

Medical Clinic Weekly Vaccine Inventory Guideline.

To Access the Inventory Form	2
Reviewing and Updating Clinic Details.....	3
Entering Calculated Inventory	4
Entering Wastage Details.....	5
Entering Physical Inventory	6
Inventory Reconciliation	7

Purpose:

To maintain an accurate inventory of COVID-19 Vaccines at Medical Clinics.

Each Week on Thursday, first thing in the morning a complete site (Medical Clinic) inventory must be completed.

This inventory will track Number of Vials Received, Number of Doses administered, current vials on hand, Vaccine doses wasted and resulting physical inventory counts are compared with your physical count.

Accurate inventory details must be submitted each Thursday Please contact covidinventory@gov.mb.ca if you have any questions.

The Inventory form is available at: [COVID-19 Vaccine Inventory Report \(arcgis.com\)](https://arcgis.com)

Note: If your last reported inventory was zero and you have not received more vaccine you do not need to submit another inventory report until you receive more Vaccine.

To Access the Inventory Form

Select the COVID-19 Inventory link [COVID-19 Vaccine Inventory Report \(arcgis.com\)](https://arcgis.com)

The Inventory form will open in your browser (note: The form works best with Chrome or Firefox)

- Enter Client ID/ Holding Point Code that was assigned to your Medical Clinic
 - Your Client ID / Holding Point is a 5 digit number assigned to your Clinic, e i.e. 10XXX

Do not add HP or any other symbols to the code

- Enter the Phone number that is associated with this account.
 - This is the Phone Number submitted with your COVID-19 Vaccination application, be sure to include the dashes when entering number.
- After entering your ID and Phone number hit enter to advance on the form

COVID-19 Vaccine Inventory Report

Client ID/Holding Point Code*
ID/Holding point is the Unique 5 digit ID assigned to your Clinic (#####)

Clinic Phone Number (Format must include dashes as indicated ### - ### - #####)*
Clinic Phone Number must match the phone number submitted on your online registration. Click enter or tab keys when complete

PLEASE NOTE: The Client ID/Holding Point Code and Phone Number in the above fields must match the information that was entered on the COVID-19 Vaccination registration form.

If you do not know your log-in information, please contact covid@gov.mb.ca

If you have any other questions surrounding this survey, please email covidinventory@gov.mb.ca

required fields are marked with *

DO NOT CLICK THE SUBMIT BUTTON UNTIL YOU HAVE ENTERED ALL OF YOUR INVENTORY DETAILS

Submit

NOTE: You do not need to click the Submit button until all inventory is entered.

Once the correct Client information is entered, your [Clinic Location Details](#) are displayed. If your Clinic information is not displaying please contact covidinventory@gov.mb.ca for assistance.

If you have trouble logging in to the Inventory form, contact covidinventory@gov.mb.ca

Reviewing and Updating Clinic Details

Your Clinic Location Details can be updated directly in the form by selecting **No**, for “**Are These Address Details Correct**” section. You will be prompted to complete changes on the form. Any changes will be recorded with your weekly inventory.

You can also update your Location Details by email at: covid@gov.mb.ca.

Are these address details correct?*

☐ Yes

☒ No

Please fix the entry above to the correct information, and check "Yes" to proceed.

DO NOT CLICK THE SUBMIT BUTTON UNTIL YOU HAVE ENTERED ALL OF YOUR INVENTORY DETAILS

Submit

- Enter the Date of the inventory

COVID-19 Vaccine Inventory Report

Client ID/Holding Point Code*
ID/Holding point is the Unique 5 digit ID assigned to your Clinic (#####)

10002

Clinic Phone Number (Format must include dashes as indicated ### - ### - #####)*
Clinic Phone Number must match the phone number submitted on your online registration. Click enter or tab keys when complete

204-947-1766

Clinic Location Details

Location Type

☐ Hospital ☐ Nursing Station ☐ Care Home

☒ Medical Clinic ☐ Other Provider

Location Name*

My Medical Clinic

Street Address

123 Any Street

City/Town

Winnipeg

Province

Manitoba

Postal Code

A3C 2D4

Are these address details correct?*

☒ Yes ☐ No

Please complete details about your update below.

Date of Inventory Report:

Date of Inventory Report*

2021-03-24

Entering Calculated Inventory

- Enter your On Hand Inventory reported on last Week's report. (Enter 0 if this is your first report), if you have previously completed a Clinic Inventory report and are unsure of this value please contact.

covidinventory@gov.mb.ca

- Indicate the number of Vials Received since your last Inventory Report.

Note: the number of doses will be calculated from your vials Received.

- Indicate the number of doses that were administered to patients since your last report.


Note: *Reporting Period is Thursday morning to Wednesday night*

- Indicate if there were any doses wasted since your last report by selecting **yes** or **no** (You must select one).

Wasted Doses are any vaccine doses that were not administered or can no longer be administered, Reasons for wastage are shown in the following section

Select **YES** if any vaccine was wasted in the reporting period, the form will change to allow entry of the details for the wasted doses.

Select **No** if no Vaccine was wasted in the reporting period and continue entering current Inventory on hand.

Doses Administered 

On Hand Inventory of Doses reported last week :*

Number of Vials received since last Inventory Report:*

Calculated number of doses received since last week's report

Number of Doses administered since last Inventory Report Entry:*

Were there any doses wasted at your location since your last inventory report?*

☒ Yes

☐ No

Entering Wastage Details

When YES is selected for Wastage, the form provides an area where the wastage details are entered,

- Date of Wastage – Actual Date product was wasted
- Product name – Select the appropriate product from the drop down list.
- lot#
- Number of Doses Wasted – enter number doses Wasted, *Remember if complete vials are wasted multiply by the number of doses per vial for the actual number of doses wasted.*
- Reason for Wastage – Select from the Drop down list. *Only one reason is allowed for each wastage record.*

Cold Chain Incident: Emergency/ Natural Disaster

Cold Chain Incident: Human Error

Cold Chain Incident: Malfunction:
Refrigerator/Freezer/Equipment

Cold Chain Incident: Temperature Breached in Transit

Dose(s) remaining in Multi-Dose Vial that have expired

Drawn not given

Insufficient Dose(s) from a Multi-Dose vial

Spilled

Vaccine Administration Issue

Vaccine Lost in Transit

Number of Doses administered since last Inventory Report Entry:

Were there any doses wasted at your location since your last inventory report?

☒ Yes

☐ No

Wastage:
(Wasted Doses are any vaccine doses that had to be discarded, for any reason, and therefore could not be administered.)

Date of Wastage

Product Name

Covishield

AstraZeneca

Lot #

Number of doses wasted:

Reason for wastage:

Calculated Total Wastage based on entered values:

Complete one entry for each product wasted during the last reporting period (Thursday morning through to Wednesday night).

If doses were wasted on the same day for different reasons, you may enter this on separate lines.

Entering Physical Inventory

- Select the Product from the Product Name Drop Down list

Product Name

-Please Select-


Covishield

AstraZenaca

- Enter the number of **Full Vials On Hand**
- Enter the number of **doses remaining** in Partial Vials

You can continue to enter data if there are other differing Products On Hand.

- The Total vials and Total doses on hand are *calculated* from entered data.

COVID Vaccine VIALS on hand 

Product Name

Covishield

Lot #

Number of full vials on hand

0

Partial Vial - Number of doses remaining

0

Calculated total doses on hand based on entered values

0

Total Vials on hand

0

Total doses on hand

0

Inventory Reconciliation

The Inventory Reconciliation section summarises Number of Vials Received, Number of Doses administered, current doses on hand, Vaccine doses wasted and compares the inventory counts with your physical count.

- **Physical Inventory***: This is the total of the Physical count of Vaccine on Hand i.e. total doses on hand

**You should record this value as it will need to be entered into the inventory form for the next period.*

- **Calculated Inventory**: This is calculated total of the inventory that should be on Hand and comes from:
$$= (\text{Last week inventory} + \text{Received doses}) - (\text{doses administered} + \text{waste})$$
- **Discrepancy**: this is the difference between the Physical and Calculated and is (physical minus Calculated)

After you have completed all of your entries and addressed any Discrepancies in the Reconciliation Click the Submit button

Inventory Reconciliation

Last Week's Reported Inventory

Doses Received since last week's report

Doses Administered

Total Wastage

Physical Inventory

Please use this number for next week's reported starting inventory.

Calculated Inventory

Discrepancy

Difference between Physical and Calculated inventories (No Wastage)

Please investigate discrepancies and make adjustments.
Once any adjustments are complete, submit report.

DO NOT CLICK THE SUBMIT BUTTON UNTIL YOU HAVE ENTERED ALL OF YOUR INVENTORY DETAILS

Submit

Powered by Survey123 for ArcGIS

If you have any Questions or problems with this form please contact covidinventory@gov.mb.ca