**Guide for Interested Institutions to Establish Adult Vaccination Counters in Private Healthcare Facilities**

*Developed by Ministry of National Health Services Regulations and Coordination and*

*Approved by the Expert Committee*

*Version 1.3 – Feb15th2021*



**Guidelines for Adult Vaccination Counters (AVCs) for COVID-19 Vaccination**

**Introduction**

In Pakistan, COVID-19 vaccination is carried out through Adult Vaccination Counters (AVCs). AVCs are established in the public sector to vaccinate priority population free of cost. In addition to public sector, private sector has an integral role in terms of ensuring safe and secure COVID-19 vaccination in an effective and efficient way. In Pakistan, normally immunization is associated with children vaccination, however, COVID-19 has changed the dynamics of vaccination. Therefore, considering the novelty of the concept, standard operating procedures (SOPs) are being developed for AVCs in order to ensure smooth vaccination process for COVID-19 in Pakistan.

**Main responsibilities of Private Health Facility**

* Follow government’s guidelines in terms of targeted population, monitoring, surveillance, AEFI management, communications, and cold-chain management in relation to COVID-19 vaccination in Pakistan
* Designate and notify a focal person for coordination, planning and implementation phase. This person will be the overall in-charge of the AVC.
* Designate space for the Adult Vaccination Counter
* Notify a nurse/skilled vaccination staff who would be administering Covid-19 vaccine
* Identify and enlist prioritized population for COVID-19 vaccination
* Ensure training of the nurse/skilled vaccination staff in vaccine administration, infection prevention and control, and use of recording and reporting tools on prescribed formats
* Designate and notify a doctor trained in managing medical emergencies, as AEFI focal person. The AEFI focal person will share daily report, including zero case report of AEFI, with the District Health Management Team/ DHO on the prescribed format.
* Ensure availability of adequate medicine (e.g. adrenaline, hydrocortisone, I/V line maintenance etc.) and supplies (Oxygen, Ambu bags, BP apparatus etc.) for AEFI management.
* Ensure proper disposal of vaccine waste
* Ensuring compliance on COVID-19 SOPs while administering the vaccines

**Adult Vaccination Team**

At every AVC, Adult Vaccination Team (AVT) should be responsible to complete the vaccination process. If need arises, private sector health facility can appoint additional staff to manage COVID-19 vaccination depending upon work load, however, AVT must comprise of a qualified nurse/ skilled vaccination staff to administer the vaccine, and a team assistant to assist in the vaccination process.

The AVT will ensure that vaccination is conducted with the following sequence:

* The overall in-charge of the AVC should ensure smooth vaccination process.
* Nurse or team assistant (where available) will complete verification process through CNIC in the National Immunization Management System (NIMS)
* Upon completion of verification, nurse will administer the vaccine to the citizen/client
* Nurse will ensure that used vaccination supplies are properly disposed as per the waste management SOPs.
* Team assistant will ensure that every individual is advised to wait in the designated waiting area for 30 minutes
* The AEFI section of NIMS to be filled by the nurse in case of an AEFI at the time of vaccination. AEFI focal point of the health facility will ensure daily submission of AEFI report (including zero report) to DHMT/ DHO

**AVC Infrastructure**

Every AVC must have a computer, printer, android phone, internet connectivity and consistent power supply to facilitate uninterrupted vaccination process. In addition, every AVC must have a segregated before and after vaccination waiting area. Within the AVC premises, the area where the vaccination is conducted should ensure client’s privacy.

**Personal Protection Equipment (PPE)**

Infection prevention and control measures should be in place at all AVCs:

* AVT should have adequate infection prevention and control supplies and equipment
* AVT should ensure physical distancing at vaccination sites by limiting session size
* Use open spaces when feasible
* Private sector health facility health staff should be trained on infection prevention and control measures adherence should be monitored.
* Quality assurance of the vaccination process to be in place.

**Vaccine Storage**

Vaccine storage will be the responsibility of private sector health facility. COVID-19 vaccines are stored at different temperatures, for instance Pfizer/BioNTech at -70C, Moderna at -20C and other vaccines, such as Sinopharm, CansinoBio, AstraZeneca at +2 to +8C. Therefore, every private health facility should ensure that these vaccines at kept at the recommended temperature.

**Security**

Overall, the private sector health facility where the AVC is established should be in a safe and secure environment. The private health facility will ensure that security guard/chowkidar is in place to ensure crowd management, etc. In addition, all health facilities are encouraged to ensure that CCTV cameras are in place for monitoring and surveillance.

**Monitoring and Surveillance**

Private health facility monitoring, and surveillance team should be responsible to monitor the vaccination process at the AVC. AVT will also assist in monitoring in terms of AEFI reporting to the designated medical officer in the HF. Quality assurance during vaccination process has to be ensured. In case of severe AEFI, the private health facility will share the detailed investigation report to DHMT/ DHO.

**Communication**

The private health facility is encouraged to display and distribute COVID-19 SOPs, vaccines information and other related material for effective community awareness. Adequate quantities of IEC material are recommended to be available in every AVC. Risk mitigation measures should be coordinated and implemented.

**Sign Posting**

Considering the novelty of COVID-19 vaccination, sign posting is of paramount importance. Every health facility must have an *Entry* and *Exit* sign. Display signs of, before and after vaccination, *Waiting/Observation Area*, *Registration Counter* and *Vaccine Administration*, must be properly placed. Furthermore, signs for gender segregation where required must be displayed ostensibly. Increasing visibility of the AVC/ vaccination site through banners and standees is encouraged.

**Checklist for Adult Vaccine Counters (AVCs) in Private Sector**

**Approved by Expert Committee**

|  |  |  |  |
| --- | --- | --- | --- |
| **S. #** | **Checklist** | **Status** | |
| **Yes** | **No** |
|  | **Human Resource at AVCs** | | |
|  | Designated Focal Person |  |  |
|  | Designated Nurse/ Skilled Vaccination Staff |  |  |
|  | Designated Doctor trained as AEFI Focal Person |  |  |
|  | Presence of Team Assistant/Registration person |  |  |
|  | **Training of HR** | | |
|  | Training of nurse/skilled vaccination staff in vaccine administration |  |  |
|  | Training of nurse/skilled vaccination staff on use of recording and reporting tools on prescribed formats/NIMS |  |  |
|  | Training on infection prevention and control measures |  |  |
|  | **Site Organization** | | |
|  | Designated Space for AVCs |  |  |
|  | Segregated Area for Vaccine Administration ensuring privacy |  |  |
|  | Availability of enough Waiting area with social distancing |  |  |
|  | Observation Area for possible AEFI monitoring |  |  |
|  | **Adult Vaccine Counter (AVCs) Infrastructure** | | |
|  | Availability of Computer |  |  |
|  | Availability of Printer |  |  |
|  | Availability of Android phone |  |  |
|  | Internet connectivity |  |  |
|  | Consistent Power Supply |  |  |
|  | **Personal Protection Equipment (PPE) at AVCs** | | |
|  | Availability of Masks, and Hand sanitizers and soaps |  |  |
|  | Session Size (Not more than 10) to ensure Social Distancing |  |  |
|  | **Session Conduction at AVCs& AEFI Management** | | |
|  | Team assistant (where available) completing the verification process through CNIC in the National Immunization Management System (NIMS) |  |  |
|  | Entry of Data in NIMs |  |  |
|  | Designated Nurse/ skilled staff administering the vaccine to the citizen/client upon consent |  |  |
|  | Nurse/ Skilled Staff ensuring that used vaccination supplies are properly disposed as per the waste management SOPs. |  |  |
|  | Team assistant ensuring that every individual is advised to wait in the designated observation area for 30 minutes |  |  |
|  | Nurse/ skilled staff filling the AEFI section in NIMS |  |  |
|  | Sharing of daily report by AEFI focal person, including zero case report of AEFI, with the District Health Management Team/ DHO on the prescribed format. |  |  |
|  | **Availability of Essential Medicine** | | |
|  | AEFI kit availability of adequate medicine (e.g. adrenaline, hydrocortisone, I/V line maintenance etc.) and supplies (Oxygen, Ambu bags, BP apparatus etc.) |  |  |
|  | **Waste Management** | | |
|  | Standard waste burning pit/incinerator is prepared/functioning |  |  |
|  | **Vaccine Storage** | | |
|  | Vaccines are kept at the recommended temperature. |  |  |
|  | **Security** | | |
|  | Availability of Security guard/chowkidar is in place to ensure crowd management |  |  |
|  | CCTV cameras are in place for monitoring and surveillance |  |  |
|  | **Communication** | | |
|  | Display and distribution of COVID-19 SOPs |  |  |
|  | Adequate quantities of IEC material available in every AVC |  |  |
|  | **Sign Posting** | | |
|  | Display of Entry and Exit sign |  |  |
|  | Display of signs of, before and after vaccination Waiting/Observation Area |  |  |
|  | Display of signs of Registration Counter |  |  |
|  | Display of signs of Vaccine Administration |  |  |
|  | Sign of gender segregation |  |  |
|  | Display of AVC/ vaccination site through banners and standees |  |  |