Job Aid: Vaccine Registrar Using the Data-Apps Tool

Upon arrival check-in with Clinical Coordinator. Put on identification, review job aid.

1. The tasks of a Vaccinator include the following tasks:
2. Use the computer and scribe for the vaccinator.
3. Sign on to the computer and open My Data app vaccine tool as below
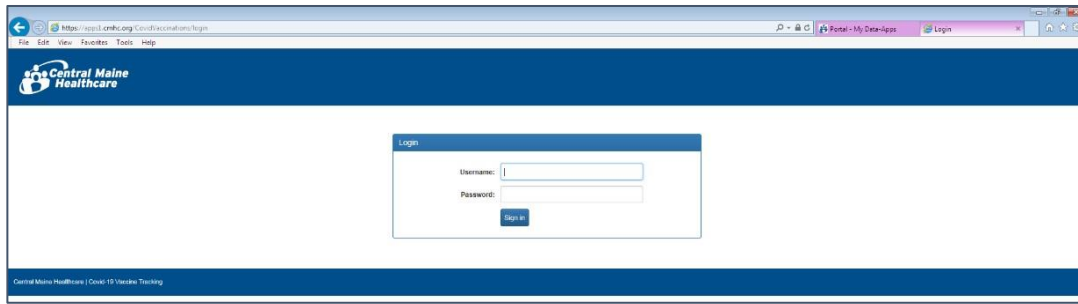
Access My Data Apps COVID Vaccine Tool:

1. Go to the portal and in Quick Links select: My Data-Apps

2. Then Click COVID Vaccinations

3. Login using your network User Name and Password

4. Click COVID Vaccinations in the purple bar

How to Register Recipients for 1st COVID Vaccine for the above population:

5. Under the header Vaccinations, Click "Add new"
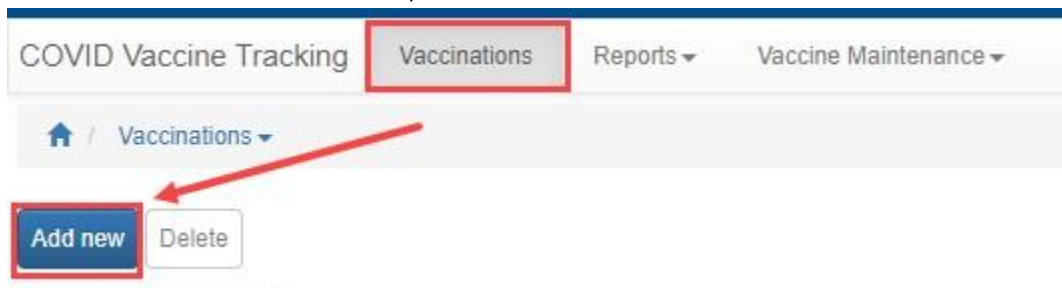
6. Is this an Employee select NO and place ID number in the Public ID field. (This is located on the top of the consent form – handwritten in)

5. Ask recipient if they have any chronic conditions they would like to disclose. If so, document in the field separating each item with a comma. For example, hypertension, diabetes, hypothyroid

a. Booster appointment – select the location the recipient will return for the booster. <mark>The location is critical!</mark>

       a. If Pfizer, booster date is 21 days from first dose

       b. If Moderna, booster date is 28 days from first dose

Booster Appointment	
Scheduled Booster Location	Please select
Scheduled Booster Date	
Scheduled Booster Time	

In order to maintain equal distribution of recipients on the booster day, it is PREFERABLE that recipients schedule the booster time for the same time that they received the first dose of vaccine.

Once recipient is registered, they can proceed to the vaccination table.

How to Register Recipients for <mark>2nd (Booster)</mark> COVID Vaccine for the above population:

1. If recipient received first dose within CMH, then use the search field and type in the recipient's Registration ID number.
   Select the recipient.

2. Click on the Blue oval to display the 1st vaccine given

	Admistered at Location	Administered Date	MVX	Lot Number Unit of Sale [Box]
	Central Maine Medical Center	12/16/2020	Pfizer	Pfizer - EK5730

3. Verify the vaccine available in clinic today is the same brand as 1st dose. If not, contact site leader.
4. Verify information in recipient's profile and make any necessary changes.

5. Complete the Post Vaccine Adverse Reaction/Side Effects section

Post Vaccine Adverse Reaction/Side Effects

Employee had an Adverse Reaction ☐

Side Effect(s) ☐ Pain at the injection site ☐ Tiredness ☐ Headache
☐ Muscle Pain ☐ Chills ☐ Joint Pain ☐ Fever ☐ Nausea
☐ Tingling in arm ☐ Dizziness ☐ Diarreah ☐ Vomiting
☐ Rash ☐ Other

6. Complete the 2nd dose information- including Lot number, site and brand

7. Maintain awareness of security of the vaccine.
8. Exercise exceptional customer service with all vaccine clients, staff and mall patrons.
9. Advise site coordinator, security, or other designated staff of any incidents involving vaccine clients and escalate these incidents as needed