**Draft 5/23/11**

**Annex 4**

***Facility Name* Plan for**

## Mass Dispensing of Vaccines or Medications

## Mission Statement

*Facility name* will maintain a preparedness level that will allow it to efficiently receive stage, store, distribute and dispense medical materials from the New York City Department of Health and Mental Hygiene (NYCDOHMH).

## Purpose

This annex will be used during an emergency when it is necessary to receive either vaccines or medications from NYCDOHMH and distribute them to employees and patients (either all patients or patients scheduled to receive dialysis treatments during a given timeframe).

## Points of Dispensing (POD)

The POD site command system includes at a minimum a Site Incident Commander. The *insert staff member* shall be responsible for supervising assigned workers and dealing with identified problems during the distribution.

Section 1: Medical Material Management, Storage, and Handling  
  
Guidance: This section will be used to describe the process for standing orders and other protocols for medical material management. The text provided is a SAMPLE and should be removed or edited to make this section facility- specific.

## 1.1 Standing Orders

An antibiotic cache that is kept at NYCDOHMH may be available to provide medications and a vaccination cache may be available to immunize patients and staff during a public health emergency. Standing orders for these medications are expected to be written by NYCDOHMH. These standing orders will be received by the facility through the NYCDOHMH Health Alert Network, by fax, or on paper with the medication shipment.

Guidance: In the event standing orders are not written by NYCDOHMH, the facility medical director *and list other medical practitioners is/are* authorized to write standing orders for medications sent by NYCDOHMH and dispensed by the facility. An example of standing orders may be found in Appendix 1.

## 1.2 Storage Requirements

NYCDOHMH- provided antibiotics and/or vaccines will be distributed to and stored at *insert Facility Name.* *Facility Name* meets all recommendations of the federal Centers for Disease Control and Prevention for vaccine storage and handling found at http://www.cdc.gov/vaccines/recs/storage/default.htm. Medications requiring environmental controls will be stored in accordance with manufacturer’s specifications.

## 1.3 Chain of Custody Procedure

NYCDOHMH may include a “Chain of Custody” form with medical material and pharmaceutical assets as they are transferred from one party to another. Upon release to another party, personnel authorized to accept assets and the releaser may be required to sign the Chain of Custody form verifying the receipt of the assets. The receiver will keep the Chain of Custody Form and follow this same procedure to maintain Chain of Custody. Copies of this form should be maintained by both parties for documentation purposes.

## 1.4 Inventory Management System (IMS)

*Facility name* has identified *insert type (e.g., IMS software, electronic spread sheet, paper system)* for controlling inventory. A primary and back-up system for inventory tracking has been identified. The primary inventory tracking system is the *insert name of system here*. The back-up system will be *insert type (e.g (excel, access, paper, or list other).* *Insert staff member(s)* have been trained in IMS functions.

# **Section 2: Antibiotic and/or Vaccine Receipt and Transport Operations**

NYCDOHMH or another New York City agency will deliver antibiotic and/or vaccines (material) to *facility name*. The *insert staff member* will coordinate the receiving of resources at the facility. If the *insert staff member* is not available, the *insert alternate staff member* will assume these duties. Personnel authorized to sign for material include: *insert staff member*. Personnel authorized to sign for material will take receipt of the assets by signing the shipping manifests on behalf of *facility name.* The Chain of Custody procedure outlined in Section 1 must be maintained.

Once the facility receives the antiobiotic and/or vaccines, they will be inventoried by the *insert staff member* using the facility’s IMS. This includes verifying that all material identified on the shipping manifests has been received.

# Section 3: Distribution of Medications and/or Vaccinations to Patients and Staff

The *insert staff member* or designee will take receipt of the assets by signing the shipping manifests. If the *insert staff member* is not available, the *insert staff member* will assume these duties.

Once the assets are received at the facility they will be inventoried by *insert staff member*, who will verify that the material off-loaded matches the material description on manifest.

NYCDOHMH will allocate medications and/or vaccines and medical supplies to the facility based upon the number of patients and staff who are expected to receive the medications and/or vaccinations. Prior to allocating medications, NYCDOHMH may request the numbers of employees and patients served by the facility (either all patients or patients scheduled to receive dialysis treatments during a given timeframe). Subsequent shipments will be allocated based on orders placed by the facility.

To provide for the safety of workers and security of supplies, *facility name* will have a Security Officer at the facility. The Security Officer at this site will be responsible for coordination of safety issues and will work with the Command Staff (or the site Incident Commander) to ensure that operations follow safety guidelines.

Security personnel at the facility will be clearly identified and visibly positioned. Security will maintain a presence at the facility from start up to take down for the duration of the distribution and will lock down the building at the end of each day.

# Section 4: Priority Prophylaxis

If NYCDOHMH determines it is necessary, facility staff may receive vaccinations and/or medications as a priority, before it is dispensed to the public (including the facility’s patients), as a precaution while working in a clinic environment. If NYCDOHMH provides priority prophylaxis, the facility will distribute it in accordance with NYCDOHMH’s instructions.

# Section 5: POD Operations

**5.1 Health and Hygiene/Personal Protective Measures**

Personal protective measures at the POD site will follow the universal precautions and any guidance distributed at the time of the event by NYCDOHMH.

## 5.2 POD Orientation and Just-In-Time Training

At the opening of the POD, the *insert staff member* in conjunction with the *insert staff member* will orient the command staff. Command staff orientation will include:

* Situation update
* Chain of command
* Nature of the threat (agent or disease)
* Standing orders or protocols for dispensing
* Communications procedures
* *(list others)*

Once the orientation is complete, the staff will break into station specific groups to receive just-in-time training.

## 5.3 POD Clinic Operations

**Clinic Staffing and Stations**- (Guidance: These clinic stations are examples. Please insert your clinic stations as appropriate. Stations may be combined if necessary and a staff member may serve in more than one role.)

|  |  |  |
| --- | --- | --- |
| POD CLINIC OPERATIONS: STATIONS | | |
| **REGISTRATION STATION** | | |
| Registration  Worker | Medical Staff | Registration worker will:   * Screen individuals * Distribute the health history/registration form to all non-ill patients and staff who are receiving the vaccination or medication.   Guidance: Insert if applicable: The health history/registration form will be made available on-line and at selected sites to encourage people to fill out the form before they arrive at the POD. |
| **TRIAGE STATION** | | |
| Triage Worker | Medical Staff | Triage worker will:   * Evaluate symptomatic or ill patients who have been directed to the triage station. Worker will evaluate (insert, e.g., temperature, review of signs and symptoms) and direct the patient as warranted. * Advise ill patients to present to local hospitals and treatment centers. Severely ill or injured patients or workers will be transported to the hospital or local treatment center by EMS. * Review each staff or patient’s form(s) for accuracy and completeness and assist in completing forms as necessary. * Provide each patient with educational materials in the form of vaccine information statements, drug information sheets, or other fact sheets. |
| **MEDICAL EVALUATION STATION** | | |
| Medication Evaluation Supervisor | Medical Staff | Medical Evaluation Supervisor will:   * Oversee Medical Evaluation Station and will be available as the subject matter expert. |
| Medical Evaluator | Medical Staff | Medical Evaluator will:   * Ask each staff member or patient interview questions concerning pregnancy, underlying illness and contraindications. Based on the answers given it will be determined what medication dosage they are to be given. A subject matter expert should be available to assist nurses with questions. * Be available to offer private counseling for staff members or patients with certain medical conditions (contraindications) or special medical needs * Check for form completions including the staff members or patientss signed consent completion |
| **MEDICATION PREPARATION/ SUPPLY AREA**  **Also known as pharmacy staging area** | | |
| Medication Preparation Worker | Medical/ Pharmacy Staff | Medication Preparation/Supply Area staff should:   * Guidance: Insert if applicable: Prepare medications including preparing dispensing containers, labels, and double check medications/vaccine. * Guidance: Insert if applicable: Medication must be labeled to comply with New York State pharmacy and FDA regulations. * Ensure security and follow safety and storage measures for medication and vaccine at all times. * When appropriate, supply medications or vaccine to the dispensing staff.   Guidance: Insert if applicable: Labels should be prepared ahead of time, and available in multiple languages. Minimum information should include, but is not limited to: Lot number, drug name, directions for use, name/address of dispensing location, date, 24 hour emergency telephone number, initials of dispenser |
| Medication/Dispenser Supervisor | Medical/ Pharmacy Staff | The medication dispenser shall:   * Supervise the dispensing area * Manage Supplies * Provide Assistance to nursing staff |
| Medication Distributor/ Vaccinator | Medical/ Pharmacy Staff | The staff member or patient shall hand the dispensing staff the appropriate forms indicating the dosage they are to be given.  Vaccinator/medication distributor will:   * Provide each staff member or patient with the Medication information or the Vaccination Information Sheet. * Be available to answer the staff member or patient’s remaining questions * Double check dosage and screening information on the NAPH form * Follow protocols to provide each staff member or patient with the medication or immunization/vaccination. * Record the drug name and lot on the appropriate form before placement in a storage box.   If the staff member or patient refuses to take the medication/vaccine, he/she will sign a “refusal roster” indicating he/she has been educated about the vaccine and public health issue. |

**5.4 Documentation and Adverse Events Reporting**

For records and possible reimbursement purposes, accurate documentation will be kept during POD operations. This documentation includes any documentation required by NYCDOHMH.

*Facility name* will report moderate and severe adverse events following vaccination to the Vaccine Adverse Event Reporting System (1-800-822-7967, http://vaers.hhs.gov/contact.htm).

## 5.5 POD Safety and Security

Security personnel at each POD site will be clearly identified and visibly positioned. Security will maintain a presence at each POD site daily from start up to take down for the duration of the POD clinic and will lock down the POD clinic building at the end of each day. At least one identifiable security guard will be present at each site with other identifiable security guards as available.

## 5.6 Demobilization

*Facility name* will terminate distribution of medications and/or vaccinations when directed to do so by NYCDOHMH or when the supply of medications and/or vaccines has been depleted.

##### APPENDIX 1

##### EXAMPLE OF STANDING ORDERS

Guidance: The attached is an example only and will need to be tailored to make it specific to the facility, and the medication or vaccine.

