Covid-19 Vaccine Distribution Program
Training Overview

> **Organizations and their staff who are participating in the COVID-19 Vaccine Distribution Program are required to complete the following training:**
> - ☑ Review this summary document and the content on any included links
> - ☑ Review the *COVax Acceptable Use Policy* document
> - ☑ Review the *Countering Cyber Threats* document

Introduction to COVax

- COVax is the provincial software for documentation of all COVID-19 vaccinations.
- Everyone using COVax must have their own user account. Login details cannot be shared.
- As a user, you are only authorized to use COVax for the purpose of administering vaccines to your patients/residents.
- You have been assigned a specific COVax role by your organization. The table below details the capabilities of each user role.
  - It is important that you know who the Super User is for your organization. The Super User is your go-to person for any questions, issues or concerns you may have.
- Explore the Middlesex-London Health Unit's (MLHU) program webpage for **additional resources**.

	COVax Site Staff	COVax Vaccinator	COVax Super User
COVax Tasks	• Client registration • Generate receipt	• Dose administration • Generate receipt	• Client registration • Dose administration • Generate receipt • Inventory management
Additional Site Roles as Required by MLHU	• Ensuring accurate documentation	• Ensuring accurate documentation	• Site facilitator (go-to person) • Weekly inventory reporting to MLHU • Vaccine ordering* • Primary contact with MLHU • Ensuring accurate documentation

Other staff can support vaccine ordering for your organization if appropriate..

COVax INVENTORY

- In COVax, your organization will be referred to as a Vaccination Event.
- A unique Vaccination Event name and number will be created by MLHU before you start administering vaccine.
- After your organization places a COVID-19 vaccine order, MLHU will allocate vaccine to your Vaccination Event in COVax.
- You will use this same Vaccination Event every time you administer a dose of COVID-19 vaccine.
- COVax is intended to be used for real-time vaccination. When you vaccinate a patient/resident in COVax, a dose of vaccine will automatically be decremented from your Vaccination Event Inventory.
- Super Users will manage the inventory for your site. If anyone draws an extra dose, wastes a dose, or has any issues with COVax, the Super User is the go-to person.
- Super Users can reach out to MLHU support staff if necessary.

www.healthunit.com

London Office
110-355 Wellington St. | London, ON | N6A 3N7
tel: (519) 663-5317   fax: (519) 663-9581

Strathroy Office
51 Front St. E | Strathroy, ON | N7G 1Y5
tel: (519) 245-3230

COVax Documentation

It is every user's responsibility to make sure doses are documented accurately in COVax. Here are a few quick steps to follow every time a dose is administered:

- Search COVax (using an HCN, when available) to find your client; you will rarely need to manually create a new client.
- Ensure your organization's unique Vaccination Event has been selected in the Vaccination Event field.
- Confirm correct vaccine and diluent lot numbers are selected.
- Collect and record the sociodemographic (SDOH) information for your patient/resident.
  - Having sociodemographic data for our vaccinated population is essential to understanding how equitable the vaccine rollout has been.

Carefully review MLHU's COVax User Guide on the program webpage for step-by-step instructions on using COVax.

> **Vaccine Administration**
>
> Information relevant for Vaccinators and Super Users:
>
> Bookmark the Ministry of Health website, which includes COVID-19 resources and check it frequently. Review the following three resources from the Ministry website:
> - COVID-19 Vaccine Guidance
> - COVID-19 Vaccine Storage and Handling Guidance
> - COVID-19 Vaccine Consent Form

Next Steps in Onboarding

1. Click on the appropriate survey link below to attest to completing the training.
   - Primary Care Staff
   - Long-Term Care, Retirement Home and Hospital Staff
2. Upon completion of the training and attestation, MLHU will *create a COVax account and follow-up with an email on how to set up your account.

   Those with an existing COVax account for a different facility or vaccination event must still complete the training and attestation. MLHU will then review whether a new account should be created.

Support

Email COVIDVaccine.Informatics@mlhu.on.ca for support related to:
• COVax system (logging on, navigating, documentation)
• Weekly Hand Count Survey
• Training and onboarding process
• Memorandum of Understanding (MOU)
• Updating staffing information
Email VaccineOrders@mlhu.on.ca or visit our healthcare provider immunization webpage for support related to:
• Ordering COVID-19 vaccine (scheduling, drop-off, quantities, etc.)
• PHOS
Call (519) 663-5317 to speak with a Public Health Nurse on our Vaccine Preventable Disease team or visit our COVID-19 vaccine webpage for support related to:
• Vaccine-specific details (dose, drawing-up, storage and handling, temperature excursions, etc.)
• Vaccine eligibility

COV.A.Forward Deployment – Training Overview September 2024

www.healthunit.com

London Office
110-355 Wellington St. | London, ON | N6A 3N7
tel: (519) 663-5317   fax: (519) 663-9581

Strathroy Office
51 Front St. E | Strathroy, ON | N7G 1Y5
tel: (519) 245-3230