# Medical Clinic Weekly Vaccine Inventory Guideline.

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#### 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 <a href="mailto:covidinventory@gov.mb.ca">covidinventory@gov.mb.ca</a> if you have any questions.

The Inventory form is available at: <a href="Months:COVID-19 Vaccine Inventory Report">COVID-19 Vaccine Inventory Report (arcgis.com)</a>

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

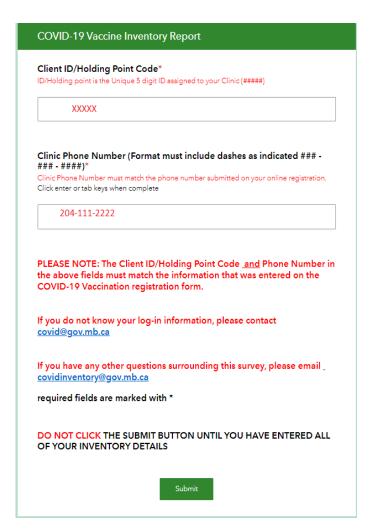
Select the COVID-19 Inventory link COVID-19 Vaccine Inventory Report (arcgis.com)

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



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

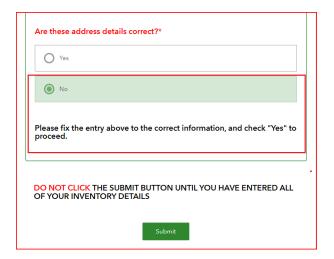
Once the correct Client information is entered, your <u>Clinic Location Details</u> are displayed. If your Clinic information is not displaying please contact <u>covidinventory@gov.mb.ca</u> for assistance.

If you have trouble logging in to the Inventory form, contact <a href="mailto:covidinventory@gov.mb.ca">covidinventory@gov.mb.ca</a>

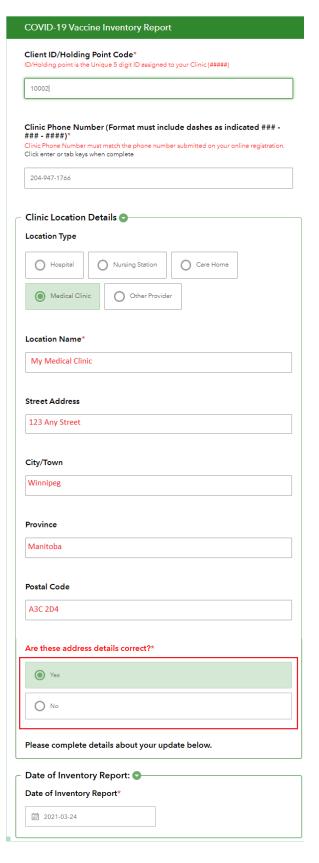
## Reviewing and Updating Clinic Details

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: <a href="mailto:covid@gov.mb.ca">covid@gov.mb.ca</a>.



Enter the Date of the inventory



### **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.

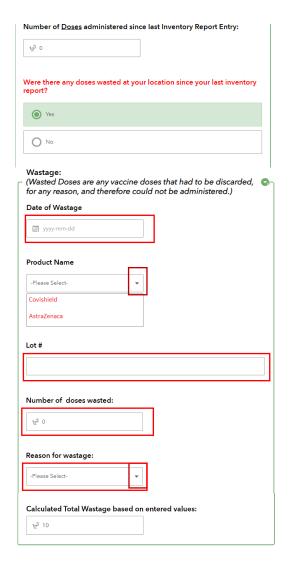
Select **No** if no Vaccine was wasted in the reporting period and continue entering current Inventory on hand.

#### **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.



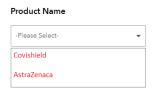


Complete one entry for each product wasted during the last reporting period (Thursday morning through to Wednesday night).

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

# **Entering Physical Inventory**

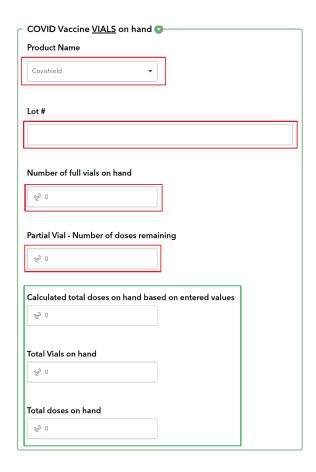
 Select the Product from the Product Name Drop Down list



- 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.



#### Inventory Reconciliation

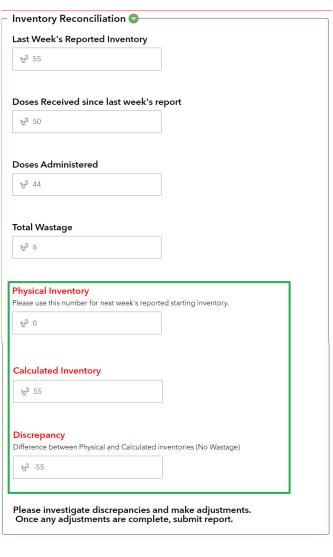
The Inventory Reconciliation section summarises Number of Vials Received, Number of Doses administered, current doses on hand, Vaccine doses wasted and compares the inventory counts with your physical count.

 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:
  - = (Last week inventory + Received doses) (doses administered +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



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



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