

Pfizer BNT162b2 COVID-19 Vaccine Skills Completion Sheet



Name: _____ Date: _____
(Print Legibly)

Agency: _____ Training Location: _____

DAY 1

EQUIPMENT & COLD CHAIN PROCEDURES

(15 minute per station)

STATION #1 - Operation of Equipment

Check when successfully completed:

- Demonstrates the ability to set-up the ICECO TR45/TR60 Electric Refrigerator Cooler or approved alternative
- Demonstrates the ability to operate equipment
- Verbalizes how to troubleshoot power issues
- Demonstrates the ability to set the refrigerator to the appropriate temperature
- Demonstrates how to confirm the refrigerator lid is closed

Breakout Station #1 Successfully Completed

Instructor Signature: _____

STATION #2 - Cold Chain Documentation

Check when successfully completed:

- Demonstrates ability to properly fill out the following:
 - Hourly Temperature Log
 - Vaccine Inventory Tracking Log
- Verbalizes appropriate procedure if a temperature excursion occurs

Breakout Station #2 Successfully Completed

Instructor Signature: _____

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DAY 1

VACCINE RECONSTITUTION & ADMINISTRATION PROCEDURES

(20 minute per station)

STATION #3 - PFIZER BNT162b2 Vaccine Reconstitution

Check when successfully completed:

- Identifies & understands the equipment needed for reconstitution of the vaccine
- Demonstrates the ability to operate equipment
- Identifies & understands the appropriate PPE needed for reconstitution of the vaccine
- Verbalizes knowledge of the storage and temperature the vaccine must maintain
- Demonstrates the ability to invert the vaccine vial 10 times gently and confirms there are no particulates present in the vial
- Demonstrates the ability to correctly dilute the thawed vaccine with 1.8 mL 0.9% sodium chloride while using aseptic techniques
- Demonstrates the ability to invert the diluted vaccine 10 times gently. Confirms the correct color (off-white solution) and confirms there are no particulates present in the vial.
- Demonstrates the ability to mark the newly diluted vial with the date & time of dilution and stores between 36° to 46° Fahrenheit
- Verbalizes the diluted vial must be used within 6-hours.
- Verbalizes knowledge that a newly diluted vial contains 5 doses of 0.3 mL Pfizer BNT162b2 vaccine
- Demonstrates the ability to safely & correctly reconstitute vaccine

Breakout Station #3 Successfully Completed

Instructor Signature: _____

STATION #4 - PFIZER BNT162b2 Vaccine Administration

Check when successfully completed:

- Identifies & understands the equipment needed for administering the vaccine
- Demonstrates the ability to operate equipment for administering the vaccine
- Identifies & understands the appropriate PPE needed for administering the vaccine
- Demonstrates the ability to review the patient consent form and confirms it is filled out correctly
- Demonstrates the ability to explain the consent form to the signing party
- Screens for contraindications (if within employee's scope of practice)
- Verbalizes knowledge of the "9 Rights of Patient Drug Administration"
- Demonstrates aseptic techniques while withdrawing 0.3 mL of diluted vaccine using a sterile needle & syringe
- Verbalizes knowledge that after 5 doses are administered from one Pfizer BNT162b2 vaccine, a small amount of fluid will remain in the vial
- Demonstrates the correct intramuscular (IM) injection site (*Deltoid 2.5 to 5 cm or 1 to 3 fingers beneath the acromion process over the midaxillary line*)
- Demonstrates the ability to administer the vaccine using aseptic techniques
- Understands patient monitoring post-vaccination and
- Understands the signs & symptoms of anaphylaxis and the appropriate treatment and procedure if symptoms occur
- Displays proper hand hygiene and PPE use throughout procedure
- Demonstrates ability to correctly fill out the following:
 - o COVID-19 Vaccination Record Card
- Verbalizes knowledge that vaccine vials are discarded when they have been fully discharged or 6-hours after dilution

Breakout Station #4 Successfully Completed

Instructor Signature: _____

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Final Skills Competency Check Sheet		
Critical Performance Steps	X if remediation needed	✓ if done correctly
COLD CHAIN		
Demonstrates the ability to set-up the ICECO TR45/TR60 Electric Refrigerator Cooler with power supply.		
Demonstrates the ability to set the refrigerator to the correct temperature at both Celsius & Fahrenheit		
Demonstrates the ability to troubleshoot power failure issues with the ICECO TR45/TR60 Electric Refrigerator Cooler		
Demonstrates the ability to fill out the Vaccine Inventory Tracking Log correctly		
Demonstrates the ability to fill out the Hourly Temperature Log correctly		
Understands the correct procedures in the event a temperature excursion occurs		
RECONSTITUTION OF PFIZER BNT162b2 VACCINE		
Step 1: Properly sets up appropriate equipment needed for reconstitution		
Step 2: Allows the vial to come to room temperature & gently inverts 10 times. Confirms there are no particulates in the vial		
Step 3: Dilute thawed vaccine with 1.8 mL 0.9% sodium chloride using aseptic techniques		
Step 4: Equalize vial pressure before removing the needle from the vial by withdrawing 1.8 mL air into the empty diluent syringe		
Step 5: Gently invert diluted solution 10 times. Confirms the vial is the correct color (off-white solution) and does not have any particulates. Understands what to do if the diluted vial is discolored or has particulates.		
Step 6: Marks diluted vial with new dilution date & time and stores vial between 36° to 46° Fahrenheit. Understand diluted vial must be used within 6-hours. Understand the diluted vial contains 5 doses of 0.3 mL Pfizer vaccine		
ADMINISTRATION OF PFIZER BNT162b2 VACCINE		
Step 1: Washes hands or uses hand sanitizer. Dons appropriate PPE (<i>Face Shield, Gown, N95, & Gloves</i>)		
Step 2: Reviews the patient consent form and confirms it is filled out correctly. Reviews and explains the consent for to the signing party/patient		
Step 3: Screens for contraindications		
Step 4: Reviews the "9 Rights of Patient Drug Administration" -Right patient -Right time -Right reason -Right medication -Right route -Right response -Right dose. -Right documentation -Right to refuse		
Step 5: Using aseptic technique, withdrawal 0.3 mL of diluted vaccine using a sterile needle & syringe. Understands that after 5 doses there will be a small amount of solution inside the vial. Understands that fully discharged vials or vials more than 6-hours from time of dilution must be discarded.		
Step 6: Locate the correct intramuscular (IM) injection site (<i>Deltoid 2.5 to 5 cm or 1 to 3 fingers beneath the acromion process over the midaxillary line</i>)		
Step 7: Clean the area with alcohol prep, spread skin taut, & insert the needle at a 90° angle.		
Step 8: When the vaccine is administered, withdraw the needle from the arm, place a cotton ball or gauze pad over the injection site while discarding the needle in a sharps container.		
Step 9: Place bandage over injection site		
Step 10: Fills out COVID-19 Vaccination Record Card correctly. Explains to the patient that they are required to get the second dose of the Pfizer COVID-19 Vaccine in 21-days.		
<i>Instructors sign when the student has successfully completed each step.</i>		
Instructor Signature: _____		Date: _____