

Trained Health Care Professionals are vital in ensuring that vaccination is safe and effective. The fast rollout of the COVID-19 vaccination program and the complicated nature of the COVID-19 vaccines make staying up to date on resources paramount. As a provider enrolled in the Vermont COVID-19 Vaccine Program, there is an expectation that anyone ordering, managing, or administering vaccinations be knowledgeable and fully trained. Please review the sections pertaining to your job duties below.

*Note: COVID-19 information is rapidly evolving. Healthcare providers should regularly check for updates on healthvermont.gov/covid-19/vaccine and <https://www.cdc.gov/vaccines/covid-19>. Sign up to receive update notifications by email when that option is available.

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Acronyms:

ACIP: Advisory Committee on Immunization Practices

EUA: Emergency Use Authorization

CE: Continuing Education

TCEO: Training and Continuing Education Online

VIMS: Vaccine Inventory Management System

IMR: Immunization Registry

COVID-19 Vaccine Training Modules

The CDC developed the [training modules](#) below based on the manufacturer’s guidance and vaccine recommendation by the Advisory Committee on Immunization Practices (ACIP). CE credit is available for the trainings. To receive CE credit, follow the instruction on the landing page and create an account through TCEO: www.cdc.gov/getCE

Training Program/Reference Material	Description
<p>General</p> <p>COVID-19 Vaccine Training: General Overview of Immunization Best Practices for Healthcare Providers</p>	<ul style="list-style-type: none"> • Vaccine Safety, Development, and Emergency Use Authorization (EUA) mechanism to provide approval for COVID-19 vaccines. • General storage and handling requirements for COVID-19 vaccines. • General vaccine administration procedures for COVID-19 vaccines. • Documentation and reporting procedures for adverse events associated with COVID-19 Vaccines
<p>Vaccine Specific</p> <p>Moderna COVID-19 Vaccine: What Healthcare Professionals Need to Know</p> <p>Pfizer-BioNTech COVID-19 Vaccine: What Healthcare Professionals Need to Know</p> <p>Johnson & Johnson’s Janssen COVID-19 Vaccine: What Clinicians Need to Know</p>	<p>COVID-19 Vaccine:</p> <ul style="list-style-type: none"> • Characteristics • Storage and handling requirements • Vaccine preparation procedures • Vaccine administration procedures
<p>Administration</p> <p>Immunization: You Call the Shots- Module Eighteen-Vaccine Administration</p> <p>Preventing Vaccine Administration Errors: A Primer for Healthcare Workers</p>	<p>General information on administration best practice.</p>

<p>Storage and Handling</p> <p>Immunization: You Call the Shots- Module Ten-Storage and Handling-2021</p> <p>Getting Shots in Arms: A Primer for Healthcare Workers on Storing and Transporting Vaccines</p>	<p>Provides general best practices and CDC recommendations on the storage, handling, and transport of vaccines.</p>
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Storage and Handling

Trained staff who understand general storage and handling principles and know how to follow standard operating procedures for vaccine management are critical to ensuring vaccine efficacy and safety. Below are general and vaccine-specific resources from the Health Department and the CDC on vaccine storage and handling.

Training Program/Reference Material	Description
<p>CDC's COVID-19 Vaccine Quick Reference Guide for Healthcare Professionals</p>	<p>A table which provides basic information on the proper storage, preparation, and administration of the currently authorized COVID-19 vaccine products in the United States. For additional information and detailed clinical guidance go to the manufacturer's and CDC's webpages listed.</p>
<p>Pfizer-BioNTech EUA Fact Sheet for Vaccination Providers</p> <p>Moderna EUA Fact Sheet for Vaccination Providers</p> <p>Johnson and Johnson's Janssen EUA Fact Sheet for Vaccination Providers</p>	<p>The Fact Sheet for Vaccine Providers is the place to find the most comprehensive and up to date information on product storage and handling.</p>
<p>Health Department Immunization Program Temperature Excursion Protocol</p>	<p>Specific steps are required whenever a vaccine experiences a period out of range. This document provides Pfizer-BioNTech and Moderna storage parameters and all necessary communication steps with the Health Department. Never assume vaccine viability,</p>

	and always contact the Immunization Program before taking any steps to change the vaccine temperature.
SensoScientific Data Loggers LogTag Analyzer Data Loggers	The Health Department provides enrolled locations with a compliant temperature monitoring device. SensoScientific devices are cloud-based, and LogTag devices require a software download . Third Party temperature monitoring is permitted as long as it complies with the CDC requirements (found on page 9 of the Vaccine Storage and Handling Toolkit)
CDC Vaccine Storage and Handling Toolkit	This toolkit represents a comprehensive guide of best practices for vaccine storage and handling from the Advisory Committee on Immunization Practices (ACIP). COVID-19 specific vaccine storage and handling information is found on page 49 of the toolkit. Recommended e-mail updates are possible through the provided link.

Off-Site Clinic Guidance

When administering away from a monitored storage unit, the vaccine is more likely to experience temperature fluctuations, putting efficacy and safety at risk. Anyone planning to administer the COVID-19 off-site should review this guide well in advance of the clinic date to ensure all preparations are made. Always contact the [Immunization Program](#) with any questions.

Training Program/Reference Material	Description
CDC Packing Vaccine for Transport or An Emergency	<p>Correctly packaging the vaccine and monitoring it continuously while away from an approved refrigerator or freezer is essential in maintaining the cold chain.</p> <p>Please make sure to contact the Immunization Program if you have any questions about the process for off-site clinic vaccine management.</p>
Health Department COVID-19 Vaccine Storage and Handling for Off-site Clinics	Contains specific guidance for packing, transporting, and administering COVID-19 vaccine off-site. Includes:

	<ul style="list-style-type: none"> • Different storage options • Special considerations for transporting COVID-19 vaccine • Temperature monitoring requirements and protocols • Transporting opened vials and prefilled syringes • Minimizing vaccine waste during a clinic • A before/during/after clinic checklist
Health Department Off-Site Hourly Vaccine Temperature Log	Hourly temperature readings are required during clinics or when transporting the vaccine for administration in an off-site location. You do not need to send these logs to the Immunization Program unless requested, though it is required for them to be saved for three years.
Minimizing Vaccine Waste Policy	This Department of Health policy will help sites minimize waste while ensuring equity and alignment with the State of Vermont's phased roll-out of vaccinations

Ordering and Inventory Management

Inventory management for COVID-19 vaccines utilizes the Vaccine Inventory Management System (VIMS). Vaccine will appear in your VIMS inventory after a transfer or order has been initiated by the Immunization Program. Providers are responsible for reporting bonus doses, waste, doses administered and reconciling inventory weekly. Providers must communicate any changes to contact information, shipping address, and/or delivery hours to the [Immunization Program](#).

Training Program/Reference Material	Description
IMR Confidentiality Agreement	Access to the VIMS system for inventory management requires access to the Vermont Immunization registry. This agreement should be filled out and sent back to the Vermont Registry directly at IMR@Vermont.gov . Contact user support at 888-688-4667 to register.
COVID-19 Vaccine VIMS User Guide	A step-by-step guide to working in the VIMS system.

<p>Vaccine Reconciliation Process Tutorial Vaccine Reconciliation Quick Guide</p>	<p>Providers are expected to conduct a physical count of COVID-19 vaccines after each clinic day and enter that information into VIMS. Video training and quick guides are available to help with this process.</p>
<p>Vaccine Adjustment Process Tutorial Vaccine Adjustments Quick Guide</p>	<p>Vaccine lost, not administered, wasted, or any additional doses you may get out of a vial should be adjusted in inventory as soon as possible. Video training and quick guides are available to help with this process.</p>
<p>Ancillary Kits</p>	<p>Ancillary supply kits will be sent separately from the vaccine at no cost to providers. Kits will include needles, syringes, alcohol prep pads, a COVID-19 vaccination record card for each vaccine recipient, and a minimal supply of personal protective equipment (PPE), including surgical masks and face shields. Ancillary supply kits will not include sharps containers, gloves, bandages, or other supplies.</p>
<p>Vaccine Deliveries</p>	<p>Vaccine will arrive either directly from the manufacturer or from the Vermont Vaccine Depot. When a delivery arrives, immediately check for completeness and temperature issues during transport. Verify that the lot number(s) match the packing slip, and label the shipment as intended for first or second doses. Place in proper storage. Contact the Immunization Program if there is an issue with a shipment of delivery. Have packing slip and shipping container information available.</p>
<p>Pfizer-BioNTech Beyond Use Date/Time Tracker Moderna Beyond Use Date/Time Tracker</p>	<p>The CDC has developed some useful tools to assist in the expiration dates/times for the COVID-19 vaccines</p>

Reporting Requirements

Tracking COVID-19 vaccine distribution, administration, and clinical effects informs decisions making on every level of the response.

Training Program/Reference Material	Description
Vaccine Adverse Event Reporting System (VAERS)	<p>Safety is the priority when it comes to vaccines. Please report all vaccine adverse reactions to VAERS in the timeliest fashion possible. Anyone can submit a report to VAERS, including patients or guardians. All VAERS reports can be submitted by visiting https://vaers.hhs.gov/.</p> <p>Reach out to the Immunization Program at AHS.VDHImmunizationProgram@vermont.gov with any questions.</p>
Immunization Registry (IMR) Website IMR Confidentiality Agreement	<p>COVID-19 vaccinations must make it into the Vermont Immunization Registry (IMR) within 72 hours. IMR access is also required for access to the vaccine ordering system, VIMS. If you have any questions about reporting to the registry, entering records, or gaining access, you may contact them directly at (888) 688-4667 or IMR@vermont.gov</p>

Vaccine Administration

Health care professionals who administer vaccines should receive comprehensive training in vaccine administration policies and procedures.

Training Program/Reference Material	Description
Pfizer-BioNTech Dosing and Administration Page Moderna Dosing and Administration Page Johnson and Johnson's Janssen Dosing and Administration Page	<p>Manufacturer websites provide comprehensive instructions for administration, including printable materials and video tutorials.</p>
Skills Checklist for Vaccine Administration	<p>A self-assessment checklist from the Immunization Action Coalition.</p>

<p>Prevaccination Checklist for COVID-19 Vaccines</p>	<p>The following questions will help determine if there is any reason a patient should not get the COVID-19 vaccine. If “yes” to any question, it does not necessarily mean the patient should not be vaccinated. It just means additional questions may be asked. Health Care professionals may be asked to assist in explaining questions on this form.</p>
<p>V-safe</p>	<p>V-safe is a smartphone-based tool that uses text messaging and web surveys to provide personalized health check-ins after a patient receives a COVID-19 vaccine. Encourage patients to register and utilize v-safe after receiving the COVID-19 vaccine. Through v-safe, a patient will document any side effects after getting the COVID-19 vaccine. Depending on the answers, someone from CDC may call to check on the patient and get more information, including filing a VAERS report if needed. V-safe will also remind patients to get a second COVID-19 vaccine dose if needed (V-safe is not a scheduling system). V-safe information sheet and flyer in different languages.</p>
<p>Vaccine Administration: Intramuscular (IM) Injection</p>	<p>Step-by-step guide in how to select the proper syringe and needle gauge, identify the anatomical injection site and administer a vaccine correctly.</p>
<p>CDC’s Interim Clinical Considerations for Use of mRNA COVID-19 Vaccines Currently Authorized in the United States</p> <p>Summary Document for Interim Clinical Considerations</p>	<p>Interim recommendations issued by the ACIP for the Pfizer-BioNTech and Moderna COVID-19 Vaccines. This page is updated regularly and includes:</p> <ul style="list-style-type: none"> • Authorized age groups • Interchangeability and coadministration with other vaccine products • Vaccination in those with current or past SARS-CoV-2 infection • Considerations for underlying medical conditions • Contraindications and Precautions

<p>CDC's Interim Considerations: Preparing for the Potential Management of Anaphylaxis After COVID-19 Vaccination</p>	<p>Anaphylaxis is an acute and potentially life-threatening allergic reaction. This CDC document includes:</p> <ul style="list-style-type: none"> • Early recognition • Medication and supplies for assessing and managing • Management of anaphylaxis at a COVID-19 vaccination site • Considerations for special populations • Patient counseling • Reporting of anaphylaxis
<p>CDC's COVID-19 Vaccine Administration Errors and Deviations</p>	<p>A vaccine administration error is any preventable event that may cause or lead to inappropriate use of vaccine or patient harm. This table provides resources for preventing and reporting COVID-19 vaccine administration errors, as well as actions to take after an error has occurred.</p>

Communicating with Patients about Vaccines

Training Program/Reference Material	Description
<p>CDC - COVID-19 Vaccination Communication Toolkit</p>	<p>Ready-made materials to inform healthcare teams and other staff, including fact sheets and FAQs, printable posters, presentation slides, social media messages, and videos.</p>
<p>CDC - COVID-19 Vaccine Recipient Education</p>	<p>Materials with communication strategies and tips for addressing questions for COVID-19 recipients, including:</p> <ul style="list-style-type: none"> • Understanding and Explaining mRNA COVID-19 Vaccines • Understanding and Explaining Vector COVID-19 Vaccines • Engaging in Effective COVID-19 Vaccine Conversations • Tips on Answering specific COVID-19 questions

Pfizer-BioNTech Vaccine Materials

Training Program/Reference Material	Description
Manufacturer Website	Provides links to EUA fact sheets, dose preparation, vaccine administration, monitoring and reporting requirements, and handouts for patients.
EUA Fact Sheet for Vaccination Providers	Replaces package insert usually found in vaccine box. All providers who will be administering COVID-19 vaccine should review before administering vaccine.
EUA Fact Sheet for Vaccine Recipients and Caregivers	An EUA replaces the VIS and is required to give to all vaccine recipients and caregivers before vaccination. EUA Fact Sheets in different languages.
FDA Website	Contains all translated EUA fact sheets for recipients and caregivers
CDC Website	Landing page for many CDC provided resources around administration and storage and handling.

Moderna Vaccine Materials

Training Program/Reference Material	Description
Manufacturer Website	Provides links to EUA fact sheets, dose preparation, vaccine administration, monitoring and reporting requirements, and handouts for patients.

EUA Fact Sheet for Vaccination Providers	Replaces package insert usually found in vaccine box. All providers who will be administering COVID-19 vaccine should review before administering vaccine.
EUA Fact Sheet for Vaccine Recipients and Caregivers	An EUA replaces the VIS and is required to give to all vaccine recipients and caregivers before vaccination. EUA Fact Sheet in different languages.
FDA Website	Contains all translated EUA fact sheets for Recipients and Caregivers.
CDC Website	Landing page for many CDC provided resources around administration and storage and handling.

Janssen (Johnson & Johnson) Vaccine Materials

Training Program/Reference Material	Description
Manufacturer Website	Provides links to EUA fact sheets, dose preparation, vaccine administration, monitoring and reporting requirements, and handouts for patients.
EUA Fact Sheet for Vaccination Providers	Replaces package insert usually found in vaccine box. All providers who will be administering COVID-19 vaccine should review before administering vaccine.
FDA Website	Contains all translated EUA fact sheets for Recipients and Caregivers.
CDC Website	Landing page for many CDC provided resources around administration and storage and handling.

Health Department Contact Information

Department	Contact Information
IMR (Immunization Registry)	IMR@vermont.gov Phone: 1-888-688-4667
Immunization Program	AHS.VDHImmunizationProgram@vermont.gov Phone: 1-800-640-4374
Vaccine Registration System	healthvermont.gov/myvaccine Phone: 855-722-7878
VAMS (Vaccine Administration Management System)	AHS.VDHophpvams@vermont.gov Phone: 1-802-863-7428 (8:00-4:30 M-F)
Vaccine Deliveries	AHS.VDHCovidVaxDistribution@vermont.gov

Additional Resources

Training Program/Reference Material	Description
COVID-19 Vermont Vaccine Program FAQ's	Health Department created FAQ for health care professionals. Updated regularly.
Health Department About Vaccine Page	Announcements on COVID-19 vaccine rollout in Vermont will be posted and updated on this page. Check back frequently.
Things You Should Know About COVID-19 Vaccines	A printable FAQ document provided by the Health Department containing the most common questions asked by Vermonters. Translated versions of the FAQ document.
Vaccine Registration Page	healthvermont.gov/myvaccine; 855-722-7878

	Information on Vermont eligibility, registration information, and instructional videos
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