

Job Aid: How to correct a dose that has been administered under the wrong Inventory Lot Number

COVAX Role Designation:	Super User
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- The steps to correct a dose that has been administered under the wrong Inventory Lot #

How to correct a dose administered under the wrong Inventory Lot Number

Before administering vaccine to your client, it is critical the correct inventory lot number (#) is selected. When a dose has been administered to a client under the wrong inventory lot #, it needs to be entered in error and then re-entered under the appropriate inventory lot #.

Why is this important?

If the wrong inventory lot # is selected when documenting the dose administered for a client, it can cause various inventory errors across the Middlesex-London Health Unit Authorizing Organization. In some situations, you may be unable to administer the dose today or a future date. In other situations, you may prevent another site from administering a dose. Furthermore, on the client's dose administration record, the wrong inventory lot # is listed, which could be problematic if an inventory recall occurs.

There is a 7-step process required to enter the dose in error and re-enter the dose under the correct Inventory Lot Number:

Step 1: Check the Inventory Lot # Status and change Inventory Lot # to "Active" status temporarily if necessary.

Check the inventory lot number that requires the corrections.

If the inventory lot # that requires corrections is 'Inactive' at the Vaccine Event Inventory level, you will need to make the Inventory "Active" again by following these sub-steps. It is recommended you complete these corrections before vaccines have started to be administered for the day (ideally before 7am or after 8pm) as this inventory lot could be inadvertently selected. **If the inventory is still "Active", you can skip this step.**

Caution: If the inventory lot # in the main AO Inventory has been marked as "Completed", this main AO Inventory will need to be temporarily changed to "Available". Reach out to our Informatics Team for support (COVIDVaccine.Informatics@mlhu.on.ca).

- a. **Note the Inventory lot #** that needs to be made active at the Vaccine Event Inventory level.
- b. **Select your Vaccination Event** (the example on page 2 shows a Vaccination Event in the Sandbox training environment, but please select the Vaccination Event that applies to your site's location).

Vaccination Events
Recently Viewed

23 items • Updated 4 minutes ago

Search this list...

Vaccination Event Name	Vaccination Event ID	Vaccination Event Type	Visit...	Comments
1 <input type="checkbox"/> Simcoe Health - Muskoka - TT	1314c000000A8CAAU	Long Term Care Home		

- c. Once the correct **Vaccine Event** is selected, scroll down to the **Vaccine Event Inventory** section. Click **View All**.

Vaccine Event Inventory (6+)

VE Inventory Name	VEI Status	Historical Allocated Doses	Extra Doses From Vial
PFIZER Diluent 0.9% Sodium Chloride null ml - N...	Active		0
PFIZER-BIONTECH COVID-19 VACCINE mRNA 0.3...	Active		1
MODERNA COVID-19 mRNA-1273 0.5 ml - DCD5...	Active		0
Pfizer-Biontech Comirnaty pediatric 0.2 ml - FBC...	Active		0
PFIZER-BIONTECH COVID-19 VACCINE mRNA 0.3...	Active		0
PFIZER Diluent 0.9% Sodium Chloride null null - ...	Inactive		0

[View All](#)

- d. Select the **VE Inventory Name** with the correct lot # you need to temporarily make “Active” to re-administer the dose.
- e. There is a field called **VEI Status**. Click on the pencil icon to edit. Select “Active” from the dropdown menu and click **Save**. This will allow you to select the lot # during dose administration.

Vaccine Event Inventory
PFIZER-BIONTECH COVID-19 VACCINE mRNA 0.3 ml - BNTH414, 2022-10-08

Available Doses	Dose Administered (Known Client)	Doses Administered (No Consent)	Extra Doses From Vial	Doses Wasted
8,717	26	0	0	0

Related **Details**

VE Inventory Name	PFIZER-BIONTECH COVID-19 VACCINE mRNA 0.3 ml - BNTH414, 2022-10-08	Inventory	PFIZER-BIONTECH COVID-19 VACCINE mRNA 0.3 ml - BNTH414, 2022-10-08
Vaccination Event	Simcoe Health - Muskoka - TT	Adjusted Expiration Date	
Comments		VEI Status	Inactive 
Inventory Type	Vaccine	Vaccination Type	Point Of Service
Allocated Doses	2,000	Inventory Product	PFIZER-BIONTECH COVID-19 VACCINE mRNA
Created By	Stella Eresia-eke, 2022-04-06, 9:03 a.m.	Inventory Status	Available
		Last Modified By	Clinic test12, 2022-06-08, 4:09 p.m.

VEI Status

Active

Vaccination Type

--None--

Inventory Product

✓ Active

Inactive

Inventory Status

Entered in Error

Last Modified By

Clinic test12, 2022-06-08, 4:09 p.m.

Save

Step 2: Take a Screen Capture of the Dose Administration Record

Take a **screen capture** of the client's immunization record (DA Record) so that you have that information to re-enter later. This includes screen captures of the following three tabs: **Basic Details, Consent & Assessment, and Vaccine & Product Details.**

Note: If you are unable to take a screen capture, please ensure all documentation under the Dose Administration Record is recorded on paper or in another electronic form for transcription purposes.

Client Immunization
DA-32137097

Client Test Client	Record Type Administered	Days Since Immunization 0	Status Administered
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Vaccine Product Information

Product : PFIZER-BIONTECH COVID-19 VACCINE mRNA	Diluent Product : PFIZER Diluent 0.9% Sodium Chloride
Product Lot : PFIZER-BIONTECH COVID-19 VACCINE mRNA - CPG11111, 2023/01/31	Diluent Product Lot : PFIZER Diluent 0.9% Sodium Chloride - NACL009, 2022/07/27
Agent : COVID-19 mRNA	

Basic Details

Consent & Assessment

Vaccine & Product Details

Files

History

∨ Basic Details

Client Test Client	Vaccination Event Simcoe Health - Muskoka - TT
Dose Administration DA-32137097	Reason for Immunization Age Eligible Population
Sub-type Point of Service ✎	Immediate AEFI ! <input type="checkbox"/>
Days Since Immunization 0	Source Health Care Provider
Country Vaccine Administered Canada	Authorized Organization Muskoka Public Health - TT

∨ Dose Validation

Verification Status

Basic Details

Consent & Assessment

Vaccine & Product Details

Files

History

∨ Client Consent

Consent for Service? <input checked="" type="checkbox"/>	
Consent on the client's behalf <input type="checkbox"/>	

∨ Pre-Screening Assessment

Experienced myocarditis or pericarditis <input type="checkbox"/>	Myocarditis or pericarditis before <input type="checkbox"/>
Shortness of breath or chest pain <input type="checkbox"/>	MIS-C in children <input type="checkbox"/>
Symptoms of Covid19 <input type="checkbox"/>	Allergic to polyethylene glycol <input type="checkbox"/>
Allergic Reaction to Covid 19 (4 hrs) <input type="checkbox"/>	Allergic reaction by injection(eg IV/IM) <input type="checkbox"/>
Vaccine within 14 days <input type="checkbox"/>	Problems with your immune system <input type="checkbox"/>
Therapy? Have you spoken to your HCP <input type="checkbox"/>	If yes, are you receiving any therapy <input type="checkbox"/>
Have bleeding disorder, blood thinning? <input type="checkbox"/>	Felt faint after a past vaccination <input type="checkbox"/>
Information Sheet Reviewed <input type="checkbox"/>	
Pre-screening Assessment Completed <input checked="" type="checkbox"/>	
Comments	

∨ Historical Pre-Screening Assessment

Pregnancy <input type="checkbox"/>	Allergic reaction to food/peanuts <input type="checkbox"/>
Are you or pregnant or breastfeeding <input type="checkbox"/>	Allergic reaction to other Vaccines <input type="checkbox"/>
If pregnant, have you spoken to your HCP <input type="checkbox"/>	Autoimmune Disorder <input type="checkbox"/>
Currently Breastfeeding <input type="checkbox"/>	Another vaccine received <input type="checkbox"/>

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MLHU Job Aid: Correcting a dose administered under the wrong Inventory Lot Number 2022-06-07

Step 3: Document the dose as “Entered in Error”

Change the dose administration status to “Entered in error”. Follow these sub-steps:

- a. Select **Review Dose Administered** from top right corner of the client record.

- b. Select the Dose Administration record that requires a status update.

Dose Administrati...	Status	Vaccination Date	Org Vaccine Inven...	Comments
<input checked="" type="radio"/> DA-32137097	Administered	2022-06-08, 04:20 p.m. ...	PFIZER-BIONTECH COVI...	
<input type="radio"/> DA-32137035	Administered	2022-06-07, 04:56 p.m. ...	Pfizer-Biontech Comirna...	
<input type="radio"/> DA-32136972	Administered	2022-06-06, 02:29 p.m. ...		

- c. Select “Entered in Error” from the drop-down menu.

Review Dose Administered

Select the dose administration record you need to update.

Dose Administrati...	Status	Vaccination Date	Org Vaccine Inven...	Comments
<input checked="" type="radio"/> DA-32137097	Administered	2022-06-08, 04:20 p.m. ...	PFIZER-BIONTECH COVI...	
<input type="radio"/> DA-32137035	Administered	2022-06-07, 04:56 p.m. ...	Pfizer-Biontech Comirna...	
<input type="radio"/> DA-32136972	Administered	2022-06-06, 02:29 p.m. ...		

* Select a reason to change the dose administration status

- Entered in Error
- Administered
- Entered in Error**
- In Progress
- Invalid
- Invalid - SCT and CAR-T
- Inventory Recalled
- Wasted

- d. The details of the changes will populate in the **Review Dose Administered** screen. Review and click **Next**. A confirmation screen will open. Click **Next** again.

Review Dose Administered

Select the dose administration record you need to update.

Dose Administrati...	Status	Vaccination Date	Org Vaccine Inven...	Comments
<input checked="" type="radio"/> DA-32137097	Administered	2022-06-08, 04:20 p.m. ...	PFIZER-BIONTECH COVI...	
<input type="radio"/> DA-32137035	Administered	2022-06-07, 04:56 p.m. ...	Pfizer-Biontech Comirna...	
<input type="radio"/> DA-32136972	Administered	2022-06-06, 02:29 p.m. ...		

* Select a reason to change the dose administration status

Entered in Error

Next

Review Dose Administered

You're about to update the dose administered status. You CANNOT undo this update.

Please click Next to proceed further.
DA-32136974 Dose Administration Status - Entered in Error

Previous **Next**

- e. The following screen will appear. Click **Finish**.

Review Dose Administered

We have recorded your response successfully. Thank you for your cooperation.

Finish

- f. The client's **Total Doses** count will decrease by one dose.

Person Account
Test Client

Age 26 Years 0 Month(s)	Total Doses 2
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Alerts (0)

Step 4: Ensure the correct Vaccination Event is selected

Ensure that the **Vaccination Event** on the Client's Profile is your **Vaccination Event**. Skip this step if the Vaccination Event is correct. If it is not your **Vaccination Event**, follow these sub-steps:

- a. Click on the pencil icon to edit.

▼ Vaccine Related

Any Adverse Events After Immunization? <input type="checkbox"/>	Appropriate Documentation Shown <input type="checkbox"/>
Vaccination Event Bruce Health - Muskoka - TT	Reason for Immunization Age Eligible Population
Total Doses 2	Institution i

✎

- b. Then delete the wrong **Vaccination Event** by clicking on the X.

▼ Vaccine Related

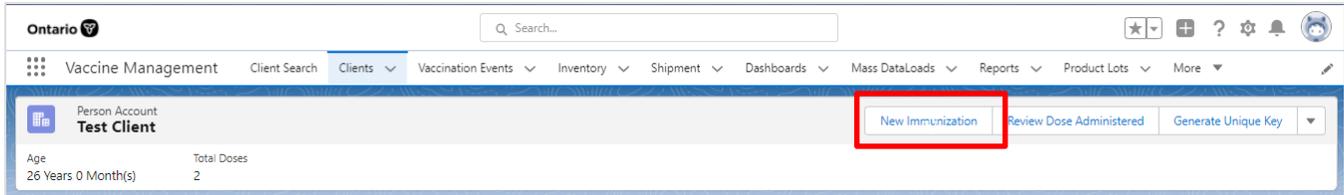
Any Adverse Events After Immunization? <input type="checkbox"/>	Appropriate Documentation Shown <input type="checkbox"/>
Vaccination Event Bruce Health - Muskoka - TT 	Reason for Immunization Age Eligible Population
Total Doses 2	Institution i Search Institutions...

✕

- c. Start typing the name of your **Vaccination Event** starting with "MLHU – " and it should automatically pop-up. Then, click **Save** at the bottom.

Step 5: Re-administer the Dose using “Simplified Flow”

Click on the **New Immunization** button from the top right corner of the client profile screen.



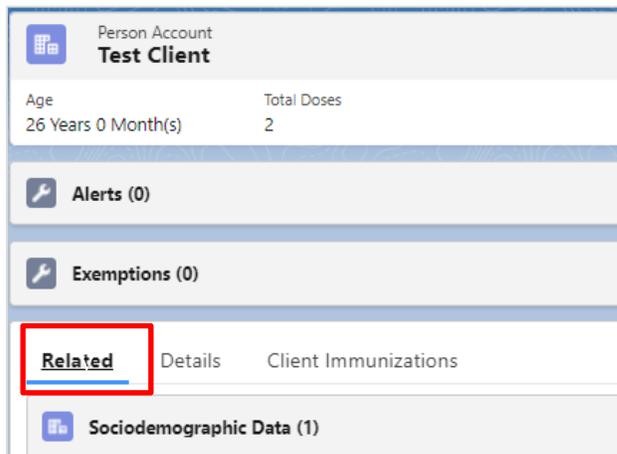
Re-enter all the client information including client consent information (see your saved screen capture or paper documentation for the details). Re-administer the dose with the correct inventory lot number, and all other relevant details (e.g. Vaccination Event, date, etc.).

Step 6: Delete the old Dose Admin Receipt that has the wrong inventory lot # Recorded

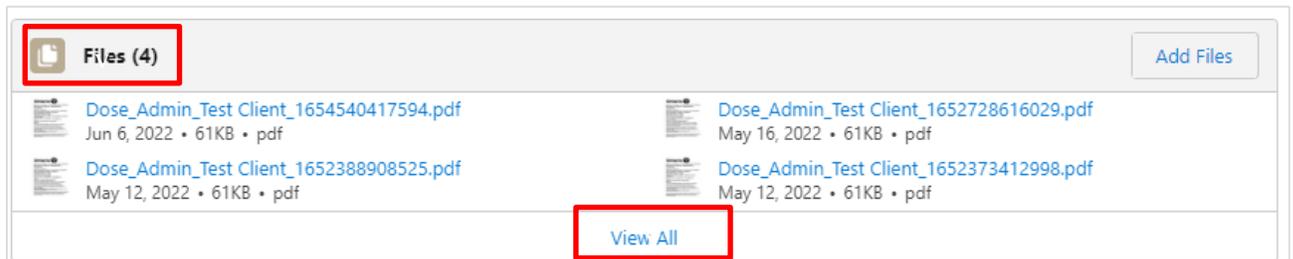
Delete the old dose administration receipt that has the wrong inventory lot # under the **Files** section. Follow these sub-steps:

Note: There should only be 1 dose administration receipt for each dose administered (e.g. maximum of 3 dose receipts per client if they have received their first, second and third doses).

- Click on the **Related** tab on the Client Profile to access the **Files** section.



- Under the **Files** section on the Client Profile, click on **View All** to bring up a list of the Dose Administration files.



- c. A new window will open with a list of Dose Admin receipts. On the far right, click on the drop-down arrow for the Dose Admin receipt that needs to be deleted (the one that was entered in error initially). Make sure you are deleting the correct receipt).

Person Accounts > Test Client
Files
4 items • Sorted by Last Modified • Updated a minute ago

Title	Owner	Last Modified ↓	Size
1 Dose_Admin_Test Client_1654540417594.pdf	Clinic test12	2022-06-06, 2:33 p.m.	61KB
2 Dose_Admin_Test Client_1652728616029.pdf	Clinic test12	2022-05-16, 3:16 p.m.	61KB
3 Dose_Admin_Test Client_1652388908525.pdf	Clinic test12	2022-05-12, 4:55 p.m.	61KB
4 Dose_Admin_Test Client_1652373412998.pdf	Clinic test12	2022-05-12, 12:36 p.m.	61KB

- d. Select **Delete** from the drop-down menu. The Dose Admin receipt will be removed from the client record.

Person Accounts > Test Client
Files
4 items • Sorted by Last Modified • Updated 5 minutes ago

Title	Owner	Last Modified ↓	Size
1 Dose_Admin_Test Client_1654540417594.pdf	Clinic test12	2022-06-06, 2:33 p.m.	61KB
2 Dose_Admin_Test Client_1652728616029.pdf	Clinic test12	2022-05-16, 3:16 p.m.	61KB
3 Dose_Admin_Test Client_1652388908525.pdf	Clinic test12	2022-05-12, 4:55 p.m.	61KB
4 Dose_Admin_Test Client_1652373412998.pdf	Clinic test12	2022-05-12, 12:36 p.m.	61KB

- Download
- Share
- Public Link
- View File Details
- Upload New Version
- Edit File Details
- Delete**
- Remove from Record

Step 7: Change the Inventory Lot # back to “Inactive” (if applicable)

If you had to temporarily make your Inventory Lot # at the Vaccine Event Inventory level “Active” again from an “Inactive” status, change the status back to “Inactive” again following the sub-steps outlined in step 1.

Note: In step 1, if the main AO Inventory Lot # from changed from “Completed” status to “Available” to make adjustments to re-document the doses under the correct inventory lot, please contact Informatics (COVIDVaccine.Informatics@mlhu.on.ca) staff to ensure the main AO Inventory Lot # is changed back to “Completed” status once the corrections have been made.