOURCES
19	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Has the pharmacy staff received training and demonstrated competence in the transport, handling, and storage of temperature-sensitive formulations of COVID-19 vaccine(s)?		<a href="#">Early COVID-19 Vaccination Program Action Items for Jurisdictions</a>

20	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Has the pharmacy staff been provided with evidence-based information related to the safe and effective use of COVID-19 vaccines?		
21	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Has the pharmacy participated in the development of mass vaccine administration workflow procedures and identified the staff needed to perform these procedures?		
22	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Has the pharmacy participated in vaccine plan strategies to address expanding capacity for a mass vaccine administration effort, including the use of alternative personnel resources, such as clinical nurses, medical assistants, pharmacy technicians, community health and school nurses, clinical learners (e.g., medical, pharmacy, and nursing), state/federal healthcare professionals (e.g., U.S. National Guard, military, Public Health Service), and/or retired healthcare professionals to ensure uninterrupted implementation of the vaccine plan?		
23	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Has the pharmacy included a section in the pharmacy plan that addresses expediting the identification and training of immunizing staff?		

24	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	In the vaccine plan, has the pharmacy included a section that assigns responsibility for conducting a regular assessment of staffing status and needs regarding vaccines during a COVID-19 pandemic?		
25	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Has the pharmacy implemented personal protective equipment requirements for staff, along with implementing policies and procedures to minimize exposure to COVID-19 between patients and staff?		
26	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Has the pharmacy participated in policy and procedure planning related to implementation of employee vaccines, including procedures for employee refusal of the vaccine(s)?		
	<b>YES</b>	<b>IN PROGRESS</b>	<b>NO</b>	<b>PATIENT CARE</b>	<b>ASSESSMENT COMMENTS</b>	<b>ADDITIONAL RESOURCES</b>
27	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Has the pharmacy educated staff members and other healthcare professionals involved with the hospital's COVID-19 vaccine plan, about the pharmacy's role, such as relevant personnel policies, and operational changes to ensure appropriate patient care?		

28	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Has the pharmacy collaborated with hospital, health-system and/or ambulatory care clinic staff members to design, develop, and provide evidence-based information for patients that is culturally and health-literacy sensitive to ensure proper patient education about the COVID-19 vaccine?		
29	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Has the pharmacy participated in COVID-19 vaccine plans for communication with patients and their family members about the COVID-19 vaccine?		
30	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Has the pharmacy identified communication needs and methods of communication that are appropriate for individuals with visual, hearing, or other disabilities or limited English proficiency?		
31	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Does the vaccine plan outline resources needed for patients to address potential patient fear/anxiety and improve confidence related to COVID-19 vaccine?		
32	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Has the pharmacy participated in policy and procedure planning related to implementation of patient vaccines including patient refusal of the vaccines?		

33	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Does the vaccine plan identify priority populations for targeted COVID-19 vaccine during the time that supply is constrained (e.g., frontline healthcare workers, critical infrastructure workers, elderly, those with co-morbidities, and other vulnerable populations)?		<a href="#">Cybersecurity &amp; Infrastructure Security Agency (CISA) Identifying Critical Infrastructure During COVID-19</a>
34	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Does the vaccine plan address the needs of special populations (e.g., pregnancy and immunocompromised patients)?		
35	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Does the vaccine plan outline procedures for anaphylaxis monitoring, treatment, and support?		
	<b>YES</b>	<b>IN PROGRESS</b>	<b>NO</b>	<b>VACCINE SAFETY MONITORING AND SURVEILLANCE</b>	<b>ASSESSMENT COMMENTS</b>	<b>ADDITIONAL RESOURCES</b>
36	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Has the pharmacy participated in the development of a process to ensure utilization of an immunization information system (IIS) or immunization registry to collect data on which product (product, lot number, expiration) was administered and to ensure that multiple doses are administered and administered at the right interval?		<a href="#">CDC Immunization Information Systems (IIS)</a>

37	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	As part of post-marketing and ongoing safety surveillance, has the pharmacy participated in a plan to identify, track, and report COVID-19 vaccine-related adverse events through the Vaccine Adverse Event Reporting System and Institute for Safe Medication Practices Medication Error Reporting Program?		<a href="#">VAERS</a>  <a href="#">Institute for Safe Medication Practices Medication Error Reporting Program</a>
38	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Does the vaccine plan include quality monitoring and performance improvement policies and procedures?		
	YES	IN PROGRESS	NO	LEGISLATIVE AND REGULATORY CONTROLS	ASSESSMENT COMMENTS	ADDITIONAL RESOURCES
39	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Has the pharmacy determined the actions that federal and state public health agencies have taken to authorize, suspend, or modify scope of practice requirements?		
40	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Has the pharmacy addressed IIS or immunization registry delegates and permissions?		<a href="#">CDC Immunization Information Systems (IIS)</a>
41	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Is the pharmacy abiding by federal and state authorizations, age exemptions, and reporting requirements?		
42	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Does the vaccine plan address reimbursement policies (administration and facility fees) including quality measure reporting?		

# RESOURCE LINKS

1. [CDC COVID-19 Hospital Preparedness Assessment Tool](#)
2. [CDC Vaccine Administration](#)
3. [CDC Vaccine Storage and Handling Toolkit](#)
4. [CDC Patient Education](#)
5. [Immunization Action Coalition Vaccine Storage and Handling](#)
6. [ASHP COVID-19 Pandemic Assessment Tool for Health-System Pharmacy Departments](#)
7. [COVID-19 Healthcare Planning Checklist](#)
8. [COVID-19 Vaccination Program Planning Assumptions for Jurisdictions](#)
9. [Early COVID-19 Vaccination Program Action Items for Jurisdictions](#)
10. [Cybersecurity & Infrastructure Security Agency \(CISA\) Identifying Critical Infrastructure During COVID-19](#)
11. [HHS Strategy for Distributing a COVID-19 Vaccine](#)
12. [CDC COVID-19 Vaccination Program Interim Playbook](#)