
 <p>health Department: Health REPUBLIC OF SOUTH AFRICA</p>		Effective Date:[STARTING DATE]
	Administration and Processing of the Client at Vaccination Sites	Next Revision [REVISION DATE]

STANDARD OPERATING PROCEDURE – CONFIRMATION OF REGISTRATION


INSTITUTION	National Department of Health		
SECTION	COVID-19 Vaccine_Administration and Processing of the Client at Vaccination Sites		
OBJECTIVE	<ul style="list-style-type: none"> - To promote the use of standardised processes for COVID-19 vaccine processing protocols prior to the administration of the vaccine at all vaccination sites. 		
SCOPE	<ul style="list-style-type: none"> - Confirmation of Registration 		
COMPILED BY		ORIGINAL DATE:	
AUTHORISED BY			
DEFINITIONS	<ul style="list-style-type: none"> - Marshall means a person who provides directions to clients, assists with queue marshalling and facilitates the overall flow of processes at a vaccination site. - Validation desk means the area in a vaccination site where clients present themselves for processing prior to administration of a COVID-19 vaccine - Vaccination site means a place where COVID-19 vaccination services may be provided to eligible populations and may include a primary vaccination site or a place where outreach services (fixed, temporary or mobile) are provided. - Immunisation station refers to the area at a vaccination site where vaccines are administered to clients. - Vaccinee means a person who is vaccinated with a Covid-19 vaccine. 		
ABBREVIATIONS	<ul style="list-style-type: none"> - NDOH: National Department of Health - EVDS: Electronic Vaccination Data System - PPE: Personal Protective Equipment 		
POLICIES, REFERENCES, SOURCE MATERIAL	<ul style="list-style-type: none"> - National Health Act 61 of 2003 - Protection of Personal Information Act 4 of 2003 		
RELATED SOPs	<ul style="list-style-type: none"> - Screening of COVID-19 Process - Pre-vaccination processes/checklist - Vaccination process - Observation following vaccination 		
PRINCIPLES	<ul style="list-style-type: none"> - Efficient systems must be implemented and monitored on a daily, weekly, and monthly basis - The vaccination process (prior, during and after) must be completed and documented using Electronic Vaccination Data System (EVDS). - The computer or other device used for capturing of data on EVDS must have appropriate connectivity to retrieve and submit data. - Vaccination sites must ensure that all persons involved in the provision of COVID-19 vaccination services are appropriately trained to use the relevant reporting tools and provide relevant services. - Personnel must use appropriate personal protective equipment (PPE). - Cleaning at the validation station should be performed frequently, at least twice daily with special attention to high touch surfaces. 		
FUNCTIONAL ROLES AND RESPONSIBILITIES	<ul style="list-style-type: none"> - Vaccination Site Manager - Queue Marshall - EVDS admin support personnel - Community Health Workers (where applicable) 		

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TOOLS/ MATERIALS/ EQUIPMENT	<ul style="list-style-type: none"> - PPE - EVDS/Paper based registration documents (where EVDS cannot be used) - Computer/device
SAFETY WARNINGS	<ul style="list-style-type: none"> - COVID 19 social distancing protocols must always be observed - Personnel must use appropriate personal protective equipment (PPE)
MONITORING AND EVALUATION	<ul style="list-style-type: none"> - KPIs - TBD
RECORD KEEPING	<ul style="list-style-type: none"> - COVID-19 vaccination records must be kept for a period of five years

PROCEDURE:

No	PROCEDURE	RESPONSIBLE
<p>This Standard Operating Procedure (SOP) consists of the following sections:</p> <ol style="list-style-type: none"> 1. Validation of screened client 2. Screened client confirmed to be on the beneficiary list 3. Screened client is not an eligible beneficiary 		
1	Validation of screened client	
1.1	Direct screened client to waiting area to wait their turn.	Marshall
1.2	On their turn, direct client to the administration desk.	Marshall
1.3	Check proof of registration, proof of identification (South African ID document or passport) and code previously provided.	EVDS admin support personnel
1.4	Confirm that the person presenting is the person who is registered and whether or not is an eligible beneficiary.	EVDS admin support personnel
2	Screened client confirmed to be on the beneficiary list	
2.1	Explain principles of informed consent	EVDS admin support personnel
2.2	Complete demographic details on vaccination card	EVDS admin support personnel
2.1	Proceed to immunisation station	
2.1.1	Direct to immunisation station for all vaccines (excluding Janssen Vaccine for COVID-19) (Refer to SOP xx: <i>On Site Vaccination Process; section 1</i>)	Marshall
2.1.2	Direct to immunisation station for vaccination (Johnson & Johnson only) (Refer to SOP xx: <i>On Site Vaccination Process; section 2</i>)	Marshall
3	Screened client is not an eligible beneficiary	

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3.1	Confirm client not eligible and reroute	EVDS admin support personnel
	Use set criteria to decide on possible scenarios Scenario 1 - Allow to proceed to vaccination Scenario 2 - On-site enrolment and same day vaccination Scenario 3 - On-site enrolment for later vaccination Scenario 4 - Send away to return at a later stage	Vaccination Site Manager
3.2	For scenario 1	
3.2.1	Inform client that he/she may proceed to immunisation station	EVDS admin support personnel
3.2.2	Direct client to immunisation station	Marshall
3.3	For scenario 2	
3.3.1	Direct client to the on-site registration point	On-site assisted registration person
3.3.2	Perform on-site EVDS registration and receipt of voucher number.	On-site assisted registration person
3.3.3	Redirect the confirmed client back into the administration queue and commence processing at step 1.3 above.	On-site assisted registration person
3.4	For scenario 3	
	Perform on-site EVDS registration, client will receive a vaccination code, and scheduled appointment on another date	On-site assisted registration person
3.4.1	Ask client to return on the scheduled appointment date	On-site assisted registration person
	For Scenario 4	
3.5	Explain to the client how to self-enrol, the client will receive a vaccination code and a scheduled appointment on another date	On-site assisted registration person
3.5.1	Client leaves	Client

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ANNEXURES	
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1. REVISION DATA

Revision No	Pages	Revision Details	Date	Approved

TRAINING REQUIRED

- Training to be conducted post SOP sign-off and prior to the effective date as per above
- Training to be administered to relevant responsible parties after each SOP revision

Trainees	Type of training

2. SOP AUTHORISED

	Name	Signature	Date
Compiled by			
Checked by			
Approved by			

Annexure 1: Administration process at vaccination site prior to vaccination