UN SYSTEM-WIDE COVID-19 VACCINATION
CHECKLIST FOR READINESS

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PURPOSE OF THIS DOCUMENT

This document serves as action points that need to be fulfilled by country teams in order to open up the system for registration and administration of vaccinations using the UN System-Wide COVID-19 Vaccination Platform.

READINESS CHECKLIST ITEMS

COUNTRY READINESS

1. The country team headed by Local Vaccine Deployment Coordinator is required to identify the following and share the information with the Global Vaccine Deployment Support Team (GVDST):

   a. **Clinic** locations need to be clearly identified.

      o The country team are required to indicate the exact names of the clinics alongside the country or duty station to GVDST by email.

      o The clinic name should be submitted following the given nomenclature:
        ▪ 2-digit ISO country code - city - clinic name
        ▪ For example: AF - Kabul - Alpha Compound

      o Clinic Groups will be created in the system in line with the country or duty station submitted by the country team.

   b. Nominations for **Vaccine Registrar(s), Clinic Scheduler(s),** and **Medical personnel/ Clinic Admins**, in coordination with the Organization focal point, need to be identified if not already known. Each role requires a specific skill set as defined below:

S.No	Role	Guidelines to Identify
1	Vaccine Registrar	• The Vaccine Registrar nomination should be aware of the country population, the local vaccination programs and have the know-how to assign individuals to identified clinics accordingly.

		• The nominee will also be required to monitor the platform for individuals who are yet to be assigned a clinic. • This role could be provisioned to an HR person or a coordinator.
2	Clinic / Vaccine Scheduler (Admin / Medical)	• The Clinic or Vaccine Scheduler nomination should be aware of the doses required, the general volume of appointments and should know to schedule the vaccine appointment accordingly. • The nominee will also be required to schedule appointments based on priority and thus, should be well informed about the prioritization and availability of doses. • They should have the know-how to schedule appointments across multiple clinics if required. • They should be adept at ensuring appointments are made in-time for the second dose.
3	Medical Personnel (Admin / Medical)	• The Medical Personnel nomination should be qualified to administer the vaccine. • The nominee should have the know-how of performing medical evaluation and recording vaccine administrative details for the benefit of the individual vaccinated as well as for system reporting purposes

c. Once the above roles have been identified internally, the Local Vaccine Deployment Coordinator should fill and submit the following nomination details to GVDST by emailing covidvaccines@un.org

Nomination Details and Local Shipments

d. Please note that the template above also includes a tab for "Local Movement Data" that should be filled and submitted alongside the nomination details. This is required to be filled and submitted alongside the nomination details to know exactly how many vaccines will be shipped to which vaccination site. Mandatory data elements such as the ship-from, ship-to address, quantity, vendor batch, expiration and planning dates are important for tracking purposes and initial vaccine (+ ancillaries) allocation per vaccination site.

e. In case the country is Model C category (no UN facilities but medical resources are present) or Model D category (duty stations with little to no local medical resources), please indicate additional details regarding the medical personnel in the notes column of the excel file to clarify where they work and in what capacity.

2. After submission of the above nomination details, the user account will be created in the system.

3. After pre-registration data is loaded by the Organization Admin, country teams will need to notify relevant parties if they should check their email for an independent link or when self-registration is open.

   For individuals with preloaded data:
   a. A communication strategy should be developed in order for the country team to effectively reach out to individuals whose data have been loaded in advance.
   b. Staff should be urged to check their email to confirm if they have received the independent registration link already.
   c. In the case where individuals have received the link, they should be cautioned not to self-register to avoid duplication.
   d. All communication by the country team should also convey that registration does not guarantee vaccination.

   For self-registration:
   a. Self-registration is meant for those individuals whose information is unknown and their data has thus not been prepopulated in the system.
   b. The GVDST team will share the link for Self-registration with the country team.
   c. A communication strategy should be developed in order for the country team to effectively reach out to individuals to start their self-registration.
   d. The country team should not share this link with individuals whose data have been pre-loaded.
   e. Please note that self-registration required organization evaluator to clear the registration eligibility on a case-by-case basis.
   f. All communication by the country team should also convey that registration does not guarantee vaccination.

4. Proper training will have to be conducted for each role in order for them to use the platform.
   a. For example, the Vaccine Registrar should be trained to assign registered contacts to various clinics in the country depending on the duty station.
   b. Similarly, the Clinic/ Vaccine scheduler should be trained to schedule appointments using the platform based on the priority of individuals and availability of time slots.
   c. Additionally, the Medical Personnel should be trained to confirm "informed consent" and to record vaccine administration details in the platform.
   d. Once the roles have been identified and provisioned, dedicated training sessions should be organized with the help of GVDST and DOS/ UCS.
   e. For more information, refer to guidance documents published on https://www.un.org/en/coronavirus/vaccination