Standard Operating Procedure

For

Vaccination

Standard Operating Procedure for Vaccination

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Document Number/Version No.: SOP-eMRDS-15/1.0	Proprietary & Confidential

APPROVALS

By signing the below section digitally, the individuals listed below have reviewed and approved this document:

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REVISION HISTORY

This document has been revised as follows:

Document Version	Effective Date (Date of final Approval)	Revised By	Description/Reason for Revision

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Standard Operating Procedure (SOP) for OPD Case Register

1.0 Objective

The objective of this SOP is to establish a systematic process for vaccination management within the organization, ensuring the timely administration of vaccines, accurate record-keeping, and compliance with vaccination schedules.

2.0 Scope

This SOP applies to all employees and vendors requiring vaccinations as per the immunization schedule set by the Medical Officer.

3.0 Responsibility

- Medical Officer: Responsible for schedule preparation, assigning employees for vaccination, and supervising the vaccination activity.
- HOD/Section In charge: Responsible for entering employee/vendor details, receiving communication about schedule changes, and overseeing employee compliance.
- Nursing Staff: Responsible for recording vaccination details and confirming completion.
- Employees/Vendors: Responsible for punching at the Occupational Health Center (OHC) upon vaccination and adhering to vaccination schedules

4.0 Frequency

Vaccination activities will occur as per the predefined vaccination schedule and may include booster doses if required.

5.0 General Information/Definition

- Vaccine: A biological preparation to provide immunity against specific diseases.
- Immunization Card: Document containing an individual's vaccination history.
- Blood Titer: Measurement of antibodies in the blood to assess immunity

Local Version Control System:
A local database will store vaccination records for each employee/vendor.

Centralized Version Control Systems
A centralized database will store aggregated vaccination data for generating reports.

Distributed Version Control System:
Information related to vaccinations will be accessible by authorized personnel across different departments.

Bug fixes - Any system issues or bugs will be addressed promptly to ensure data accuracy and process efficiency.

6.0   Procedure:

1.   Schedule Preparation:
  - The Medical Officer prepares the vaccination schedule.

2.   Data Entry:
  - HOD/Section In charge logs into the system to input employee/vendor details for vaccination.

3.   Assignment:
  - The Medical Officer assigns employees/vendors to specific vaccinations as applicable.

4.   Email Notifications:
   - Automated email notifications are triggered to employees and HODs indicating the type and due date of vaccination.

5.   Vaccination Record Entry:
  - Employees/vendors punch at the OHC upon vaccination.
  - Predefined options are available for selecting the type of vaccine.
  - An option to add "Other vaccination" for vaccines taken outside the schedule is provided.

6.   Nursing Staff Entry:
  - Nursing Staff login and acknowledge vaccination completion by employees/vendors.
  - Record vaccination details including date, manufacturer, batch number, and expiry date.
  - Confirm vaccination completion.

7.   Supervision:
  - The Medical Officer supervises the vaccination activity.

8.   Record Update:
  - Details of the nursing staff responsible for vaccination are recorded.

9.   Next Due Date:
  - The system captures the next due date for the vaccine.

10.   Email Notifications (Continued):
   - Employees/vendors receive email reminders for booster doses and due dates.

11.   Booster Doses:
   - Employees/vendors can take booster doses if blood titers are low.

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12. Schedule Management:
  - The system allows for addition/deletion of vaccination schedules with comments.
  - Blood seroconversion titer records can be added with dates.

13. Reporting:
  - Vaccination reports can be generated by department, payroll, employee ID, and vaccine name.
  - Absent employee reports trigger escalation emails to respective individuals.

  Abbreviations:
- HOD: Head of Department
- OHC: Occupational Health Center
- SOP: Standard Operating Procedure

  REFERENCES:
- Organization's Retention of Records Policy
- Employee Immunization Cards
- OHC SOP

This SOP outlines a comprehensive procedure for vaccination management, ensuring efficient record-keeping and timely vaccination administration while maintaining data security and compliance with policies and regulations.