

	<b>Name of Activity:</b> Ordering Procedure for COVID-19 Vaccines		
	<b>Role Performing Activity:</b> Saskatchewan Health Authority, Athabasca Health Authority, Northern Intertribal Health Authority, First Nations and Inuit Health Branch Staff, Ministry of Health		
<b>WORK STANDARD</b>	<b>Location:</b> COVID-19 Immunization Manual		<b>Department:</b> Population Health Branch
	<b>Document Owner:</b> Vaccine Management Team		<b>Region/Organization where this Work Standard originated:</b> Ministry of Health Population Health Branch
	<b>Date Prepared:</b> 2021-01-22	<b>Last Revision:</b> 2023-09-22	<b>Date Approved:</b> 2021-01-22

**Work Standard Summary:** COVID-19 vaccines will be ordered through the National Operations Centre (NOC)<sup>1</sup> by the Ministry of Health. This work standard outlines the steps to place and receive COVID-19 vaccine supply, including communication pathways.

For the purpose of this work standard, health service provider organization refers to the Saskatchewan Health Authority (SHA), Indigenous Services Canada (ISC), Northern Inter-Tribal Health Authority (NITHA), Athabasca Health Authority (AHA), Roy Romanow Provincial Laboratory (RRPL), and Drug Plan and Extended Benefits Branch (DPEBB). **NOTE:** DPEBB is the main contact for vaccine stored at McKesson and is responsible for coordinating the movement of supply from this pharmacy wholesaler.

MoH continually monitors provincial vaccine supply; an inventory and projected demand assessment will be conducted to ensure adequate supply is on hand at all times.

<b>Essential Tasks:</b>	
<b>Pull System-</b> enacted when there is sufficient national COVID-19 vaccine supply available to cover eligible provincial populations (i.e. doses available to order from the federal reserve).	
<b>Role of the Health Service Provider Organizations</b>	
1.	Each health service provider organization is responsible for assessing their internal vaccine inventory as per the <a href="#">COVID-19 Vaccine Inventory Tracking and Reporting</a> work standard found in the COVID-19 Immunization Manual: <a href="https://www.ehealthsask.ca/services/Manuals/Pages/COVID-19.aspx">https://www.ehealthsask.ca/services/Manuals/Pages/COVID-19.aspx</a> .
2.	SHA, AHA, ISC, and NITHA sites order vaccine from RRPL via Panorama Inventory module.  <b>IMPORTANT NOTE:</b> Sites will take all measures to place vaccine orders according to their routine delivery schedule. See <i>Routine and Urgent COVID-19 Vaccine Requests</i> work standard in the COVID-19 Immunization Manual: <a href="https://www.ehealthsask.ca/services/Manuals/Pages/COVID-19.aspx">https://www.ehealthsask.ca/services/Manuals/Pages/COVID-19.aspx</a> .
3.	The Ministry of Health (MoH) Public Health Nursing Consultants (PHNC), in consultation with DPEBB, will order vaccine for the pharmacy wholesalers directly from the federal reserve via VaccineConnect web portal.
4.	Community pharmacies will order vaccine from their designated wholesaler distribution centre.
5.	When there is an unexpected low inventory supply that is insufficient to meet expected demand (i.e. surge in vaccine uptake/orders), the health service provider organization must: <ul style="list-style-type: none"> <li>• notify the MoH PHNC as far in advance as possible to ensure replacement stock can be ordered.</li> <li>• internally re-distribute vaccine as available and feasible. When this is not possible, notification to the PHNC will occur to try to re-distribute vaccine from another health service provider organization in collaboration with the Distribution and Logistics (D&amp;L) Task Team.</li> </ul>

<sup>1</sup>The National Operations Centre (NOC) provides COVID-19 vaccine logistics support and is part of the Public Health Agency of Canada

<b>Essential Tasks:</b>	
<b>Role of the Public Health Nursing Consultants</b>	
6.	The MoH PHNC will assess provincial inventory for each vaccine on a weekly basis. In addition, in consultation with DPEBB and RRPL, pharmacy wholesaler and RRPL inventory will be projected using recent order quantities.
7.	When provincial inventory levels are determined to be low (i.e. insufficient to meet projected order quantities at RRPL and pharmacy wholesalers), PHNC will assess if there is surplus supply on hand within the province that could be redirected to sites needing more vaccine. <ul style="list-style-type: none"> <li>consider lot expiry dates and projected uptake to use surplus supply and avoid wastage.</li> <li>redistribution of vaccine supply from a site without a Drug Establishment License (DEL) to a site with a DEL must only occur with permission from Health Canada.</li> </ul>
8.	If PHNC determines there is <u>sufficient supply available within the province</u> to meet the health service provider organization demand, in collaboration with the D&L Task Team, vaccine redistribution will be initiated. <ul style="list-style-type: none"> <li>The sending and receiving organizations/sites will track vaccine distribution as per the <a href="#">COVID-19 Vaccine Inventory Tracking and Reporting</a> work standard (e.g. track in Panorama Inventory module).</li> </ul>
9.	If PHNC determines there is <u>insufficient supply available in the province</u> , ordering from the federal reserve will be initiated with consideration of the ordering and delivery timelines outlined in <b>Task #10</b> . PHNC will place the order using the VaccineConnect web portal.
10.	<b>Ordering from Federal Reserve: Order and Delivery Timelines:</b> <ul style="list-style-type: none"> <li>Orders must be entered into VaccineConnect before Monday at 1200h EST in order to guarantee delivery the following week. The absolute deadline to place an order for delivery the following week is Wednesday at 1200 EST.</li> <li>Delivery dates are determined by the federal logistics service provider. Based on historical COVID-19 vaccine deliveries to SK, deliveries will typically occur on either Tuesday or Wednesday (statutory holidays will affect these delivery days).</li> </ul>
11.	<ul style="list-style-type: none"> <li>All communication with NOC will be conducted by the MoH.</li> <li>Information related to vaccine delivery (including estimated delivery dates and tracking numbers) received from the NOC will be provided via email by PHB to the health service provider organizations and the D&amp;L Task Team.</li> </ul>
<b>Allocation Approach-</b> enacted when there is an insufficient amount of vaccine available from the National Operations Centre federal reserve to meet coverage for provincial eligible population uptake (e.g. new vaccine roll out) or current demand.	
1.	<b>Vaccine Allocations &amp; Order Deadlines</b>  <b>D&amp;L Task Team MoH Co-Chair will:</b> <ul style="list-style-type: none"> <li>Communicate the vaccine allocation quantities and order deadlines (determined by NOC) to MoH, SHA, ISC, NITHA, and DPEBB leadership.</li> <li>Notify health service provider organization leadership of ordering and amendment deadlines as specified by the NOC.</li> </ul> <p><b>Important Note:</b> the NOC will implement amendment deadlines for each order. The deadlines are not static and are subject to change. Once the deadline has passed, no changes are permitted.</p>

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<b>Essential Tasks:</b>	
2.	<p><b>Consultation &amp; Approval</b></p> <ul style="list-style-type: none"> <li>• The MoH will consult SHA, AHA, ISC, NITHA, and DPEBB regarding expected or current vaccine demand to inform provincial jurisdiction allocations.</li> <li>• Provincial jurisdiction allocations are approved within the MoH.</li> <li>• Complete a vaccine-specific order form(s) (provided by the PHNC) based on the provincial jurisdiction allocations.</li> <li>• Vaccine will be delivered directly to VDS that can support long term storage of vaccine, whenever possible.</li> <li>• Submit vaccine order form(s) to the PHB PHNCs: <ul style="list-style-type: none"> <li>○ Lorissa Jones (<a href="mailto:lorissa.jones@health.gov.sk.ca">lorissa.jones@health.gov.sk.ca</a>)</li> <li>○ Loretta van Haarlem (<a href="mailto:loretta.vanhaarlem@health.gov.sk.ca">loretta.vanhaarlem@health.gov.sk.ca</a>)</li> <li>○ Morag Granger (<a href="mailto:morag.granger@health.gov.sk.ca">morag.granger@health.gov.sk.ca</a>)</li> </ul> </li> </ul>
3.	<p><b>PHNC will:</b></p> <ul style="list-style-type: none"> <li>• Complete submission of Saskatchewan’s COVID-19 vaccine orders to the NOC via the VaccineConnect web portal utilizing the submitted order form(s) from the health service provider organizations.</li> <li>• Communicate confirmed delivery quantities and timeline, as well as Panorama ordering timelines to the health service provider organization D&amp;L Task Team representative, as applicable.</li> </ul>
4.	<p><b>Health service provider organization representatives on the D&amp;L Task Team will:</b></p> <ul style="list-style-type: none"> <li>• Ensure site(s) are aware of vaccine deliveries from the NOC and readiness to receive vaccine, including availability of: <ul style="list-style-type: none"> <li>○ Vaccine storage equipment (e.g. ULT or regular freezer)</li> <li>○ Data logger (one per freezer and fridge)</li> <li>○ Clinic (ancillary) supplies</li> <li>○ Dry ice PPE (for sites receiving Pfizer vaccine)</li> </ul> </li> <li>• Communicate revisions or additions to the established VDS’ as soon as possible to PHB PHNCs.</li> <li>• Internally communicate instructions to order vaccine from RRPL/pharmacy wholesaler, including ordering deadlines to ensure vaccine is received prior to start of immunization program start date (as applicable).</li> </ul>
5.	<p><b>Communication</b></p> <ul style="list-style-type: none"> <li>• All communication with NOC will be conducted by the MoH.</li> <li>• Information related to vaccine delivery (including estimated delivery dates and tracking numbers) received from the NOC will be provided via email by PHB to the health service provider organizations and the D&amp;L task team.</li> </ul>

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