



COVID-19 VACCINATION OF PATIENTS AGED OVER 80 STANDARD OPERATING PROCEDURE

Initiated:	06/01/2021
Review:	06/01/2022 or as required

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Reviewed, Authorised and Signed off by: COVID-19 Vaccination Population Delivery Group

DOCUMENT HISTORY & CHANGES

- Changes necessitate reissue of the SOP incrementing the version number.
- Changes since the last version are added to the changes log below and all subsequent changes logged in chronological order.
- Changes to page 1 or headers and footers are not included in the changes log.

Changes Applied to Version	Section	Date	Brief Description of Change
V.01		06/01/21	New SOP

1. PURPOSE

The aim of this document is to outline the standardised approach for the delivery of the COVID-19 vaccination programme using the AstraZeneca COVID-19 Vaccine (ChAdOx1-S [Recombinant]) vaccine for the over 80s population in Greater Glasgow and Clyde.

The programme will be delivered through a mix of clinics in practice premises or locally agreed HSCP venues. On the whole this cohort will be immunised by practice employed staff with the exception of certain GP surgeries who will have local arrangements in place. A housebound programme will be run by HSCPs for those unable to attend in practice.

2. BACKGROUND

The objective of the COVID-19 immunisation programme is to protect those who are at highest risk from serious illness or death. The Joint Committee of Vaccination and Immunisation (JCVI) set out a prioritisation for persons at risk. This placed those patients aged 80 years and above as a priority.

3. DESCRIPTION

Covid-19 and Social Distancing Measures

Clinics should be set up in line with social distancing measures and should ensure appointments are arranged to support the reduction in likelihood of overcrowding or queues.

Appropriate PPE should be worn and alcohol gel/handwashing facilities should be readily available for staff and patients.

Vaccine Supply

Initial vaccine supply will be arranged for GP Practices and Movianto will confirm the exact date of delivery, which should be on your normal delivery day. Following initial delivery, the ordering process will revert to standard arrangements.

<p>First 3 weeks January 'initial supply'</p>	<p>GPs do not need to place an order for the initial batch, this is being co-ordinated on their behalf. The initial supply is enough for every practice to receive one pack of 100 doses, the 55 practices with the largest 'over 80s population' will receive a 2nd pack.</p> <p>Movianto will confirm the exact date of your delivery, which should be on your usual delivery day. Deliveries are scheduled from 6 January and in the week of 11 and 18 January. There are a number of variables which may change this timeline.</p>
<p>From 15th January (TBC)</p>	<p>The ordering process will revert to standard arrangements with practices ordering directly with Movianto. Dates and process will follow as soon as we've been made aware.</p>

PPE and Sundries

Needles & syringes will be provided with the vaccine. Leaflets will also be provided with the vaccine.

PPE and other sundries required to run a vaccination clinic should be ordered through the normal process.

Sharps Disposal

Items used for administering the COVID-19 vaccinations should be disposed of in a blue lidded sharps container. While this is correct, blue lidded sharps containers are rarely used in GP practices across Greater Glasgow & Clyde. For the foreseeable future, Tradebe will be treating **ALL** orange lidded sharps containers as blue lidded sharps containers. Therefore if you are administering COVID-19 vaccinations you can continue to use the orange lidded sharps containers you currently have.

Patient Call

GP Practices will manage all appointing, administration and contact with patients, including circumstances where the delivery venue has been organised by the HSCP. Practices should schedule appointments as soon as they possibly can with available vaccine supplies to ensure this cohort is vaccinated as early as possible. Appointments should be scheduled when Movianto confirm delivery date. The below principles should be followed:

- Patient should be invited in age order, inviting the oldest patients first.
- All Patients aged 80 and over on or before 31 March 2021

Second dose - a second dose should be scheduled 12 weeks after the first dose.

PHS have produced a generic invite letter, available in the appendix.

Consent

Consent must be given voluntarily and freely. The individual must be informed about the process, benefits and risks of immunisation and be able to communicate their decision. Information given should be relevant to the individual patient, properly explained. There is no legal requirement for consent to immunisation to be in writing and a signature on a consent form is not conclusive proof that consent has been given, but serves to record the decision and the discussions that have taken place with the patient or the person giving consent and questions should be answered fully. Please see Green Book Consent Chapter: https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/144250/Green-Book-Chapter-2-Consent-PDF-77K.pdf

Peer Immunisation

All practices have now received details of how to book patient facing staff (in clinical and non-clinical roles) for vaccination through the NHSGGC staff vaccination programme. This is the primary route for staff vaccination and all eligible staff will be able to access appointments for first dose no later than first week of February. New appointments are being set up by 10th January 2021. GPs and practice staff should continue to book in through that process. Peer immunisation in practices using the Astra Zeneca vaccine can be considered for priority patient facing GP practice staff such as vaccinators, for example if they have been unable to access vaccination prior to the programme starting in practices. Peer immunisation using the practice vaccine allocation should only be for patient facing staff in line with current priority groups: <https://www.gov.uk/government/publications/priority-groups-for-coronavirus-covid-19-vaccination-advice-from-the-jcvi-30-december-2020> Where GPs or practice staff are immunised in the practice, this MUST be recorded using the TURAS app which will enable the vaccination to be recorded and the staff members' own GP record to be updated.

TURAS Vaccine Management Tool (VMT)/Data recording

There are 3 options for data recording for patients over the age of 80:

1. The Scottish Government are advocating use of the TURAS Vaccine Management Tool which can be accessed via phone, tablet device or PC. Practice systems will be updated with information recorded through this tool.
 - a. For an overview: [Link to YouTube video](#)
 - b. To access the tool: [TURAS Vaccination Management Tool link](#)
 - c. Log in is with your normal TURAS account name & password.
 - d. If you do not have a Turas account, please send details of your name, designation, practice and email address to Contractor.Projects@ggc.scot.nhs.uk
 - e. User guide is available in appendix.
 - f. A contingency paper form is available in the appendix.
2. An EMIS template has been developed is now available see appendix for further detail.
3. A Vision template is being developed however it not expected to be deployed until week commencing 11/01/21. We will confirm the deployment date once available. Vision practices should use the TURAS Vaccine Management Tool for vaccine recording until this the template is available (please email Contractor.Projects@ggc.scot.nhs.uk for vaccinator accounts to be created).

Where GPs or practice staff are immunised in the practice, this MUST be recorded using the TURAS app which will enable the vaccination to be recorded and the staff members' own GP record to be updated.

Security Requirements

Practices should give consideration to storage arrangements in line with Police Scotland COVID-19 – Local Vaccine Storage Guide (Doctors Surgeries / Care Homes) available in the appendix.

Storage

- AstraZeneca COVID-19 Vaccine (ChAdOx1-S [Recombinant]) must be stored in a fridge between +2 to +8°C in accordance with manufacturer's advice. Do not freeze.
- During storage it is recommended that the vials are stored in the original packaging/cartons, away from direct sunlight to protect from light and kept upright.
- NHS Board guidance on Storage and Handling of vaccines should be observed.
- In the event of an inadvertent or unavoidable deviation of these conditions, vaccine that has been stored outside the conditions stated above should be quarantined and risk assessed for suitability of continued use or appropriate disposal.
- After first use – use as soon as practically possible and within six hours. The vaccine may be stored between +2 and +25°C during the in-use period in accordance with manufacturer's advice. The vaccine vial has space to write the date and time that the vial was first punctured; write this on the vial label.
- The manufacturer may advise of updated storage requirements and product stability as new data becomes available, vaccine must be stored in accordance with updated recommendations from the manufacturer.

4. PLANNING AND PROCESS

All vaccinators will have read, understood and signed NHSGGC Patient Group Directive for the AstraZeneca COVID-19 Vaccine (ChAdOx1-S [Recombinant]) and will have completed all the training identified within the PGD.

Vaccination Process

- Remove one vaccine vial at a time from the refrigerator. Note – some vials may contain 8 doses and some 10 doses.
- The vaccine vial is a colourless to slightly brown, clear to slightly opaque solution. Visually inspect the vial prior to administration and discard if particles or any differences to the description are seen. Do not shake the vial.
- It is essential to swab the vial septum with an alcohol swab prior to every dose withdrawn and leave to dry for 30 seconds as the vial does not contain preservative. A detergent wipe should not be used.
- 0.5ml dose
- Storage time after first dose withdrawal – write time on the label.
- When the dose is drawn up into the syringe, this should be administered immediately.
- The administration of the vaccine should be recorded in the TURAS vaccination management tool and in any other documentation as appropriate.
- Immediate post vaccination observation only is required. However, patients should be advised not to drive until 15 minutes post vaccine.
- Those vaccinated should be issued with a post vaccine advice leaflet.
- If any issues are encountered the vaccination should be stopped/ paused and the situation clinically managed or escalated as per local processes.

Spillages of vaccine – Green Book chapter 14a advises for areas administering Astra Zeneca COVID-19 vaccination an appropriate virucidal disinfectant should be available for managing spillages. If further advice is required contact virology lab.


Adverse Events











Adverse events should be reported in line with normal processes. In addition please complete the adverse event template in the appendix and return to Kirsty.Mccaffery@ggc.scot.nhs.uk by 10am on Monday for the previous week. This will be submitted to NHSGGC Immunisation Coordinator and returned to PHS.

Waste

Sharps containers to be disposed of as normal practice. Clinical and domestic waste will be disposed in the routine waste stream however any vaccine identifiable waste will be removed and disposed of as per NHSGGC guidance. After use deface all packaging to avoid counterfeit and dispose of carton and vial in sharps container.

Appendix List

1. DES	 GP Involvement in COVID Vaccination Pr
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2. Patient Group Directive	  PGD for COVID-19 Astra Zeneca COVID Vaccine (ChAdOx1-S) signature sheet 1.doc
3. PHS GP resources	https://www.publichealthscotland.scot/downloads/gp-covid-19-resources/
4. TURAS Learning Materials	https://learn.nes.nhs.scot/37676/immunisation/covid-19-vaccines
5. Adverse Event Template	 Template AE_Immunisation Cc
6. Pre-vaccination screening form	 6. 201224 COVID-19 Pre-Vaccination Scree
7. NHSGGC FAQ	https://www.nhs.gov.uk/your-health/health-issues/covid-19-coronavirus/for-nhs-ggc-staff/covid-19-vaccination-programme/
8. Updated Resuscitation Council UK guidance on Management of Anaphylaxis in Vaccination Setting	https://www.resus.org.uk/about-us/news-and-events/rcuk-publishes-anaphylaxis-guidance-vaccination-settings
9. Police Scotland COVID-19 – Local Vaccine Storage Guide (Doctors Surgeries / Care Homes)	 COVID-19 Vaccine Local Storage Guide.p
10. TURAS Vaccine Management Tool User Guide	 Turas Vaccination Management User Gu
11. TURAS Vaccine Management Tool – Letter to GPs	 11. VMT letter to GPv2.docx
12. EMIS PCS advice	 PCS00800 - PCS Scotland COVID-19 - i
13. Paper process (contingency) if VMT app is down	 turas-vaccination-paper-form-V1.pdf
14. Patient Invite Letter template	 GPinvitation letter_30Dec20_FINAL
15. Patient Information leaflets	https://www.nhsinform.scot/healthy-living/immunisation/vaccines/coronavirus-covid-19-vaccine/coronavirus-vaccine-leaflets
16. Social Distancing Guidance	https://www.hps.scot.nhs.uk/web-resources-container/covid-19-guidance-for-primary-care/
17. Green Book Chapter	https://www.gov.uk/government/publications/covid-19-the-green-book-chapter-14a

5. GOVERNANCE

This process will be overseen by:

COVID-19 Vaccine PMO
COVID-19 Vaccination Population Delivery Group
COVID-19 Vaccination Programme Board