

AstraZeneca vaccine stock management form

**KEEP
ON TOP OF
COVID**

It is **critical** that cold-chain storage and handling requirements for the AstraZeneca Vaccine are maintained.

This *AstraZeneca Vaccine Stock Management Form* should be completed at the end of each day and sent to:

South (RHH): Jackson.Crown@ths.tas.gov.au
Duncan.McKenzie@ths.tas.gov.au

North (LGH): Liam.Carter@ths.tas.gov.au

North West (Mersey): Kelly.Beswick@ths.tas.gov.au

Details

Name of AstraZeneca clinic

Address of AstraZeneca clinic

POSTCODE

Date of stock management report

Authorised contact person

Contact person's email address

Contact person's phone number

Required information

Usable stock on hand at the start of the day

4ml vials

5ml vials

Number of doses

Comments (identify any issues)

Required information (continued)

Number of doses and vials administered to patients during the day

4ml vials

5ml vials

Doses given
as first dose

Doses given
as second dose

Comments (identify any issues)

Usable stock on hand at end of the day

4ml vials

5ml vials

Number of doses

Comments (identify any issues)

Summary of wastage

We must report wasted vials if a whole vial is wasted in a *single incident* (e.g. a vial is dropped and broken). We also record wasted doses *due to errors in administration* (e.g. an incorrectly drawn dose).

Was there a wastage incident during the day?

Yes

No

Number of
vials wasted

Number of
doses wasted

Details of how wastage occurred and any other comments

What was the total volume of wastage?

Number of
vials wasted

Number of
doses wasted

Details of how wastage occurred and any other comments

Completed by (full name)

Position

Signature



Date (DD/MM/YYYY)

DD/MM/YYYY