

# BEST PRACTICES CHECKLIST FOR LTC PROVIDERS 2023-24 VACCINATION SEASON



**This checklist covers best practices to make sure long term care (LTC) providers are prepared for the vaccination season and achieve high vaccination rates.**

There are three annual vaccines recommended for respiratory viruses that impact LTC residents and staff: **influenza (Flu), COVID-19, and Respiratory Syncytial Virus (RSV)**. These vaccines can significantly decrease the risk of serious illness, hospitalization, or death from these common respiratory viruses. All residents should also be vaccinated against pneumonia.

- Determine which residents are eligible for the pneumococcal vaccine.
  - Refer to the Centers for Disease Prevention and Control (CDC) resource on [Pneumococcal Vaccine Timing for Adults](#).
- Pre-order or verify access to an adequate **supply of vaccine**.
  - Contact your LTC pharmacy or supplier of vaccines to make sure you will have enough vaccine.
    - Ask your pharmacy or supplier whether you can order more vaccine later in the year if the initial supply is not adequate.
  - If possible, order the quadrivalent or adjuvant versions of the influenza vaccine as they are [more effective](#) for LTC residents or elderly. If they are not available, the trivalent version can be used.
- Ensure appropriate **storage** of vaccine in your facility.
  - Check with the pharmacy or supplier on vaccine storage requirements and shelf-life.
- Adopt **standing orders** for Flu or Pneumonia vaccines.
  - Talk to your medical director about standing orders if not in place.
- **Promote** the vaccines in your facility.
  - Promotional ideas include:
    - Posters
    - Letter to residents and family members or representatives
    - Resident council meetings
    - All staff meetings or morning huddles

Refer to [getvaccinated.us/](https://getvaccinated.us/) for promotional materials.

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- **Offer** the vaccine to residents.
  - Determine the process you will use to offer staff and residents vaccines.
    - Review tips on how to have vaccine discussions with residents and staff.
    - **NOTE:** The Centers for Medicare & Medicaid Services (CMS) regulations require nursing home residents to be offered the COVID-19 and Influenza vaccine and staff COVID-19 vaccine.
  - Use CDC Vaccine Information Sheets (VIS) for
    - Influenza: [CDC VIS for influenza](#)
    - RSV: [CDC RSV VIS](#)
    - Pneumonia: [CDC VIS for pneumococcal vaccine](#)
  - Use Manufacturer Fact Sheet for COVID-19 Booster:
    - [Pfizer](#)
    - [Moderna](#)
    - [Novavax](#)
  - **NOTE:** Providing a VIS or discussing risk and benefits of the vaccine suffice for informed consent and signed consent is not required but it is often used by providers.
- **Document** vaccine information in the medical record or EMR.
  - **NOTE:** CMS regulations require that you document offering the vaccine and specific information about the vaccine when administered.
  - Determine whether your EMR has a vaccine record module and make sure you complete all the fields, so you have information needed to report vaccine information to CDC's National Health and Safety Network (NHSN) or State registries.
- **Report** vaccine administration.
  - CMS has requirements related to the reporting of influenza and COVID-19 vaccine through the NHSN.
  - Some states require reporting of an individual who receive the vaccine. If you are not sure whether your state requires reporting, check with your [state public health department](#).