



# COVID-19 VACCINATOR & EDUCATOR TRAINING

Louisiana Department of Health - Office of Public Health  
Bureau of Community Preparedness – Volunteer Management Program



January 25, 2024

# DISCLOSURE

The Louisiana Department of Health - Office of Public Health - Bureau of Community Preparedness employees, contractors, affiliates, etc. have no actual or potential conflict of interest nor any financial gain in relation to this program presentation.

# LOUISIANANS AGREE



**91%**

agree that vaccines  
are safe and useful  
for preventing  
serious illnesses



**91%**

agree that school  
age children  
should be  
immunized in  
order to attend  
school.



**95%**

agree that vaccines  
are important to  
protect infants and  
children from  
serious and life-  
threatening  
diseases

source:  
American  
Academy of  
Pediatrics -  
Louisiana  
Chapter Vaccine  
Survey 2019



Louisiana  
Vaccine Alliance

# MASS VACCINATION PROGRAM PURPOSE

## **Most critical mass vaccination program in recent history**

- ❖ Ensure safety and effectiveness of vaccines
- ❖ Reduce incidence of serious illnesses and death
- ❖ Minimize disruption to society and economy
- ❖ Maintain healthcare capacity
- ❖ Ensure equity in vaccine allocation and distribution

# COVID-19 VACCINATORS

**Vaccinators are necessary to:**

- ❖ Contribute to an important public health cause
- ❖ Make a global impact
- ❖ Be an essential part of the solution
- ❖ Protect and save lives



# TYPES OF VACCINATORS



**February 2021: The State Health Officer determined the following disciplines could administer the COVID-19 vaccine in Louisiana:**

- Nurses (APRNs, RNs, LPNs/LVNs)
- Paramedics and Emergency Medical Technicians
- Pharmacists
- Pharmacy Technicians
- Physicians

# REQUIREMENTS FOR VACCINATORS

- Must have an active, unencumbered license, or
- Must be in a healthcare provider group that falls under the “Extension of Emergency Provisions Due To COVID-19 Public Health Emergency” effective January 19, 2022.
- Receive Just-in-Time Training on COVID-19 Vaccination Administration protocols.



# RESPONSIBILITIES OF VACCINATORS

## Before Patients Arrive

- Check and sign in with onsite supervisor. Obtain ID badge.
- Participate in Just-in-Time-Training.
- Set up the equipment and check that all supplies are present: vaccine carrier, gloves, trash bags and sharps container.

## After Patients Arrive

- Greet each patient.
- Verify patient's first and last name, date of birth, consent to receive vaccine, any known allergies/sensitivities, and any recent fever, illness, or past issues with vaccines.
- Wear gloves and change them between each patient, and to perform hand hygiene with each change of gloves.
- Clean the injection site with isopropyl alcohol.

# RESPONSIBILITIES OF VACCINATORS

## Inject, Discard, Never, Next

- Inject the vaccine in accordance with injection technique and aseptic technique.
- Discard the used syringe directly into the sharps container located nearby, out of the flow of people traffic.
- **NEVER** re-cap the needle.
- Direct patient to the next station. Instruct him/her on 15 minute-wait post-vaccination for monitoring of any adverse effects.

## At the end of the day:

- Close the sharps container in accordance with safety rules.
- Count the number of vaccine and diluent vials and enter them into LINKS, check the vaccine vial monitors (VVMs) and count the remaining supplies.
- Tidy and clean the site and package the waste for transport.
- Check with onsite supervisor for any instructions. Participate in debriefing.
- Sign out and return ID badge (if given).

# EMERGENCY USE AUTHORIZATION (EUA)

- Allowance of access to critical medicines and medical products during a public health emergency.
  - An EUA is different from the Food and Drug Administration's (FDA's) authorization/approval versus licensure.
- Criteria for an EUA Issuance:
  - Consent Form is not required at the federal level.
  - Vaccine Information Sheet (VIS) will not be provided.
  - EUA Fact Sheet will be provided.

# VACCINE ADVERSE EVENT REPORTING SYSTEM (VAERS): PROVIDERS

- Is a national vaccine safety surveillance program used to detect possible safety issues with vaccines.
- Submit all vaccine administration errors and adverse events to VAERS (link is external).
- Educate patients on VAERS and how to access the system.
- Familiarize yourself with the specific EUA reporting requirements including:
  - Vaccine administration errors whether associated with an adverse event or not
  - Serious adverse events; irrespective of attribution to vaccination
  - Cases of Multisystem Inflammatory Syndrome (MIS) in adults
  - Cases of COVID-19 that result in hospitalization or death

# VACCINE ADVERSE EVENT REPORTING SYSTEM (VAERS): PATIENTS

- Have you had a reaction following a vaccination? If YES, contact your healthcare provider.
- [Report an Adverse Event](#) using the **VAERS** online form or the downloadable PDF.
- Important: If you are experiencing a medical emergency, seek immediate assistance from a healthcare provider or call **9-1-1**.
- The CDC and FDA do not provide individual medical treatment, advice, nor diagnosis.
- If you need individual medical or health care advice, consult a qualified healthcare provider.

# V-SAFE (VACCINE SAFE)



- **v-safe<sup>SM</sup>** [\(link is external\)](#) is a smartphone-based tool that provides personalized health check-ins and easy reporting of side effects for people who receive a COVID-19 vaccine.
- It can also remind people to get their second COVID-19 vaccination.
- Everyone who reports a medically significant (important) adverse events on **v-safe<sup>SM</sup>** will get a follow-up phone call from the CDC.
- As part of the COVID-19 Vaccine Program enrollment process, providers were sent a patient handout that includes a Quick Response (QR) code.
- Providers should encourage patients to download and participate in **v-safe<sup>SM</sup>** after receiving a COVID-19 vaccine.

# HAND HYGIENE



- Implement infection control measures before patient arrival, upon arrival, throughout the visit, and until fully cleaned and disinfected.
- Urge the importance of hand hygiene for patients and visitors that includes the use of soap and water.
- Use alcohol-based hand sanitizer (at least 60% alcohol is recommended).

# PPE

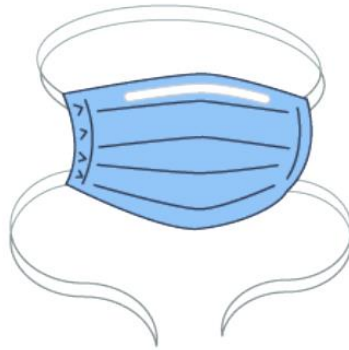
National Center for Immunization and Respiratory Diseases

## Vaccine Administration: COVID-19 Personal Protective Equipment



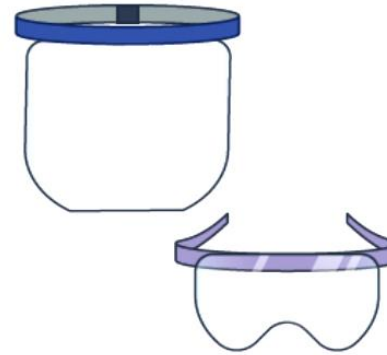
### PERSONAL PROTECTIVE EQUIPMENT

### - DONNING AND DOFFING STEPS



#### Face mask

- **Recommended:** All healthcare providers (N95 masks not recommended)



#### Eye protection

- **Recommended:** Areas of moderate/substantial community transmission
- **Optional:** Areas of minimal/no community transmission unless otherwise indicated as a part of standard precautions



#### Gloves

- **Recommended:** Intranasal or oral vaccines
- **Optional:** Intramuscular or subcutaneous vaccines

08/23/20

[www.cdc.gov/vaccines/pandemic-guidance/index.html](https://www.cdc.gov/vaccines/pandemic-guidance/index.html)

**NOTE:** In January 2022, the CDC recommended use of N95 or KN95 masks.

# PPE - MASKS AND EYE PROTECTION

- A face mask and eye protection can be worn if the patient is suspected to have COVID-19 infection.



# PPE - MASKS – DONNING AND DOFFING

## WEARING MASKS – DO IT RIGHT



The **disposable surgical mask** is usually worn by sick people to protect others from cough, sneeze and other body fluid droplets. Surgical masks should be thrown away each day or after each visit to health care providers. Wear a **cloth mask** when going out in public during social distancing, to protect yourself and others from asymptomatic carriers.

### DONNING OR PUTTING ON THE MASK



**Wash your hands** with soap and water for at least 20 seconds.  
**Dry your hands** with a clean paper towel and throw the paper towel away.



Check surgical masks for any defects and throw away defective masks.



Make sure mask exterior faces out.



Place mask on your face. If mask has a bendable edge, put it on your nose.



Put one loop around each ear or tie the upper ties behind your head with a bow.



Pinch the bendable top edge of the mask around the bridge of your nose. Tie the lower ties behind your head with a bow.



Make sure the mask covers your nose and mouth so that the bottom edge is under your chin.



Wash your hands.

## DOFFING OR REMOVING THE MASK



Wash your hands before removing the mask.



Don't touch the part of the mask covering the nose and mouth, it may be contaminated.



Untie or remove the ear loops and remove the mask by the straps.



Cloth masks can be removed and reused during the day. Wash hands, remove mask by straps, hang or place it away from others.



Throw **surgical masks** away after intended use (at hospital/clinic).

Wash **cloth masks** in a laundry bag in hot water, & fully dry on medium/high heat.

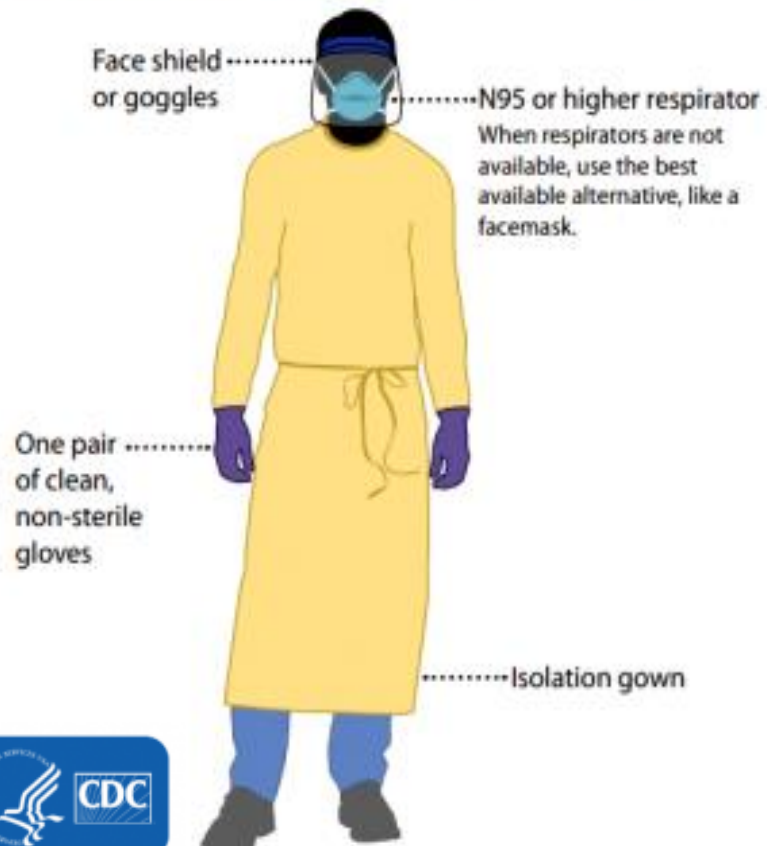


Wash your hands.

# PPE – EYE PROTECTION – DONNING AND DOFFING

## COVID-19 Personal Protective Equipment (PPE) for Healthcare Personnel

### Preferred PPE – Use N95 or Higher Respirator



### Acceptable Alternative PPE – Use Facemask



# PPE – GLOVES

- **Gloves should be worn during vaccine administration**
  - Vaccinators should change gloves between patients along with performing proper hand hygiene
  - Vinyl gloves are appropriate
  - Gloves are single use and cannot be washed



# DISPOSABLE GLOVES DONNING INFOGRAPHIC

## HOW TO DON GLOVES



Remove one glove from the package and inspect it to be sure no pinholes or tears are present.



If gloves are ambidextrous, they can be worn on either hand. If not, align the glove's fingers and thumb with the proper hand before donning.



Insert five fingers into the cuff and pull the cuff over the wrist.



Check for a secure fit around the fingers and palm. The cuff should fit snugly around the wrist.

## HOW TO DOFF GLOVES



Grasp the outside edge of the glove near the wrist.



Peel the glove away from the hand, turning it inside out. Hold it in the opposite gloved hand.



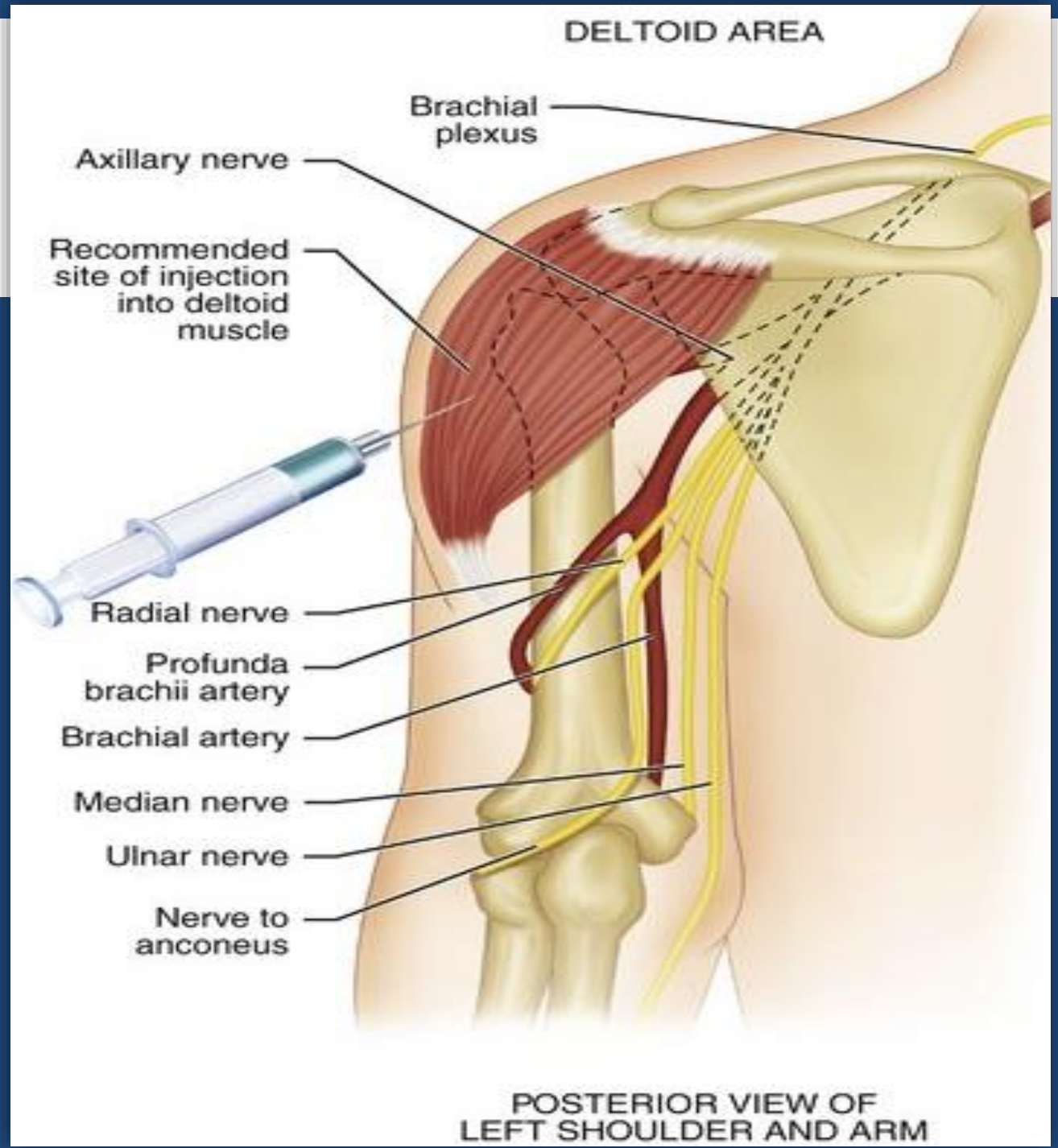
Slide an ungloved finger under the wrist of the remaining glove, being careful not to touch the outside of the glove.



Peel the remaining glove off from the inside, creating a "bag" containing both gloves. Discard.

# DELTOID MUSCLE

## ADMINISTRATION OF AN INTRAMUSCULAR INJECTION



# ADMINISTRATION OF AN INTRAMUSCULAR INJECTION

## DELTOID MUSCLE

1. Perform hand hygiene.
2. Identify the patient using two methods of identification.
  - Patient name
  - Date of birth
3. Provide a EUA Fact Sheet to the patient prior to drawing up vaccine.
4. Verify any known food and drug allergies prior to administration.
5. Confirm the medication/vaccine order.
6. Verify the expiration date, stock selection, and lot number on vial.
7. **NEVER** give an injection that you did not prepare.
8. Perform the rights of medication administration.

# FIVE RIGHTS OF MEDICINE ADMINISTRATION



- ☐ *Right Patient.*
- ☐ *Right Drug.*
- ☐ *Right Time.*
- ☐ *Right Dose.*
- ☐ *Right Route.*

# ADMINISTRATION OF AN INTRAMUSCULAR INJECTION

## DELTOID MUSCLE

9. Use a 23-25 gauge with a 1 to 1½-inch length needle for the deltoid in most adults and children.
10. Select syringe size appropriate to the amount of solution and site of administration.
11. Prepare the correct dose, expelling any excess air from the syringe.
12. Provide an explanation to the patient.



# ADMINISTRATION OF AN INTRAMUSCULAR INJECTION

## DELTOID MUSCLE



13. Put on gloves and position the patient for the injection.
14. Clean the site for 30-seconds with alcohol swab using a circular motion starting at the center of the site and moving outward in a circular motion for about 2 inches.
15. Inject the solution slowly and steadily.
16. Withdraw the needle quickly (DO NOT recap) and place in sharps container.

# DIFFERENT COVID-19 VACCINES

## What Are The Vaccine Brands?

**Pfizer-BioNTech**

**Moderna**

**Novavax**



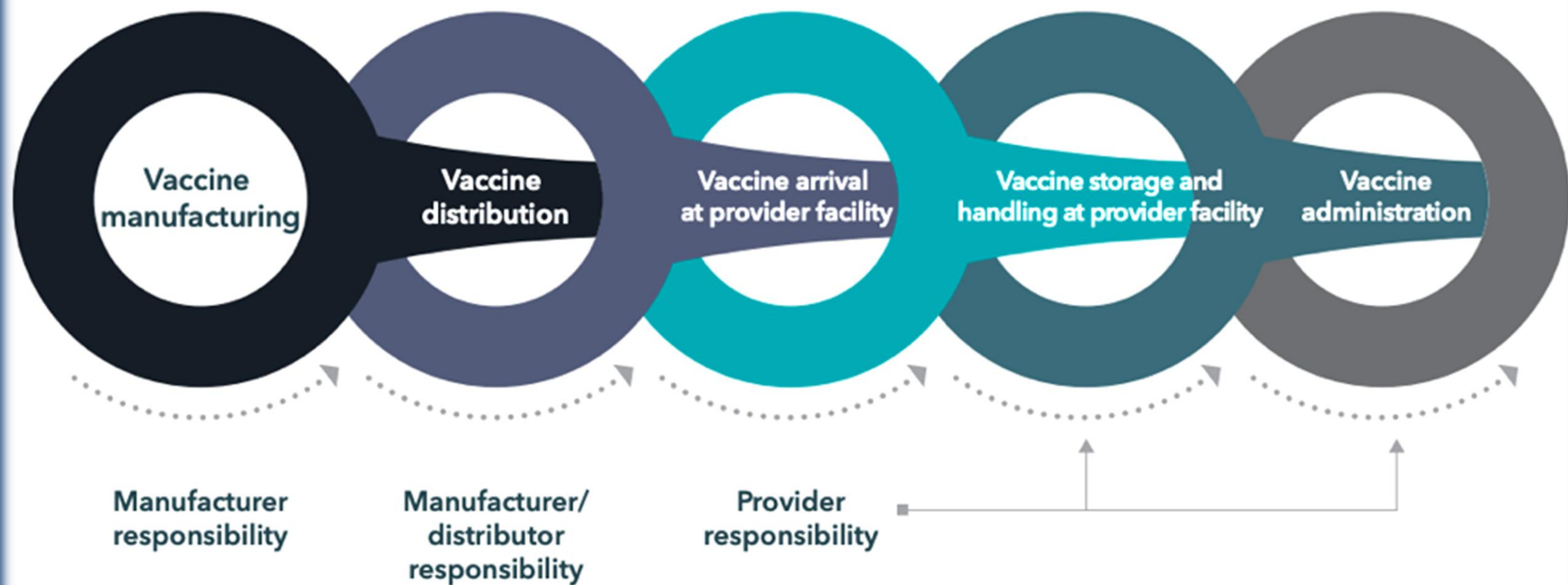
# COLD CHAIN REQUIREMENTS

- **COVID-19 vaccine products are temperature-sensitive and must be stored and handled correctly to ensure efficacy and maximize shelf life.**
  - Proper storage and handling practices are critical to minimize vaccine loss and limit risk of administering COVID-19 vaccine with reduced effectiveness.

# COLD CHAIN REQUIREMENTS

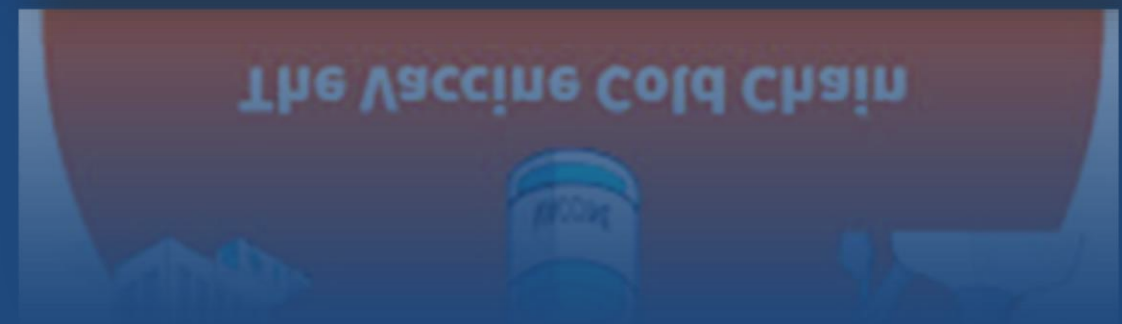
- **Jurisdictions should check with staff at each COVID-19 vaccination provider site to ensure appropriate vaccine storage and handling procedures are established and followed.**
  - Cold chain storage and handling requirements for COVID-19 vaccine products will vary in temperature from refrigerated (2°C to 8°C) to frozen (-15°C to -25°C) to ultra-cold (-60°C to -80°C) in the freezer or within the dry ice thermal shipper in which product was received.
  - Ongoing stability testing may impact these requirements.

# Cold Chain **Flowchart**

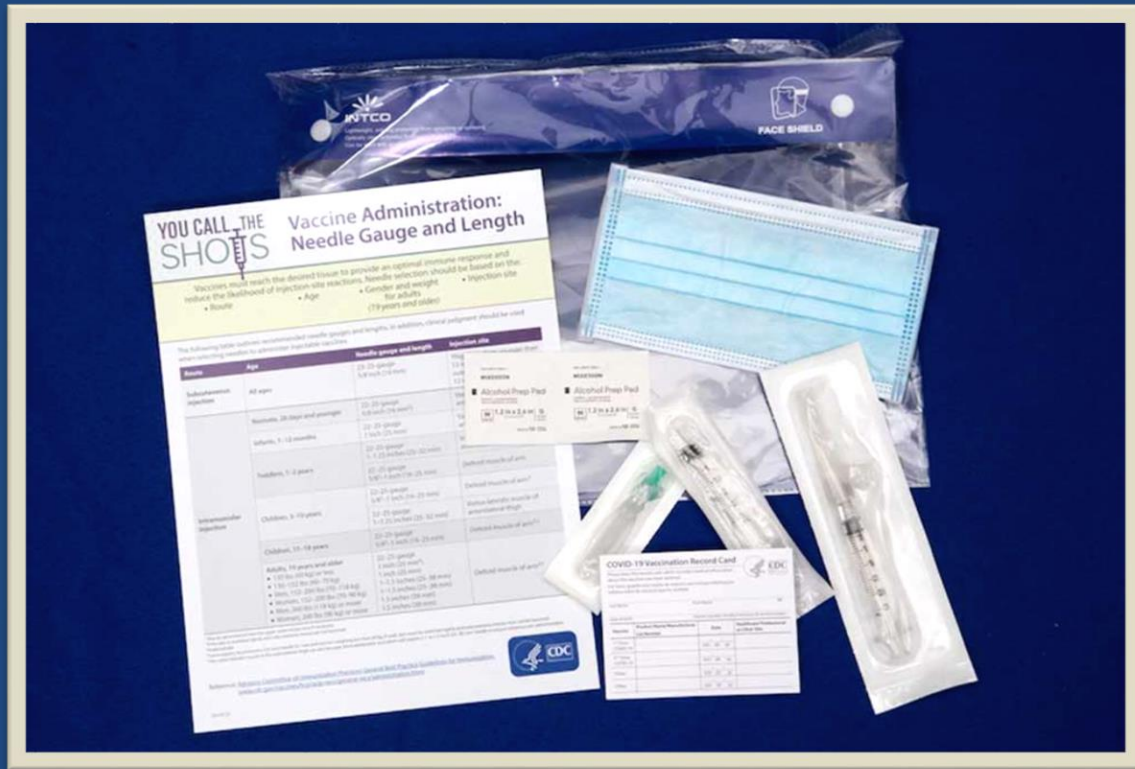


# COLD CHAIN REQUIREMENTS

- For a reliable cold chain, three elements must be in place:
  1. Well-trained staff,
  2. Reliable storage and temperature monitoring equipment, and
  3. Accurate vaccine inventory management.
- The cold chain begins at the COVID-19 vaccine manufacturing plant, includes delivery to and storage at the COVID-19 vaccination provider site, and ends with administration of COVID-19 vaccine to a person.



# VACCINE ANCILLARY SUPPLY KITS



**NOTE: Kits will not include sharps containers, gloves, and bandages.**

- Alcohol prep pads
- Face shields, surgical masks
- Needles and syringes
- Vaccine administration sheet for healthcare providers
- Vaccination record and reminder cards
- For COVID-19 vaccines that require reconstitution with diluent or mixing with adjuvant at the point of administration, other needed supplies will also be included.

# PROCEDURES FOR WASTE DISPOSAL

- **Sharps, Syringes, and Vials**

All items used to administer the vaccine, including sharps, syringes and empty vaccine vials must be placed in a FDA-approved sharps container. These materials must never be disposed in the regular trash, recycling bins or put loosely into a biohazardous waste container.

- **Vial Trays**

Medical facilities that are administering the Pfizer vaccine need to be aware that the vial trays the vaccine is stored on should be disposed of in the red bag, biohazardous waste box or container.

- **Unused Vaccine Doses**

While the vaccine doses do not contain any viral material and is therefore not considered to be hazardous, it is still important to dispose of any unused or compromised doses. It is recommended that they be disposed of in the non-hazardous pharmaceuticals container.



# PROCEDURES FOR WASTE DISPOSAL



- **Contaminated PPE**

All contaminated PPE, including masks, gloves and gowns, should be disposed of in the red biohazard waste bags only.

# RECORD KEEPING

- Report all pertinent information that is required by Scientific Technologies Corporation (STC) and Louisiana Immunization Network (LINKS) within 24 hours of vaccine administration.
  - Manual
  - Electronic



# PATIENT REGISTRATION

- Patient appointments are not required, but encouraged.
- Appointments are first come, first served.



# COVID-19 EDUCATION FOR COMMUNITIES

## *What is COVID-19?*

- **Coronavirus Disease 2019 (COVID-19)**
  - An infectious disease caused by the novel coronavirus, SARS-CoV-2, that appeared in late 2019.
  - Predominantly a respiratory illness that can affect other organs.
  - Wide range of symptoms, that may appear 2 to 14 days after exposure to the virus.



Fever or chills	Fatigue	Congestion or runny nose
Cough	Muscle or body aches	Sore throat
Shortness of breath	Headaches	New loss or taste or smell
Nausea	Vomiting	Diarrhea

# COVID-19 EDUCATION FOR COMMUNITIES



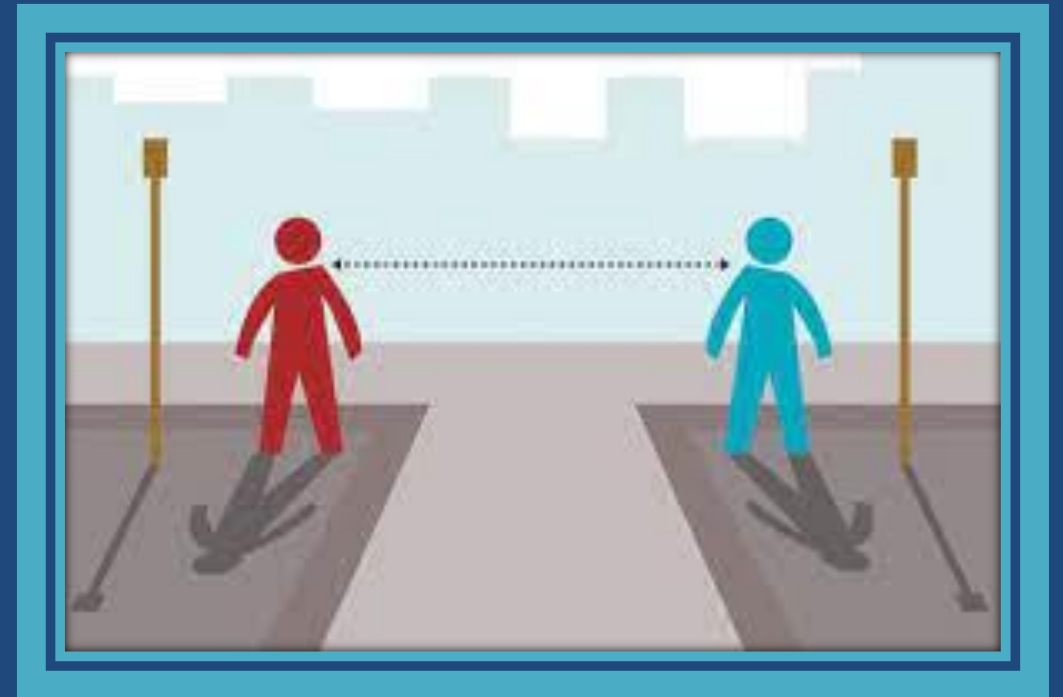
- **Question:** What are the differences in technology development between three vaccines?
- **Answer:** Pfizer-BioNTech and Moderna use messenger RNA (mRNA), which instructs cells to produce a protein on the virus' surface. Novavax is a protein subunit vaccine.

# COVID-19 EDUCATION FOR COMMUNITIES

**Question: What are some ways to prevent the spread of COVID-19?**

**Answer:**

- Wash hands often, especially before eating, after using the restroom or after sneezing, coughing or blowing your nose.
- Use hand sanitizer (preferably with at least 60% alcohol).
- Wear masks or face coverings.
- Try to keep at least 6 feet of distance between yourself and other people.
- Stay home if you are sick.



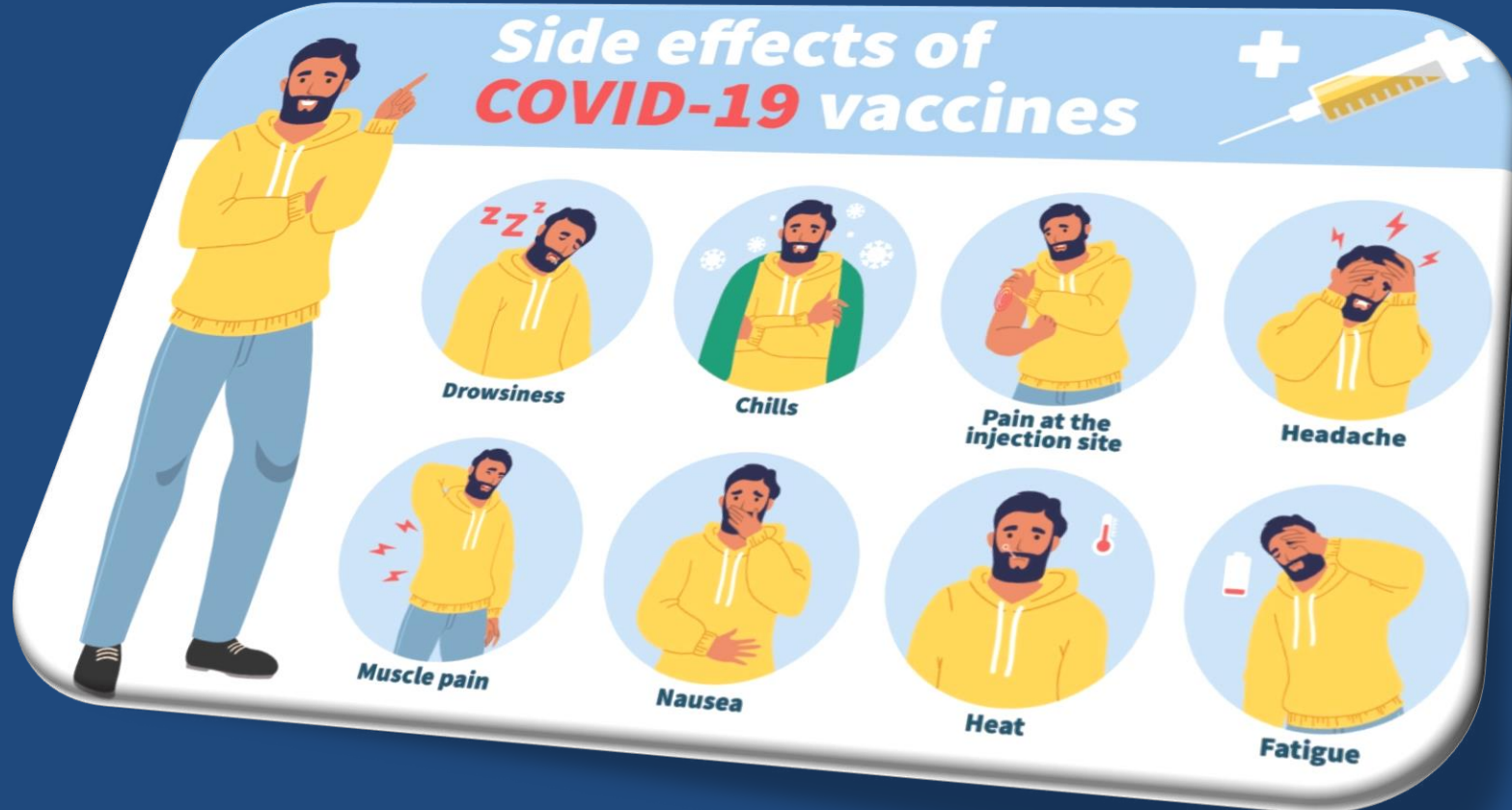
# COVID-19 EDUCATION FOR COMMUNITIES



- **Question:** Is it safe for me to get a COVID-19 vaccine if I am planning to get pregnant in the future?
- **Answer:** There is no reason to delay conception. If you become pregnant after receiving your first dose of the COVID-19 vaccine, you should not delay getting the second booster dose as scheduled.

# COVID-19 EDUCATION FOR COMMUNITIES

- **Question:** What are immediate side effects to expect from the COVID-19 vaccine?
- **Answer:** swelling, redness, and pain at injection site, fever, headache, tiredness, muscle pain, chills, nausea



# CONTACTS AND QUESTIONS

- Thank you for participating in our presentation!
- For follow-up questions and information, please contact:

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Office of Public Health – Bureau of Community Preparedness

Volunteer Management Program - [www.ldh.la.gov](http://www.ldh.la.gov) (search volunteer or LAVA)

