

**UC Riverside, School of Medicine Policies and Procedures**

**Policy Title:** COVID-19 Vaccination

**Policy Number:** 950-03-035

<b>Responsible Officer:</b>	Director of Clinical Practice Initiatives
<b>Responsible Office:</b>	Clinical Affairs
<b>Origination Date:</b>	2/22/2021
<b>Date of Revision:</b>	
<b>Scope:</b>	UCR Health Patient Clinics

**I. Policy Summary**

The purpose of this document is to provide guidance for providers and clinical staff to deliver the COVID-19 vaccination to eligible UCR Health and non-UCR Health patients, in accordance with the California Department of Public Health (CDPH) Phases & Tiers and guidance issued by the University of California Office of the President (UCOP).

**II. Policy Text**

COVID-19 vaccine will only be administered by licensed health care personnel and/or those trained or certified to administer medications. All licensed personnel will be required to complete the following training and orientation.

<https://www.cdph.ca.gov/Programs/CID/DCDC/Pages/Immunization/COVID-19VaccineTraining.aspx#>

All individuals trained and certified to administer medications must read and attest, in writing to the clinic manager and/or Director of Ambulatory Operations, that they have read the SOP/workflows and completed the CDPH training.

**III. Responsibilities**

Director of Clinical Practice Initiatives

UCR Health Licensed Personnel and/or clinic staff.

**IV. Procedures**

**A. Scheduling Appointments**

1. Existing UCR Health patients eligible in accordance with the California Department of Public Health (CDPH) Phases and Tiers and guidance issued by University of California Office of the President (UCOP) can use direct scheduling to schedule their COVID-19 vaccine appointment via Epic MyChart.

2. Non-UCR Health patient must contact our Citrus Towers call center to register and schedule their COVID-19 vaccine appointment. Appointment will be scheduled if

individuals are eligible in accordance with the California Department of Public Health (CDPH) Phases & Tiers and guidance issued by the University of California Office of the President (UCOP).

**B. Transport and storage of COVID-19 Vaccine**

The vaccine will be stored in the SOM Education building in accordance with the UCR Health COVID-19 School of Medicine Education Vaccine operations plan.

Vaccine coordinator will contact clinic manager the day prior scheduled vaccinations in order to confirm number of vials needed for COVID-19 vaccine clinic.

1. Vaccine coordinator will transport COVID-19 vials in a cooler with dry ice to the vaccine clinic.
2. Clinic manager will retrieve the vaccines, document their delivery in vaccine log, date vaccine and place them in the medication refrigerator to be available (thawed out) for the day of the vaccine clinic.

**C. Check-In**

1. The front desk staff will verify patient's appointment, register the patient, document the patients' arrival for their appointment in the Epic EMR and provide the patient with a vaccine FACT sheet.
2. The front desk will instruct patients to be seated until they are called back by UCR Health licensed personnel and/or clinical staff.

**D. Administration of Vaccine**

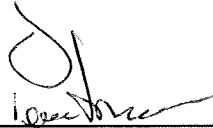
1. Licensed personnel and/or clinic staff will verify patient's identity and escort patient back to an exam room.
2. Licensed personnel and/or clinic staff will verify patient is here for the COVID-19 vaccine and provide patient with the consent form to review and sign.
3. Licensed personnel and/or clinic staff will administer the vaccine. Medical assistants do not require direct observation but are required to report any issues to the supervising physician.
4. Licensed personnel and/or clinic staff will document administration of the COVID-19 vaccine in the Epic EMR. This documentation will include the lot number, injection site, time of injection, and the amount of time the patient is in observation.
5. License personnel and/or clinic staff will escort patient to the identified observation area in the clinic where a licensed provider will observe for signs of patients in distress during their 15-minute/30-minute wait following their injection.

**E. End of Day Unused Vaccine Protocol**

The clinic manager will identify the number of patients scheduled and waiting to be vaccinated. This number will be compared with the number of remaining doses. If it is determined there will be unused doses, the clinic manager will review schedule roster for all clinic locations to identify any patients, in accordance with the California Department of Public Health (CDPH) Phases & Tiers and guidance issued by the University of California Office of the President (UCOP), requesting vaccination and these patient's will be contacted. If the clinic manager determines there are no additional patients eligible, or patients refuse the vaccine, or patients can not arrive within 15-30 minutes, then patients on the waiting list will be contacted. If they are unable to arrive, then the clinic's employees will be contacted. This process will be a first come first served, so once these employees are identified for the remaining doses, additional employees will not be accommodated. Employees must be on-campus or able to arrive within 15-30 minutes.

If for some reason there are no staff/faculty available, the Vaccine Physician must clear the use of any remaining open vaccine with the CEO of UCR Health or the Dean of the UCR School of Medicine.

Approvals:

  
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PAUL HACKMAN, J.D., C.H.C.  
COMPLIANCE AND PRIVACY OFFICER,  
SCHOOL OF MEDICINE

03-02-2021  
DATE

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