

Skill	SKILLS CHECKLIST FOR VACCINE ADMINISTRATION	Need to Improve	Pass
Patient Greeting	Greet Patient, explain procedure, type of vaccine and reason for administering. Ask if they have any questions		
Wash Hands	Performs proper handwashing and uses PPE required by protocol A mask and sometimes gloves are usually used for COVID vaccination		
Screening	Ask if any previous adverse effects from injections, oral medicines or if they have severe allergies to specific foods.		
Gather Supplies	Alcohol wipe, sterile 2x2 gauze pad, or band aid, needle and syringe in the correct size, sharps container available and close by for disposal of syringe and needle		
Clean Area	Make sure the area you are preparing vaccine and administering injection is clean and free of other unnecessary objects		
Obtain Vaccine	Remove vaccine from storage, check medication, expiration date, clarity of fluid, check to see if single dose or multi dose vial		
Prepare Vial	Remove the top of the vial, wipe with alcohol, let dry. Check needle and syringe package for expiration or tears in package		
Prepare Syringe	Open syringe and needle and remove needle cap. With vial set on table insert needle into top of vial through rubber top.		
Withdraw Vaccine	Bring the vial with syringe to eye level, and with tip of needle below fluid level withdraw the <b>correct amount of fluid for one dose.</b>		
Check Syringe	Withdraw needle, check for air at tip of syringe. If air bubbles present, flick with finger to remove.		
Check	Recheck vaccine label and dose against amount in syringe		
Identify Site	Position patient seated if possible, with arm free of clothing up to shoulder. Identify deltoid (two fingers down from olecranon process). Identify injection site and swap with 70% alcohol wipe and let dry.		
Injection	Place fingers of non-dominant hand on either side of injection site. Insert needle at 90-degree angle, slowly inject vaccine. Remove needle, dispose in sharps container and observe for any blood at injection site. If any blood cover with band-aid.		
Observation	Have patient wait 15 minutes for observation of any adverse effects. If necessary, remind patient about the need for a second vaccination		
Document	Document the vaccine type and lot number and patient name. The patient may receive a card with the information		

<b>If Diluent required</b>	Remove diluent, check clarity, expiration date, wipe top with 70% alcohol. With diluent flat on table, pierce rubber top with needle		
<b>Diluent added to Vaccine</b>	Bring diluent with syringe to eye level and withdraw appropriate amount of fluid. Inject fluid into vaccine vial while it is flat on table. Rotate vaccine vial to mix and check that fluid is clear.		