

Standard Operating Procedure for Ordering, Receipt, Monitoring & Distribution of Influenza Vaccines in Powys Teaching Health Board v1

Objectives:

To allow authorised PTHB staff to order, receive, monitor and distribute vaccine throughout Powys Teaching Health Board.

Scope:

To ensure timely ordering of Influenza vaccines by PTHB Medicines Management Team (MMT) to fulfil orders requested by authorised Powys Healthcare Professionals for the 2021/22 Influenza Campaign.

To ensure timely ordering of Influenza vaccines by authorised PTHB Healthcare Professionals for vaccination clinics within the Health Board for the 2021/22 Influenza Campaign.

To maintain the cold chain at all times.

To monitor the cold chain regularly and report any temperature excursions to MMT.

To be used in conjunction with PTHB social distancing, hand hygiene, PPE and infection control resources.

This process is following compliance with current legislative requirements and good practice guidance.

2021/22 Influenza Vaccines:

- Fluenz Tetra nasal spray suspension Influenza vaccine (live attenuated, nasal) used as prophylaxis of influenza in children and adolescents from 24 months to less than 18 years of age.
- Flud Tetra (aQIV) for those aged 65 years and over. Flud Tetra is an egg-grown quadrivalent Influenza vaccine
- Flucelvax Tetra (QIVc) for under 65s which is a cell-grown quadrivalent Influenza vaccine (egg-free)

Responsibilities:

This SOP should be used by authorised registered staff undertaking these tasks.

Medicines Management Team (MMT)

SOP Number: MMS0046

Version 1

04/10/2021

The Pandemic Room is operational between the hours of 7am – 10am every day (Mon-Fri). Deliveries are scheduled to leave the pandemic room during this time.

MMT:

- To ensure Influenza Vaccines are available, stored safely and securely and that the cold chain is maintained and monitored appropriately.
- Ensure vaccine fridges are not overstocked to allow air to circulate freely
- Manage stock rotation/expiry dates and stock checks
- Monitor and record temperatures daily
- Calculate whether orders can be processed on dates requested in addition to pre-existing vaccine orders, vaccine porter/cool pack availability and transport availability.
- Confirm accepted orders with requesting Healthcare Professional and add to Pandemic Room Daily Diary.
- Process orders received from PTHB Vaccinators as appropriate according to MMT SOPs, maintaining the cold chain at all times

PTHB Vaccine Requests

- Submit flu vaccine requests AT LEAST 5 days in advance
- Use dedicated Influenza Order Form (see appendix 1)
- Email order to Nikki.mathers@wales.nhs.uk **COPY IN** Info.MedicinesManagement.Powys@wales.nhs.uk **AND** Emily.guerin@wales.nhs.uk
- Ensure vaccines received are stored appropriately in a dedicated vaccine fridge at 2-8C
- Ensure fridge is not overstocked to allow air to circulate freely
- Manage stock rotation/expiry dates
- Monitor and record temperatures daily
- Report any fridge temperature excursions to the MMT, quarantining affected stock in accordance with PTHB SOP 'Fridge Monitoring and Temperature Excursions'

1.Process for ordering Influenza Vaccine into PTHB Central Store (MMT):

Vaccines will be ordered by PTHB MMT for delivery to PTHB Central Store and onward distribution.

Fluenz

- Fluenz will be ordered on a once weekly basis in accordance with requests from the Lead Children's Nurse and depending on storage space at PTHB central store.
- Orders will be submitted to MMT at least ONE WEEK in advance of scheduled vaccination clinics by the Lead Children's Nurse and before the dedicated ImmForm ordering day for Powys (Monday).
- Following request for Fluenz vaccine from the Lead Children's Nurse, authorised MMT member of staff must enter details into the Pandemic Room 'Flu' spreadsheet, located on the shared drive, in the 'Pandemic Room Documentation' folder.
- Authorised PTHB MMT member of staff to order quantity required via ImmForm.

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- Fluenz order must be submitted on a Monday morning (before 12pm) for delivery to PTHB on Wednesday of the same week.
- Details of order placed, including order number, must be noted on the Pandemic Room 'Flu' spreadsheet, located on the shared drive, in the 'Pandemic Room Documentation' folder.
- Add details of order requirements to Pandemic Room Daily Diary.
- The MMT will liaise with transport (HCSW) to book the required collection date for onward transport to required destination (Fluenc deliveries from Pandemic Room will be every Thursday morning).

Flucelvax & Fluad

- Both vaccines will be received into Nevil Hall hospital on behalf of PTHB and delivered to Powys Central Store as and when storage space allows.
- This will be organised on an ad hoc basis by Senior MMT via a telephone request to Nevil Hall hospital.

2. Receipt of order into Central Store (MMT)

On receipt of orders, if any part of the delivery is damaged, missing or otherwise not as expected:

- Quarantine the affected package. If a spill is evident, refer to PTHB SOP 'Responding to Pharmaceutical Incidents and Spillages' and PTHB SOP 'Quarantine, Product Recall and Destruction of Vaccines'

An authorised person must be on site to inspect, take receipt of, sign for the vaccines and make a note of the time received.

- Check the address is correct for the intended site on the vaccine packaging.
- Check the number of vaccines in the packages matches the number listed on the delivery note.
- Check that the batch numbers and expiry dates match those on the delivery note.
- If delivery appears to be in order, sign, date and time the delivery note. Keep one copy for filing and hand one back to delivery driver (if requested).
- Once vaccines have been inspected as safe for use, they must be placed in the dedicated and operational vaccine refrigerator at 2- 8°C
- Complete all relevant sections of the MMT 'Flu' Pandemic Room spreadsheet, located on the shared drive, in the 'Pandemic Room Documentation' folder spreadsheet. Ensure the stock check sheet is also completed.

3. Distribution of Influenza Vaccines from Central Store to Powys Hospital Sites (MMT)

- Orders received from Powys vaccinators will have already been entered onto the MMT 'Flu' spreadsheet and onto the 'Daily Dairy' in advance.
- Orders will be collected by transport at a previously arranged date and time.

- Preparation of order for dispatch must be completed as close to expected transport 'pick-up' time as possible.
- Complete a dispatch note to include the Order number, vaccine name, batch number, expiry, quantity, vaccine porter number etc.
- Print three copies
- Prepare vaccine porter: choose appropriately sized vaccine porter for number of vaccines requested (may need more than one vaccine porter per order). See also 'How to Pack a Vaccine Porter'
- Line the Vaccine porter with appropriately sized cool packs, line with bubble wrap if necessary.
- Place vaccine into the vaccine porter (no thermometer required- vaccine porters are validated for 8 hours, post packing).
- Close the vaccine porter lid and ensure the unit is sealed properly.
- Attach address label to the lid. Write on the destination, date and time of porter validation expiry and porter number.
- Apply security tag.
- Place delivery notes on top of the porter in readiness for collection by transport.
- On handover of vaccine, driver to complete all three delivery notes.
- Remind driver to get the delivery notes signed by the person receipting the vaccines at the drop-off point.
- Person receipting the vaccine to keep one copy of delivery note for their records, driver to keep one copy and return one copy to MMT.
- Vaccine porter must be emptied on receipt and the driver must return the porter to MMT the same day.

4. Ordering Influenza Vaccine from Central Store (Vaccinators)

- Order requests must be emailed to Senior Medicines Management Team Technician: Nikki.mathers@wales.nhs.uk **PLEASE COPY IN** Emily.guerin@wales.nhs.uk **AND** Info.MedicinesManagement.Powys@wales.nhs.uk
- Orders **MUST** be submitted at least 5 days in advance
- See appendices 1 & 2 for order forms (available electronically).
- Order forms **MUST** be completed fully to avoid any unnecessary delays in processing

5. Receipting Influenza Vaccine at Powys Hospital Sites (Vaccinators)

- Arrangements must be made so that appropriately trained staff **MUST** be on site to receipt vaccines from driver.
- Check that the fridge temperature has been checked daily and is currently with 2-8C.
- Vaccine porters containing vaccines **MUST** be checked and emptied into the fridge **immediately** on arrival.
- Ensure seal on vaccine porter is intact and seal number corresponds with Tag No. on delivery note.
- Open vaccine porter and check contents against delivery note:
Check vaccine received, batch number, expiry date and quantity are correct

- Sign the delivery notes and keep one for your records
- Remove vaccine as quickly as possible from the vaccine porter and place in appropriate vaccine fridge at a temperature of between 2-8C.
- Rotate stock so that shorter expiry stock will be used first
- Hand vaccine porter with cool packs back to the delivery driver for same day return to MMT.
- Check, record and reset refrigerator thermometer.

6. Monitoring Vaccine (ALL)

Monitoring the vaccine fridge is the responsibility of ALL who use it.

- All Powys locations holding vaccine stock must ensure the refrigerator is maintained at a temperature of between 2-8C
- Medication/vaccine fridges must have a data logger or SD card installed and managed appropriately i.e. data downloaded regularly.
- Fridge temperatures must be monitored daily and a record kept.
- **DO NOT OVERSTOCK THE FRIDGE**
- Ensure air can circulate freely around fridge stock.
- Any temperature excursions must be reported to the MMT as per PTHB SOP 'Fridge Monitoring and Temperature Excursions'. Stock must be quarantined until approved for use/or destruction by MMT

6. Waste:


- Any loss of vaccines due to expiry date or fridge failure/breaches in cold chain must be reported to the Medicines Management Team, PTHB Immunisation co-ordinator (Powys.Immunisations@wales.nhs.uk), and via the [Once for Wales Reporting System](#)
- Refer to "[Vaccine Incident guidance: responding to vaccine errors](#)"
- Waste must be discarded in yellow lidded sharps bins as per PTHB clinical waste policy
- Do not return waste to MMT

Written by: Nikki Mathers, Senior Medicines Management Technician


Date: 01/10/2021

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Appendix 1

Influenza Vaccine ORDER FORM				
 Bwrdd Iechyd Addysgu Powys Powys Teaching Health Board		Date order placed		
Purpose for which the product is required: Delivery of PTHB Flu Vaccination Programme				
Requested by:				
Name				
Designation		Contact No:		
Vaccine Name		Total Number of Doses	For Week Commencing:	
Fluad Tetra (a QIV)				
Flucelvax Tetra (QIV c)				
			Total No. of Doses	
<u>Delivery Location</u> please confirm 'for delivery' or 'for collection' *	Number of doses	Date Required	Delivery Contact	Contact No.
* Orders for delivery by transport will be dispatched at 7:45am. Orders for collection must be picked up between 7:45am - 9am				
<i>To be completed by MMT</i>				
Date Received		Time Received		
Received by		Order details added to spreadsheet?		
Medicines Management Contact details:				
Address:	Hafren Ward, Bronllys Hospital, Bronllys, Powys, LD3 0LU			
Telephone:	01874 712641			
Email this order to:	nikki.mathers@wales.nhs.uk	please copy in emily.guerin@wales.nhs.uk & Info.MedicinesManagement.Powys@wales.nhs.uk		

Appendix 2

FLUENZ ORDER FORM				
		Bwrdd Iechyd Addysgu Powys Powys Teaching Health Board		
		Date order placed		
Purpose for which the product is required: Delivery of the National Child Flu Vaccination Programme				
Requested by:				
Name				
Designation				
Contact No:				
Vaccine Name		Total Number of Doses	For Week Commencing:	
Fluenz Tetra nasal spray suspension Influenza vaccine (live attenuated, nasal)				
		Total No. of Doses		
Delivery Location 1 (please confirm 'for delivery' or 'for collection' *)	Number of doses (multiples of 10)	Date Required	Delivery Contact	Contact No.
Delivery Location 2 (please confirm 'for delivery' or 'for collection' *)	Number of doses (multiples of 10)	Date Required	Delivery Contact	Contact No.
* Orders for delivery by transport will be dispatched at 7:45am. Orders for collection must be picked up between 7:45am - 9am				
			Total No. doses (all locations)	
<i>To be completed by MMT</i>				
Date Received		Time Received		
Received by		Order details added to spreadsheet?		
Medicines Management Contact details: Address: Hafren Ward, Bronllys Hospital, Bronllys, Powys, LD3 0LU Telephone: 01874 712641 Email this order to: nikki.mathers@wales.nhs.uk please copy in emily.guerin@wales.nhs.uk				