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## Vaccination Team Stock Management Systems Standard Operating Procedure.

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Powys Teaching Health Board is the operational name of Powys Teaching Local Health Board  
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**Key Individuals/Groups Involved in Developing this Document.**

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**Circulated to the following for Consultation.**

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## **1 Introduction**

All Powys Teaching Health Board (PTHB) Vaccination Centre (VC) staff and Pharmacy Stores staff (PS) involved with the management and distribution of vaccine or other medicinal products have a responsibility to ensure that the quality of the products and the integrity of the distribution chain is maintained throughout the distribution process. This is known as Good Distribution Practice (GDP). Maintaining accurate records of medicines and vaccine distribution is a mandatory part of GDP and enables traceability of products.

Documentation provides a picture of all the steps taken along a vaccine journey; a record can only be established when documentation takes place. Where there is no documentation there is no record, it is therefore important to be vigilant in documenting the steps completed along the way, including documenting the members of staff involved in each step of the process.

PTHB VC staff are responsible for management of vaccine stock and movement of vaccine from cold storage in VCs to outreach clinics in community settings and for supply to District Nurses (occasionally).

PTHB PS staff are responsible for management of vaccine stock and anti-viral (AV) medication and movement of vaccine/AVs from the PS to sites across the Health Board. PS staff are also responsible for batch pack downs and over labelling of stock held in the PS.

It is vital that documentation is kept and that record-keeping practices are robust and accurately maintained to ensure that the Health Board is complying with legislation and pharmacy standards.

It is mandatory for all staff members involved in managing vaccines and other medication to always follow this standard operating procedure.

## **2. Objective**

- To describe the process for managing vaccine stock and documenting all vaccine transfers from VCs to other community settings throughout PTHB i.e. to outreach clinics, via the VC stock management system and WIS.
- To describe the process for managing vaccine stock and documenting all vaccine/AV transfers from the PS to sites

across the Health Board via a PS stock management system and WIS.

VC staff - This SOP must be read in conjunction with all VC pharmacy SOPs which can be accessed here:

[https://nhswales365.sharepoint.com/:f:/r/sites/POW\\_MVCPharmacyTeam/Shared%20Documents/General/Pharmacy%20SOPs%202024/Pharmacy%20SOPs?csf=1&web=1&e=fEnH7R](https://nhswales365.sharepoint.com/:f:/r/sites/POW_MVCPharmacyTeam/Shared%20Documents/General/Pharmacy%20SOPs%202024/Pharmacy%20SOPs?csf=1&web=1&e=fEnH7R)

PS staff - This SOP must be read in conjunction with all PS SOPs which can be accessed here: [Action Log VP & Pharmacy Stores.xlsx](#)

### 3. Definitions

- **PTHB** – Powys Teaching Health Board
- **GDP** – Good Distribution Practice
- **Cold chain** – is the system of transporting and storing medicines within the recommended temperature range of +2°C to +8°C from the place of manufacturer to the point of administration to a patient.
- **Medicine** – a substance used for treating, preventing, or diagnosing disease, for contraception, inducing anaesthesia or modifying normal physiological function.
- **Vaccine** – a suspension of attenuated or killed microorganisms (viruses, bacteria, or rickettsia) or of antigenic proteins derived from them, administered for prevention, amelioration or treatment of infectious disease.

### 4. Role / Responsibilities

#### 4.1 Senior Pharmacy Technician, Vaccination/Immunisation, Therapies & Pharmacy Stores

- The senior pharmacy technician is responsible for arranging regular review to monitor compliance with this procedure, and for providing advice on documentation processes and GDP.
- The senior pharmacy technician is responsible for ensuring that all VC pharmacy support staff are trained and competent to meet GPhC standards.

#### 4.2 Senior Clinical Immunisation/Vaccination Lead, VC Clinical Manager, VC Lead Nurses

The Senior Clinical Immunisation/Vaccination Lead, VC Clinical Manager, VC Lead Nurses (in conjunction with the senior pharmacy technician for immunisation/vaccination) are responsible for:

- Ensuring that all appropriate staff for whom they have responsibility (i.e., anyone who has any involvement in supporting the pharmacy role) have undertaken education and training to meet GPhC standards have read, understood, and adhere to the standards in this SOP.

#### **4.4 Other Staff**

- Unregistered staff supporting the pharmacy role must undertake education and training to meet GPhC standards. Full supervision and protected learning time will be given by a registered pharmacy technician in order to complete this course over 3 months.
- All VC pharmacy support staff are responsible for undertaking cold chain training, Good Distribution Practice (GDP) training, adhering to this SOP, maintaining competence, and reporting and reacting to temperature excursions. Evidence of competencies must be made available on request from the Medicines Management Team.
- All pharmacy stores staff are responsible for undertaking cold chain training, Good Distribution Practice (GDP) training, adhering to this SOP, maintaining competence, and reporting and reacting to temperature excursions.
- All pharmacy stores staff must receive extensive training in PS stock management systems.

## **5. Vaccination Centre Stock Management Systems**

### **5.1 Process**

The VC stock management system for Covid and Influenza vaccine i.e. stock receipt, stock checks, temperature monitoring is via WIS. Details of the procedure can be found here: [Medicines Management - MMP 429 - Safe & Secure Stock Management, Handling and Preparation of Vaccines - All Documents \(sharepoint.com\)](#)

The VC stock management system for movement of vaccine from VCs to other sites is accessible via the VC Pharmacy Teams Channel: [https://nhswales365.sharepoint.com/:f:/r/sites/POW\\_MVCPharmacy](https://nhswales365.sharepoint.com/:f:/r/sites/POW_MVCPharmacy)

[Team/Shared%20Documents/General/VC%20ORDER%20PROCESSING?csf=1&web=1&e=qVrUaS](#)

The VC Pharmacy Teams Channel contains the ordering process file where the stock management log is located. There is a separate stock management log for both VCs. The stock management log must be completed fully every time vaccines are transferred from the VC to another location i.e. outreach clinics. The exception to this will be when transferring Covid vaccine from the VC to outreach clinics for use by District Nurses. In this instance, the Pharmacy Stores Team are responsible for processing these orders and managing stock via the PS stock management system.

All outreach clinics are pre-arranged by the booking team and confirmed for the week ahead during the vaccination team daily brief meetings.

The VC stock management log has two tabs; one for transfer of covid vaccine and one for transfer of flu vaccine. Other vaccines may be added to this spreadsheet as and when necessary.

To transfer vaccine from the VC to another location see sections 6, 7 and 8.

## **6. Vaccination Centre Covid Vaccine Transfer**

Open the relevant VC stock management log. Choose the Covid tab and record the following:

- Fill in the order details: Generate an order number. Concert Hall order numbers begin with BC XXX. Newtown VC order numbers begin with NC XXX. The order numbers must run sequentially. Add the delivery location.
- Enter the vaccine details: Name of vaccine, number of vials being transferred, the batch number of the vaccine, the pharmacy batch pack down number (where applicable) and the expiry date.
- Enter the consumables details: Number of syringes and number of PILs.
- Complete details of the order assembly: Date of assembly, name of the person who assembled the order and the name of the person providing a second check.
- Complete the delivery details: Helapet vaccine porter number issued (where applicable), confirmation of whether a Labcold™ Portable Vaccine Carrier is issued, the time the vaccine was handed over to the vaccinator and the name of the vaccinator.

- There is no requirement to provide a delivery note.
- There is no requirement to transfer vaccine on WIS from the VC to the intended location, however, stock must be amended on WIS when stock leaves the VC and again on return of vaccine into stock at the end of the day.

NB. There should be no blank cells on the spreadsheet, insert N/A where applicable. Where signatures are required, full names must be entered. Initials or first names only are not acceptable.

### **6.1 Covid Vaccine Delivery Notes**

Delivery notes supplied with Covid vaccine deliveries into VCs i.e. from IP5 (vaccine supplier) or PS must be scanned and saved into the VC scanned documents folder:

[https://nhs.wales365.sharepoint.com/:f:/r/sites/POW\\_MVCPharmacyTeam/Shared%20Documents/General/Scanned%20Docs?csf=1&web=1&e=D0wQ7s](https://nhs.wales365.sharepoint.com/:f:/r/sites/POW_MVCPharmacyTeam/Shared%20Documents/General/Scanned%20Docs?csf=1&web=1&e=D0wQ7s)

Once it is certain that the document has been saved, the original paper copy can be discarded in confidential waste.

### **7. Vaccination Centre Influenza Vaccine Transfer**

Open the relevant stock management log. Choose the Flu vaccine tab and record the following:

- Fill in the order details: Generate an order number. Concert Hall order numbers begin with BF XXX. Newtown VC order numbers begin with NF XXX. The order numbers must run sequentially. Add the delivery location.
- Enter the vaccine details: Name of vaccine, number of syringes being transferred, the batch number of the vaccine and the expiry date.
- Enter the number of PILs issued.
- Complete details of the order assembly: Date of assembly, name of the person who assembled the order and the name of the person providing a second check.
- Complete the delivery details: Helapet vaccine porter number issued (where applicable), confirmation of whether a Labcold™ Portable Vaccine Carrier is issued, the time the vaccine was handed over to the vaccinator and the name of the vaccinator.
- There is no requirement to transfer vaccine on WIS from the VC to the intended location, however, stock must be amended on WIS when stock leaves the VC and again on return of vaccine into stock at the end of the day.



NB. Transfer of vaccine on WIS to outreach clinics will only be required for larger clinics spanning a few days, i.e. where vaccine will remain on site in a refrigerator.

## **8. Vaccination Centre - Other Vaccine**

For stocks of vaccine held at VCs where there is no functionality on WIS to record vaccine delivery and stock checks, a separate stock management system will be available to each VC for different vaccine types i.e. childhood immunisations, access here:

[https://nhswales365.sharepoint.com/:f:/r/sites/POW MVCPharmacy Team/Shared%20Documents/General/CHILDHOOD%20IMMS?csf=1&web=1&e=UPMtYt](https://nhswales365.sharepoint.com/:f:/r/sites/POW_MVCPharmacyTeam/Shared%20Documents/General/CHILDHOOD%20IMMS?csf=1&web=1&e=UPMtYt)

The management of stock for these vaccines is documented on a spreadsheet containing four tabs; one tab for receipt of vaccine, one tab for stock checks, one tab for recording waste and one tab for transferring stock i.e., back to pharmacy stores. These vaccines are for use within the VCs for catch-up campaigns i.e. MMR.

### **8.1 Vaccination Centre – Other Vaccine - Stock receipt.**

Open the relevant stock management log for the vaccine received. Choose the receipt tab then complete the following:

- Date the vaccine was received.
- Time the vaccine was received.
- Name of vaccine received.
- Batch number of the vaccine received.
- Expiry date of the vaccine received.
- Quantity of the vaccine received.
- Name of the person completing the entry (full name).

Open the vaccine stock check tab then complete a stock check either on the am side or the pm side of the spreadsheet, depending on the time of day the vaccine is received:

- Date
- Time
- Quantity of vaccine received into stock.
- Update the available quantity of vaccine in stock i.e. add the number of vaccines received to the number of vaccines currently in stock.
- Name of the person completing the entry (full name).

Twice daily stock check (am & pm). Complete the following:

- Date
- Time
- Quantity of vaccine available
- Name of the person completing the entry (full name).

### **8.2 Vaccination Centre – Other Vaccine - Entering Waste**

Choose the waste record tab then complete the following:

- Date the vaccine was wasted.
- Name of the vaccine
- Batch number and expiry date of the vaccine.
- Quantity of vaccine wasted.
- Reason for the waste i.e. vaccine expired.
- Name of person completing the record (full name).

### **8.3 Vaccination Centre – Other Vaccine - Transferring Vaccine**

Choose the transfer record tab and complete the following:

- Enter the transfer number. For concert hall transfers the transfer number will begin TRCH XX. For Newtown VC transfers the transfer number will begin TRNT XX.
- Enter the date of transfer.
- Enter the name of the vaccine being transferred.
- Enter the batch number and expiry date of the vaccine being transferred.
- Enter the quantity of vaccine being transferred.
- Enter the Helapet vaccine porter number being used to transfer the vaccine.
- Enter the name of the person who has prepared the transfer and the name of the person who has second checked the transfer details (full names).
- Enter the time the vaccine porter was collected by transport / hospital porter and the time of collection.
- Enter the name of the person who has collected the vaccine.

### **8.4 Vaccination Centre – Other Vaccine - Delivery note**

- Choose the delivery note tab and complete the details of the transfer fully.
- Print two delivery notes.

- On collection of the vaccine, the delivery driver/hospital porter must sign both copies for receipt and take them with him/her for signing at the delivery location.

## **9. Pharmacy Stores Stock Management Systems – Vaccine / Covid Therapies**

The stock management system for pharmacy stores can be accessed here: [Pharmacy Vaccine Store Documentation](#)

Every time stock is ordered and received into the PS or dispatched from the PS to locations throughout PTHB, the details must be clearly documented on the PS stock management system.

Stock management spreadsheets are kept for each product stocked within the PS. The stock management spreadsheets can be found in the Pharmacy Vaccine Store Documentation folder, see link above.

Each stock management spreadsheet will contain the following tabs as standard:

- Orders (for documenting orders placed for new stock and for documenting stock receipt)
- Delivery (for documenting delivery of stock from the PS to other areas within the Health Board)
- Stock Check (for monitoring stock levels)
- Delivery Note (for completion to accompany every order that leaves the PS)

### **9.1 Ordering, Receipting Stock into Pharmacy Stores.**

Vaccine or other products i.e. covid therapies, adrenaline kits will be ordered by the senior pharmacy technician for immunisation/vaccination (unless a deputy has been appointed) via:

- The Vaccination Programme Delivery Unit (Covid vaccine)
- Nevil Hall hospital
- ImmForm

Details of all orders placed and received into stock must be documented on the relevant stock management log for that product. Open the 'orders' tab to record the products ordered and received i.e., order numbers, product details, batch numbers, expiry dates, quantities etc. date received, time received etc.

Stock checks must be updated when new stock is received into the PS via:

- The Welsh Immunisation System (WIS), where functionality allows i.e. for Covid vaccine / Flu vaccine AND
- The relevant stock management spreadsheet for the product received (regardless of whether the receipt has already been entered onto WIS).

## **9.2 Pharmacy Stores - Receiving orders from PTHB staff and Delivery.**

District Nurse and ward orders are arranged via a weekly meeting chaired by the Senior District Nurse. Orders placed at this meeting are scheduled for delivery the following week. Orders submitted during this meeting can be accessed by the PS team via the following link: [Vaccination Orders | General | Microsoft Teams](#)

Midwives and school nurses submit orders to the PS via a dedicated electronic order request form, access here: [Order Forms](#). All order forms must be saved in the relevant stock management system folder, according to the product ordered.

All orders scheduled for dispatch from the PS are recorded on the PS 'daily diary' log. This is not an official document and is used to keep a track of order schedules in one convenient location, for day-to-day reference.

Immediately on receipt of an order i.e. from District Nurses, Midwives, Wards, VCs, the details of the order must be entered onto the 'daily diary' against the next available date that delivery can take place. It is standard practice for all order requests to be submitted to the PS a week in advance to allow for forward planning.

The order must also be entered onto the stock management log for the product requested and an order number raised. This order number must be transferred to the daily diary against the relevant order.

Details of the product ordered must be entered onto the 'delivery' tab of the stock management system for that product i.e. record the batch number, expiry date, pharmacy batch pack down number (where applicable). Delivery notes can then be completed and printed.

The transport team must be informed every Friday of the deliveries scheduled for the following week. Once transport have been informed, indicate this on the daily diary as 'transport requested' against the order. Transport will confirm delivery collection times and once they have done this, the status can be updated on the 'daily diary' from 'transport requested' to 'transport confirmed'.

Once the order has been completed i.e. when the order has been packed for collection by transport, then further details can be documented on the stock management spreadsheet i.e. name of person preparing the order, name of person who checked the order, vaccine porter number, date/time order collected etc.

NB. There should be no empty cells on any of the stock management spreadsheets, N/A must be entered where applicable. All staff names must be entered in full i.e. not initials or first names.

Stock transfers must be updated on WIS (where applicable), and a new stock check added to amend the stock balance.

Stock checks for all PS stock must be completed whenever the PS is operational. This should happen following collection of deliveries by transport i.e. when it is certain that no more stock will be leaving the PS.

Returned, signed delivery notes must be scanned and saved in the scanned documents folder of the Pharmacy Store Documentation folder. Once saved, the paper copy can be disposed of in confidential waste.

## **10. Repacking and Over Labelling Vaccines**

The procedure and documentation requirements for re-labelling and over-labelling vaccine can be accessed here:

[MMP 0201 - SOP - Repacking and Over Labelling Medicines Vaccines](#)

## **11. Waste**

All medicine/vaccine waste must be accounted for.

### **11.1 Vaccination Centres - Waste**

Covid and Flu vaccine waste must be recorded on WIS. All other medicine/vaccine waste must be recorded on the waste record of the VC stock management system. Access here:

[https://nhswales365.sharepoint.com/:f:/r/sites/POW\\_MVCPharmacyTeam/Shared%20Documents/General/VC%20ORDER%20PROCESSING?csf=1&web=1&e=TMhBHH](https://nhswales365.sharepoint.com/:f:/r/sites/POW_MVCPharmacyTeam/Shared%20Documents/General/VC%20ORDER%20PROCESSING?csf=1&web=1&e=TMhBHH)

Waste Flu vaccine (not day to day waste) i.e. expired stock must also be reported to the pharmacy stores team.

For all other vaccines where it is not possible to record waste on WIS i.e. MMR, report to the pharmacy stores team.

## **11.2 Pharmacy Stores**

Covid and Flu vaccine waste must be recorded on WIS and on the local waste log, access here:

[Medicines Management - Waste - All Documents \(sharepoint.com\)](#)

All waste reported back to pharmacy stores from other areas i.e. wards (expired flu stock), VC's i.e. expired Flu/MMR vaccine must also be recorded on the local waste log.

Wasted vaccines which were ordered via ImmForm must be reported and recorded on ImmForm.

## **12. Records Retention**

Records must be retained for 5 years.

## **13. Monitoring Compliance / Audit / Review**

Compliance with this SOP will be audited during annual pharmacy audits.

This SOP will be reviewed every three years or earlier should changes to legislation or to practice indicate otherwise.

## **14. References**

PTHB MMP 427 Safe and Secure Management of Refrigerated Medicines and Vaccines [Medicines Management - SOPs - All Documents \(sharepoint.com\)](#)

[MMP 429 Safe and Secure Stock Management, Handling & Preparation of Vaccine.docx](#)