
 <p>health Department: Health REPUBLIC OF SOUTH AFRICA</p>		Effective Date:[STARTING DATE]
	Site Maintenance	Next Revision [REVISION DATE]

STANDARD OPERATING PROCEDURE – SITE MAINTENANCE DAILY ACTIVITIES


INSTITUTION	National Department of Health		
SECTION	COVID-19 Vaccination – Site Maintenance		
OBJECTIVE	<ul style="list-style-type: none"> - To ensure the vaccination sites reach a point of readiness before and after operations - To provide a checklist for the morning and end of the day activities 		
SCOPE	- Daily Activities - Morning and End of the Day		
COMPILED BY		ORIGINAL DATE:	
AUTHORISED BY			
DEFINITIONS	<ul style="list-style-type: none"> - Vaccinator means a designated health care provider trained, competent and acting within their scope of practice who administers a COVID-19 vaccine to a client. - Vaccination site means a health establishment or other site which is authorised to provide COVID-19 vaccination services to clients 		
ABBREVIATIONS	<ul style="list-style-type: none"> - EVDS: Electronic Vaccination Data System - IEC: Information, Communication and Information - PPE: Personal protective equipment 		
POLICIES, REFERENCES, SOURCE MATERIAL	<ul style="list-style-type: none"> - Provincial Drug Supply Management Policy/ Prescript (As applicable) - Pharmacy Act 53 of 1974 - Medicines and Related Substances Act 101 of 1965 - Good Pharmacy Practice rules published in terms of the Pharmacy Act 53 of 1974 - Cold chain and Immunisation Operations Manual of 2015 - National Environmental Management: Waste Act 59 of 2008 - National Environmental Management Act 107 of 1998 - Hazardous Substances Act 15 of 1973 - Public Finance Management Act, 1999 (Act 1 of 1999) 		
RELATED SOPs	<ul style="list-style-type: none"> - Site Readiness - Vaccination process at Vaccination site - Vaccination site Processes - Waste Management 		
PRINCIPLES	<ul style="list-style-type: none"> - A daily check list needs to be completed by all vaccination sites from day one of the site going live - Daily checklists must be signed off by site supervisor to ensure the information is accurate and reflects the real position in that time period. - The vaccination site equipment layout must be setup from office equipment to furniture to IT equipment, as identified on the initial site layout 		
FUNCTIONAL ROLES AND RESPONSIBILITIES	- Vaccination Site Manager		
TOOLS/ MATERIALS/ EQUIPMENT	- Daily Checklists		
SAFETY WARNINGS	- N/A		

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MONITORING AND EVALUATION	- N/A
RECORD KEEPING	- Records shall be kept by the vaccination site for a period of 5 years

1. PROCEDURE:

No		RESPONSIBLE
	This Standard Operating Procedure (SOP) consists of the following sections	
1	Monitor the site twice daily using the monitoring checklist	Vaccination Site Manager
2	Ensure site is laid out as per original site layout plan with adequate social distancing and clear signage	
2.1	Ensure that cleaning and disinfection procedures are consistent and correctly followed	Vaccination Site Manager
3	Ensure all stations are cleaned frequently, at least twice daily with special attention to high-touch surfaces, including the screening	Vaccination Site Manager
4	Assess critical equipment, including back up power / alternate storage site (should critical facilities malfunction) are functional and switched on	Vaccination Site Manager
5	Ensure vaccine temperatures is monitored and maintained as required <i>See SOPs for vaccine Storage and management of temperature excursions</i>	Vaccination Site Manager
6	Ensure the emergency tray or trolley which complies with the minimum standards in the Standard Treatment Guidelines is available.	Vaccination Site Manager
6.1	An emergency tray should have a checklist of all the required emergency medicines and suppliers listed and should be checked daily by a vaccinator before commencing a session.	Vaccination Site Manager
7	Ensure adequate supply of consumables and or ancillary items has been made available	Vaccination Site Manager
8	Ensure any unused vaccine or waste material are disposed of in compliance with local guidance for pharmaceutical waste.	Vaccination Site Manager
9	Ensure adequate supply of the necessary stationery for all stations including the vaccination station	Vaccination Site Manager
10	Ensure IEC material on COVID appropriate behaviour are well displayed and job aids available at vaccination stations.	Vaccination Site Manager
11	Ensure security protocols are in place to manage clients, ensure safety of staff and secure storage of vaccines on the site	Vaccination Site Manager

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	Site Maintenance	Next Revision [REVISION DATE]

ANNEXURES	1. Daily Check List
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2. 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


3. SOP AUTHORISED

	Name	Signature	Date
Compiled by			
Checked by			
Approved by			

 <p>health Department: Health REPUBLIC OF SOUTH AFRICA</p>		Effective Date:[STARTING DATE]
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Annexure 1: Site Checklist

Category	Specific item	Morning	Evening
Site Layout (as per initial layout)	Tables – Social distance applicable		
	Chairs – Social distance applicable		
	Clear way finding signage		
Site prep	Working hours of vaccination site displayed		
	Vaccination stations numbered / or direction available		
	All staff are wearing uniforms		
	All staff are wearing name tags		
	All staff allocated PPE		
Cleaning as per National IPC Manual	Vaccination site is clean, all surfaces disinfected		
	Floors cleaned and disinfected		
	Ablution facilities cleaned		
	Hand sanitizer available – at each station		
Covid screening	Covid-19 screening register available		
	Clinical thermometer available for screening		
Administration	Appointment register updated		
IT system	Computers available at each vaccinator, switched on and functional		
	Computers available at each admin, switched on and functional		
	Vaccinator to login on their own account (EVDS)		
	Vaccinator to login out of their own account (EVDS)		
	Admin to login on their own account (EVDS)		
	Admin to login out of their own account (EVDS)		
	Device to record on the Stock Visibility System (SVS)		
	Update SVS		
Vaccine Cold chain compliance	Vaccine monitor identified to ensure integrity of the vaccine		
	Vaccine fridge has power, is switched on, and functional		
	Continuous temperature monitoring device available		
	Ample storage in fridge for vaccines		
	Temperature recorded twice daily		
	If temperature below 2°C and above 8°C, facility manager /responsible site pharmacist notified		
	Thaw vaccine if required (J&J and Pfizer if applicable)		

 <p>health Department: Health REPUBLIC OF SOUTH AFRICA</p>		Effective Date:[STARTING DATE]
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Category	Specific item	Morning	Evening
Emergency trolley	Check Emergency trolley as per Ideal clinic list twice per day and replenish all items		
Consumables replenished	Needles (per vaccine type requirements)		
	Syringes (per vaccine type requirements)		
	Cotton Wool Balls		
	Diluent if applicable		
Healthcare waste	Health care Risk waste disposal - seal and remove to designated storage area		
	Health care risk waste containers and boxes replenished		
	Health care waste boxes/bags replenished		
Stationery	COVID-19 Screening Forms		
	Consent forms		
	Vaccination forms		
	Vaccination cards		
	Case reporting forms		
	Case investigation forms		
	Adverse events special interest forms		
IEC material	Fact sheets		
	Posters in place at relevant stations		
	Job aids at vaccinator station		

Completed by: _____

Signed off by: _____