

KPhA COVID-19 Playbook



The *mission* of KPhA is to advocate and advance the pharmacy profession to improve the health of Kentuckians.

December 2020

Table of Contents

Introduction and KPhA Vaccine Survey	Page 3
COVID-19 Vaccine Checklist	Page 4
New Board of Pharmacy Emergency Regulation	Page 5
Vaccine Storage and Handling	Page 5
Immunization Supply Checklist	Page 6
How to Apply for your NPI	Page 8
COVID-19 Vaccine Safety Monitoring	Page 8
Communication	Page 8
Well-Child Visit Templates/Guidance	Page 9
Billing	Page 9
Resources and links	Page 10

Introduction

The COVID-19 global pandemic has infected countless people and killed over 300,000 Americans as well as multitudes across the globe. As of December 2020, there are two SARS COV-2 vaccines approved by the FDA under the Emergency Use Authorization- Pfizer BioNTech and Moderna. Many more vaccines are in varying phases of clinical trials.

Pharmacists, interns, and now certified pharmacy technicians are going to be necessary to immunize our population, as they are some of the most accessible health care providers to our population. Pharmacists have been providing vaccines for the last 20+ years and have provided an invaluable service in preventing infectious disease.

This KPhA COVID-19 Playbook's purpose is to guide the pharmacist, intern, and certified pharmacy technician as to the processes necessary to enroll in electronic reporting of vaccine administration, enroll as a COVID-19 vaccine provider, complete the training, understand the regulations and billing, and to understand the various storage, handling, and supplies necessary to give this vaccine safely and effectively.

KPhA Vaccine Survey

Are you planning to give the COVID-19 Vaccine? Kentucky Pharmacist's Association would like you to fill out a quick survey to determine needs you may have in order to give this vaccine. We would appreciate if you would take a 3-minute survey. Thanks so much!

<https://www.surveymonkey.com/r/22BL5MB>

Are You Ready to Provide COVID-19 Vaccinations?

A Checklist for Kentucky Pharmacists

- **Step 1: Enroll in the Kentucky Immunization Registry (KYIR) for manual vaccine reporting**
 - Reporting to KYIR is required for all COVID-19 vaccine providers, either manually through KYIR alone, or electronically through KHIE in Step 2
 - Complete KYIR Enrollment Form (one per pharmacy)
 - Complete KYIR Business Agreement (one per pharmacy)
 - Complete KYIR User Account Form (one per log in user)
 - <https://chfs.ky.gov/agencies/dph/dehp/idb/Pages/kyir.aspx>
- **Step 2: Enroll in the Kentucky Health Information Exchange (KHIE)**
 - This step is optional, but recommended for automatic reporting to KYIR
 - Call your KHIE Outreach Coordinator to complete your Service Path
 - Submit KHIE Intake Form
 - Participate in KHIE Official Intake conference call & technical onboarding
 - <https://khie.ky.gov/Get-Started/Pages/default.aspx>
- **Step 3: Register with Vaccine Finder**
 - <https://vaccinefinder.org/>
 - Scroll to the bottom and click “Register”
- **Step 4: Enroll as a provider in the Kentucky Department of Public Health COVID-19 Vaccine Program and CDC provider agreement**
 - This step is required if you haven’t already registered with a federal pharmacy provider program
 - Complete section A & B of the enrollment form below for each pharmacy location
 - Your Pharmacist in Charge or Pharmacy Owner will sign as your CMO and CEO
 - Enrollment form: <https://redcap.chfs.ky.gov/surveys/?s=WXMFH9MHEP>
 - See KDPH COVID-19 Vaccine Provider Enrollment Checklist for more details: <https://chfs.ky.gov/agencies/dph/covid19/CovidEnrollmentChecklist.pdf>
- **Step 5: Complete 2 hours of immunization-related ACPE approved CE to meet HHS requirements to provide COVID-19 vaccine (per calendar year)**
 - ***2 hours of ACPE approved CE is also required to meet HHS requirements for pharmacists to vaccinate children down to 3 years of age (per calendar year).***
 - *The following ACPE accredited CE programs focus on pharmacists providing vaccination to pediatric patients*
 - APhA’s Pharmacy-based Immunizations for Pediatric Patients course: https://www.pharmacist.com/pharmacy-based-immunizations-pediatric-patients?is_sso_called=1
- **Step 6: Complete CDC COVID-19 required video training when available**
 - See KPhA’s COVID-19 Vaccine Information webpage for more information: <https://www.kphanet.org/content.asp?admin=Y&contentid=203>

New Board of Pharmacy Emergency Regulation - Ordering and Administering Vaccines

- Pharmacist requirements to order and administer a vaccine to an individual, age three or older, pursuant to the Advisory Committee on Immunization Practices (ACIP) if the pharmacist:
 - Reports the administration of each vaccination by the pharmacist, pharmacist intern, or pharmacy technician to the Kentucky Immunization Registry administered by the Cabinet for Health and Family Services
 - Completes, or has completed, a practical training program accredited by the ACPE that includes hands-on injection technique and the recognition and treatment of emergency reactions to vaccines
 - Completes a minimum of two hours of immunization related ACPE accredited CE per each licensing period
 - Provides notification of the immunization to the individual's primary care provider upon the request of the individual or the individual's parent or guardian, if the individual:
 - Is under 18 years of age; or
 - Has a court-appointed guardian
 - Possesses a current certificate in basic CPR.
- Board of Pharmacy entire order under COVID-19 information:
<https://pharmacy.ky.gov/Pages/default.aspx>

Vaccine Storage and Handling

- Vaccine storage capacity- Potential temperature requirements include refrigerated (2-8°C), frozen (-20°C) or ultra-cold (-60 to -80°C). Ultra-cold will likely be just with the Pfizer vaccine in phase 1.
 - a. Recommended to have a pharmaceutical grade refrigerator/freezer and a digital temperature data logger which sends information to a computer using special software or retrieved from a website. You may also wish to keep a manual log of daily temps.
- Of note, **ALL** pharmacy staff should be educated regarding each vaccine's storage requirements for vaccines to be stored properly (based upon CDC guidance) upon receipt.
- <https://www.cdc.gov/vaccines/hcp/admin/storage-handling.html>

Immunization Supply Checklist

****NOTE: All COVID-19 vaccines will come with an ancillary supply kit including syringes, needles, alcohol prep pads, 4 masks and 2 face shields (this is for the centrally distributed vaccines of 100 per box). If diluent is needed, it will also include this as well as syringes for dilution. It will not contain sharps containers, gloves, or bandages. Additional personal protective equipment (PPE) may be needed depending on vaccination provider site needs. ****

Immunization Documentation

- Vaccine standing orders and protocols
- Vaccine administration record sheets
- Screening checklist for contraindications
- Immunization record/card for patient
- Release of information forms
- Vaccine Adverse Events Reporting System (VAERS) forms
- Schedules/Appointment reminders for future immunizations
- KYIR access to check for previous immunization records
- BLS Provider card (up to date)

Medical Emergency Supplies

- Medical Management of Vaccine Reactions (available at www.immunize.org/handouts)
- First Line Medication: Epinephrine**, aqueous 1:1000 dilution, in ampules, vials of solution, prepackaged, or **prefilled syringes (including auto-injectors)**. If autoinjectors are stocked, at least 3 should be available (pediatric and adult formulations as needed).
- Other Possible Medications:** H₁ antihistamines are for itching and hives only – not for managing anaphylaxis.
 - Diphenhydramine oral (12.5 mg/5 mL, 25 or 50 mg caps/tabs) or injectable (50 mg/mL)
 - Hydroxyzine oral (10 mg/5 mL or 25 mg/5 mL, 10mg or 25 mg caps/tabs)
 - Other Possible Supplies for Emergencies
 - Syringes (1 and 3 cc) and needles (22 and 25g, 1", 1¼", 1½", and 2")
 - Alcohol wipes
 - Tourniquet
 - Stethoscope and blood pressure measuring device (with a variety of cuff sizes as needed)
 - Tongue depressors
 - Light source (e.g., flashlight for examination of mouth and throat)
 - Wristwatch or other timing device for measuring pulse
 - Pediatric and adult size pocket masks with one-way valve
 - Oxygen (if available)

Miscellaneous Supplies

- Appropriate storage units and monitoring equipment to maintain vaccine cold chain
- Needle disposal (sharps) containers
- 3 cc and/or 1 cc syringes
- 22g and 25g needles
 - 5/8" 1" 1¼" 1½" 2"
- 1 box of medical gloves (appropriate size range for staff)
- Proper PPE: gowns, masks (medical grade), shields
- Sterile alcohol wipes
- Band-Aids or Inject-Safe Barrier Bandages
- 1" sterile gauze pads or cotton balls
- Thermometers (non-contact)
- Paper towels and/or wet wipes
- Sanitizing products for surface
- Pediatric and adult masks
- Hand sanitizer

Vaccine Information Statements (VISs)

- Most current version associated with vaccine (available in English and over 30 languages at www.immunize.org/vis) if available

OR

- EUA fact sheet for providers and EUA information sheets for recipients
 - Pfizer BioNTech Vaccine - [EUA Fact Sheet for Providers Administering Vaccine](#)
 - Pfizer BioNTech Vaccine - [EUA Fact Sheet for Recipients and Caregivers](#)
 - [Moderna COVID-19 Vaccine - EUA Fact Sheet for Healthcare Providers](#)
 - [Moderna COVID-19 Vaccine – EUA Fact Sheet for Recipients and Caregivers](#)

Miscellaneous Supplies

- Calendar
- Pens
- File folders
- Scissors
- Clipboards

*******Always check the expiration dates of all vaccines, medications, and medical supplies before using*******

*******Diluent should not be frozen*******

How to Apply for Your NPI

Health Care Providers may apply for their NPI in one of the following ways:

- Complete the web-based application at [NPPES](#). This process takes approximately 20 minutes to complete (this is the most time-efficient method).
- Call the Enumerator call center at 1-800-465-3203 or TTY 1-800-692-2326 to request a paper application.
- Email customerservice@npienumerator.com to request a paper application.
- Request a paper application by mail: NPI Enumerator P.O. Box 6059 Fargo, ND 58108-6059

COVID-19 Vaccine Safety Monitoring

The [Vaccine Adverse Event Reporting System \(VAERS\)](#), and new systems, such as [V-SAFE](#), will be used to monitor vaccine safety. V-SAFE is a new smartphone-based, after-vaccination health checker for people who receive COVID-19 vaccines. V-SAFE will use text messaging and web surveys from CDC to check in with vaccine recipients for health problems following COVID-19 vaccination. The system also will provide telephone follow-up to anyone who reports medically significant adverse events.

- [Information Sheet on V-SAFE](#)
- [V-SAFE Poster](#)

Communication

- **Local Health Department**
 - Let them know if you would like to partner with them in the vaccination effort.
 - A directory for health departments can be found at:
<https://chfs.ky.gov/agencies/dph/dafm/Pages/lhd.aspx>
- **Your surrounding pharmacies and health care providers**
 - Build a vaccine community- Know who is vaccinating and who would like to partner with your pharmacy to administer the COVID-19 vaccines as well as other vaccines.
- **Your patients**
 - Be ready for questions regarding the vaccine and have answers and documentation to support them. The CDC and KDPH are developing communication tools and posters to assist in promoting the vaccine and PPE importance.
 - <https://www.cdc.gov/coronavirus/2019-ncov/communication/index.html>

Notification of Pediatric Vaccination and Well-Child Visit Templates

The Well-Child Visit/Vaccination Notification Tools Templates were put together by the Task Force on Pharmacist Engagement in State-Based COVID Vaccination comprising APhA, NASPA, and NCPA. Kentucky Emergency Regulations require instructing parents on the importance of well child visits/referrals and notifying physicians of the vaccination. This also gives the pharmacist immunity under the PREP Act.

Well-Child Visit Templates: A Task Force on Pharmacist Engagement in State-Based COVID Vaccination comprising APhA, NASPA, and NCPA and state pharmacy association executives developed three tools for use by pharmacists to satisfy the requirement under the HHS Amendments authorizing pharmacists to administer childhood and COVID-19 vaccines. These have been combined into a document by KPhA and include the following:

- [Well-Child Visit Brochure](#)
- To send provider: [Well Child Referral and Vaccination Documentation](#)
- To give to patient/guardian: [Well-Child Referral Template](#)

*** Note: You may customize or add data to documents as needed***

Billing

The National Council for Prescription Drug Programs (NCPDP) has compiled some emergency preparedness guidance on COVID-19 Vaccines, mainly billing.

- [NCPDP COVID-19 Billing Guide](#)

Resources and Links

- **Kentucky's COVID-19 Vaccination Plan**
 - <https://www.cdc.gov/vaccines/covid-19/downloads/kentucky-jurisdiction-executive-summary.pdf>
- **CDC's COVID-19 Vaccine Training for Healthcare Professionals**
 - <https://www2.cdc.gov/vaccines/ed/covid19/>
- **ACIP (Advisory Committee on Immunization Practices)**
 - <https://www.cdc.gov/vaccines/acip/recommendations.html>
- **CDC Vaccine Storage and Handling**
 - <https://www.cdc.gov/vaccines/hcp/admin/storage-handling.html>
- **CDC Vaccine Administration**
 - <https://www.cdc.gov/vaccines/hcp/admin/admin-protocols.html>
- **You Call the Shots (CDC web-based training course on many vaccines with CE credit) COVID-19 Vaccines will have a module required.**
 - <https://www.cdc.gov/vaccines/ed/youcalltheshots.html>
- **KPhA COVID-19 information updated regularly under Resources Tab**
 - <https://www.kphanet.org/>
- **CDC COVID-19 Vaccine information**
 - <https://www.cdc.gov/coronavirus/2019-ncov/vaccines/index.html>
- **Kentucky Board of Pharmacy Emergency Regulation- Ordering and Administering Vaccines (Kentucky Board of Pharmacy)**
 - <https://pharmacy.ky.gov/Pages/default.aspx>
- **Kentucky COVID-19 Vaccination Plan- frequently asked questions**
 - <https://chfs.ky.gov/agencies/dph/covid19/KYCv19VaccineFAQ.pdf>
- **APhA Injection Technique (2018)**
 - <https://www.youtube.com/watch?v=1H7LnK0CpOY>
- **Find an AHA BLS/CPR class**
 - <https://ahainstructornetwork.americanheart.org/AHA/ECC/classConnector.jsp?pid=ahaecc.classconnector.home>