CVMS downtime process

Prior to Day of Clinic

- Complete registration on Timify system
- Exports list of booked patients from Timify
- Contact high risk recipients—OK to proceed at airport?
  - ✗ Cancel appointment
  - ✓ OK to proceed

Arrival to Clinic

- Arrival to clinic reception
- Is recipient a 'walk-in'?
  - ✗ Check registration details are correct on Timify.
  - ✓ Document registration details on downtime form and book recipient in on Timify.
- Review Form and assign recipient Pink (high risk) or Green
- Take downtime form and go to waiting area

Vaccination Process

- Call recipient to cubicle
- Complete vaccination questionnaire
- Confirm consent
- Administer vaccine
- Document all details on downtime form
- Take downtime form and go to Monitor Area

Post Vaccination

- Monitor recipient for 15 minutes
- Adverse Event?
  - ✗ Document check out time on downtime form
  - ✓ Document adverse event on downtime form and complete SAEFVIC form
- **Collect form from recipient and enter data into CVMS Lite**
- Leave Clinic

End of Clinic Day

- Collate downtime forms
- Reconcile Timify and CVMS Lite

Responsibility

- 🟠 **Administration Team**
- 🟣 **Team Lead**
- 🟢 **Immuniser Nurse**
- 🔴 **Monitor Nurse**
- 🔵 **Vaccine Recipient**