



Government of Western Australia  
North Metropolitan Health Service  
Women and Newborn Health Service



# KEMH Pharmacy COVID Vaccine Ordering and Distribution SOP (Pharmacy)

[nmhs.health.wa.gov.au](https://nmhs.health.wa.gov.au)

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## How to Order defrosted vaccine stock

### Ordering Procedure:

1. When there is down to 2 COVID vaccine vials the Imprest Technician is to notify the KEMH Purchasing Officer whom will email SCGH pharmacy COVID hub [SCGH.PharmacyCOVID@health.wa.gov.au](mailto:SCGH.PharmacyCOVID@health.wa.gov.au) to order more vials. SCGH will prepare and deliver the vaccines within 24-48 hours.
2. The quantity ordered should be no more than 2 weeks supply (maximum of 8 vials) as the defrosted vials have approximately 2 weeks expiry.
3. Following supply confirmation from SCGH, the Purchasing Officer organises a courier to pick up the vials.

***As of the 31/12/2022 – SCGH Pharmacy will not be providing KEMH with vaccines and COVID-19 Vaccines should be ordered via the Commonwealth Vaccine Administration System (CVAS)***

### CVAS

#### Login Details:

**CVAS login:** stwa28@cvas.health

**Password:** KEMHPharmacy4!

## Receiving vaccine stock

### Receival Procedure:

1. Once stock has been delivered to the Pharmacy Department, a pharmacy staff is to bring the transport container to the East Wing Clinic fridge. Confirm the fridge is displaying a temperature within 2 - 8°C and record current temperature on the "Fridge Temperature Monitoring Chart". Do not open the transport container until the fridge is confirmed to be functional.
  - a. If not functional, transport vials to another authorised fridge (if available).
  - b. If no authorised fridges are available or functional, stock must be returned to SCGH.

2. Check the data logger to confirm the vials remained within 2 - 8°C then STOP the Data Logger. Open the CoolPac pre-validated transport container.

If there has been a Cold Chain breach - contact the **Vaccine Operations Centre (VOC)** on **1800 318 209** for advice, however, below steps should be followed to return vials to temperature range as soon as possible.

3. Carefully remove the opaque vial storage container/s from the CoolPac pre-validated transport container and place them into the refrigerator (DO NOT SHAKE). Pharmacy Technician /Nursing Staff must ensure that stock is appropriately rotated - i.e. stock with shorter expiry MUST be at the front of the fridge and used first. To aid this, a dispensary "7a" expiry sticker can be placed on the outside facing edge of the container with the date of expiry written in permanent marker.
4. Return the empty CoolPac and datalogger to Main Pharmacy to pass to Purchasing Officer.
5. The following is to be done by the Purchasing Officer via computer:
  - a. Upload the temperature logger data by inserting the USB; save a copy of the PDF that has been generated in the USB in the W drive: [W:\Pharmacy\KEM\Pharmacy KEMH Services\MANUALS\COVID Vaccination Clinic Manuals\Pfizer\Section 3 - Site Protocols\Stock Receipt](#)
  - b. Send a copy of the temperature logs and receipt of transfer back to SCGH pharmacy hub via email to confirm temperature maintained during transit and receipt.
  - c. Receive stock on iPharmacy inventory to complete the Store Transfer.
  - d. Accept the shipment on VaccinateWA via **WA Health Employee Login**. (Refer to [Quick Reference Guide](#) on Receipting stock page 2):
    - i. Log into [VaccinateWA](#)
    - ii. Click on **Shipments**,
    - iii. Select **All In Progress Shipments** and drop down list appears,
    - iv. Select **All Vaccines Transfer**,
    - v. Search for the relevant transfer, correct site, quantity and batch number (will usually be the most recent entry). Click the relevant Vaccine Shipment Number e.g. 'VSN-xxxxx'. A new page opens. Click **Edit**. A window will open.
    - vi. In the new window, scroll to **Receipt Information**:
      1. fill in 'Received By', tick 'Received' box, fill in 'Received Date', indicate how many doses passed/ failed inspection and fill in 'Quantity [of doses] Received' (1 vial = 6 doses),
      2. Under **Inspection Details** fill in number of 'Doses Passing Inspection'; this should be all doses (except if doses were damaged in transit). If filled incorrectly VaccinateWA will prompt you anyway.

**Australia** Edit VSN-37031

**Delivery Information**

Quantity Sent: 54

Carrier: --None--

Date Shipped: 21/9/2022

Shipment Tracking Number:

**Receipt Information**

Delivery Number:

\* Received By: Yuh Yap

\* Received Date: 21/9/2022

Received?

\* Quantity Received: 54

**Inspection Details**

Doses Passing Inspection: 54

Doses Failed Inspection: 0

Doses Failed Inspection Reason: --None--

Doses Failed Inspection Other Reason:

Created By: Last Modified By:

Cancel Save

vii. Press SAVE. Doses should now appear in VaccinateWA’s KEMH inventory

7. Purchasing officer to organise return of CoolPac, data logger and empty containers to SCGH via courier

NB: Storage containers used to keep the vaccines in are supplied - work on an exchange system to return any empty boxes with the courier when the cooler is sent back.

## Distribution of vaccine from pharmacy department (hub) to site clinic

1. Distribution to be done upon receipt of Pfizer Covid Vaccine vials from SCGH, as per *Imprest Supply SOP in iPharmacy*, to cost centre “**KECOVID**” **KEMH Antenatal COVID Clinic on iPharm**, in accordance to Cold Chain requirement.
  - a. NB: Staff should refer to the National Vaccine Storage Guidelines ([Strive for Five](#)) for the process of appropriately packing an ice box for transport.

During transportation and storage ensure vials remain upright and avoid exposure to direct sunlight and ultraviolet light. DO NOT SHAKE contents. Contact **VOC** on **1800 318 209** for advice if the vaccines are accidentally dropped.

## Return of expired or unusable vials to site pharmacy

Thawed vaccines have 31 days expiry. All expired or unusable vials are to be returned to site pharmacy for disposal.

### Version Control

Version	Date	Compiled By	Reviewed By	Date
1.0	06/10/2022	S. Thoe S. Ly	F. Yap N.Mukadam	10/11/2022

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