

	Name of Activity: COVID-19 Vaccine Inventory Tracking and Reporting		
	Role Performing Activity: Saskatchewan Health Authority, Roy Romanow Provincial Laboratory, Athabasca Health Authority, Northern Intertribal Health Authority, Indigenous Services Canada, Ministry of Health		
WORK STANDARD	Location: COVID-19 Immunization Manual	Department: Population Health Branch	
	Document Owner: Vaccine Management Team	Region/Organization where this Work Standard originated: Ministry of Health Population Health Branch	
	Date Prepared: 2022-10-01	Last Revision: 2025-09-26	Date Approved: 2022-10-01

Work Standard Summary: The Ministry of Health and all organizations involved in the distribution and administration of COVID-19 vaccination have a responsibility to ensure that the vaccine is accounted for from delivery to administration. In addition, tracking of COVID-19 vaccine products is of critical importance for the Ministry of Health to oversee and monitor COVID-19 vaccine inventory to ensure sufficient provincial supply is available.

The processes outlined in this work standard will provide a consistent approach to the tracking and documentation of COVID-19 vaccine inventory for provincial jurisdictions/organizations including the Saskatchewan Health Authority (SHA), the Roy Romanow Provincial Laboratory (RRPL), the Athabasca Health Authority (AHA), Indigenous Services Canada (ISC), the Northern Intertribal Health Authority (NITHA), pharmacy wholesalers, and community pharmacies.

Essential Tasks:	
Distribution Tracking	
1.	For sites using the Panorama Inventory module, the 'pick/pack/ship' function will be utilized to track vaccine distribution.
2.	For sites not using Panorama, including pharmacy wholesalers and community pharmacies, local systems/processes will be utilized to document and track vaccine distribution.
Inventory Tracking	
3.	For sites not using Panorama, including pharmacy wholesalers, local systems/processes will be utilized to track and monitor vaccine inventory counts.
4.	Every Tuesday by noon: <ul style="list-style-type: none"> All sites storing COVID-19 vaccine will complete a physical vaccine count and ensure their inventory system count is accurate. SHA, RRPL, AHA, ISC, and NITHA designates will ensure an accurate COVID-19 vaccine inventory count is reflected in the Panorama Inventory Module (in doses), including vaccine held by Public Health sites that do not use Panorama. <ul style="list-style-type: none"> Panorama Physical Count guidelines have been updated total include COVID-19 and influenza vaccines. Training documents are available on the Panorama User Community SharePoint site: Inventory WS - All Documents

Essential Tasks:	
	<ul style="list-style-type: none"> Pharmacy wholesalers will email Population Health Branch and the Drug Plan and Extended Benefits Branch (DPEBB) weekly inventory counts (in doses) broken down by vaccine brand and lot number. DPEBB will compare weekly community pharmacy claims data with wholesaler weekly shipping/distribution reports to determine a 'quantity on hand' for community pharmacies. Audits will be conducted when quantity on hand does not fall within an acceptable range. <p>NOTE: Physician offices are exempt from reporting COVID-19 vaccine inventory.</p>
5.	Inventory tracking considerations for Moderna Spikevax™: Moderna Spikevax™ vaccine supply must be tracked based on 5 doses per vial . To reflect half doses when administering 0.25 ml (25 mcg) doses to those age 6 months to 11 years, round down to the nearest full dose (e.g. if 3.5 doses are remaining, round down to 3 doses).
6.	PHB will compile jurisdiction's COVID-19 vaccine inventory into a tracking spreadsheet outlining vaccine brand and lot numbers.
7.	Timelines and frequency for vaccine inventory monitoring are subject to change by the Ministry of Health. More frequent inventory monitoring may be required.
8.	It is each jurisdiction's responsibility to notify PHB of low inventory to ensure re-distribution and/or ordering of vaccine can occur. See Ordering Procedure for COVID-19 Vaccines work standard in the COVID-19 Immunization Manual: https://www.ehealthsask.ca/services/Manuals/Pages/COVID-19.aspx