

Smallpox Vaccine Administration Check-Off List – Job Aid

Step-by-Step Procedure	Method
1. Vaccinator Preparation	<ul style="list-style-type: none"> • Review screening clearance form to assure vaccinee has screened him/herself and signed consent. Note whether vaccinee has received smallpox vaccination previously. • DO NOT proceed if vaccinee has any contraindications!!! • Prepare gauze and tape for bandage. • Wear gloves.
2. Vaccine Preparation	<ul style="list-style-type: none"> • Prepare vaccine by: <ul style="list-style-type: none"> - consulting package insert OR - consulting protocol provided. • Stabilize vaccine vial on flat surface and use provided vaccine holder.
3. Skin Preparation	<ul style="list-style-type: none"> • NO skin preparation is required, unless grossly visible dirt is present. • If soap & water are used to clean visible dirt from skin, skin must be allowed to dry thoroughly. • DO NOT use alcohol or acetone under any circumstances... they inactivate the vaccinia virus.
4. Bifurcated Needle	<ul style="list-style-type: none"> • Remove bifurcated needle from its package. • DO NOT touch the pointed end of the needle! • Holding the bifurcated needle between your thumb and forefinger perpendicular to the floor, dip the point of the needle into the vaccine solution. • Withdraw the needle from the solution; it will contain a drop of vaccine in the space between the two prongs. • Caution: Needles should never be dipped into the vaccine vial after touching the skin, to avoid contamination of the vial.
5. Vaccination Method	<ul style="list-style-type: none"> • Refer to package insert or protocol for appropriate number of needle pricks to be administered. • With your other hand, pull the skin taut on the deltoid region of the upper, non-dominant arm. • Rest your wrist on the arm of the vaccinee. • Position needle perpendicular to site of insertion. • Make rapid insertions into an area less than 5mm in diameter; punctures should evoke a trace of blood after 15-30 seconds. • If excess vaccine is noted on the site, dab site with a piece of gauze. • Dispose of contaminated needle in biohazard sharps container. Also discard empty vaccine vial in sharps container.
6. Cover Vaccination Site	<ul style="list-style-type: none"> • Loosely cover vaccination site with a porous bandage, such as gauze. • Apply tape over bandage. • If vaccinee is reporting to work in the healthcare setting, gauze should be covered with a semi-permeable dressing.
7. Caution Vaccinee	<ul style="list-style-type: none"> • Caution and instruct vaccinee on how to take care of the site; handout fact sheet, <i>Caring for the Smallpox Vaccination Site</i>. • DO NOT allow an unvaccinated person to come into contact with the site or contaminated materials from the site!!!
8. Vaccinator Preparation (prior to next patient)	<ul style="list-style-type: none"> • Remove gloves and discard. • Disinfect hands. • Don clean gloves.