

Appendix 35. Vaccination team observation/supervision grid (2025)

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Date: _____ Name: _____

Location/site: _____ Team: _____

Write any additional comments or information at the end of this document.

	YES	NO
Information and social mobilisation		
The site is clearly identified (banner, other).		
Informational messages are announced regularly at the site: vaccine, target, vaccination card, duration, etc. (megaphone, other).		
The registrars inform the people accompanying children about the vaccination, including potential adverse effects and what to do about them.		
After recording, the people accompanying children are informed of the importance of routine immunisation follow-up (EPI target groups).		
Vaccination site organisation		
The site is well laid-out with organised queues and smooth traffic flow.		
The flow path is logical (sorting, information, registration, vaccination and recording).		
Equipment is out of the public's reach.		
The vaccination team is complete.		
Availability of vaccines, renewable supplies and equipment		
There is a full complement of equipment (tables, chairs, benches, etc.).		
The injection supplies and vaccines received are counted and the information copied onto the tally sheet at the beginning of the day.		
The <i>Equipment for one vaccination team</i> module is complete.		
There are enough vaccine doses for the day.		
There are corresponding quantities of injection supplies available (reconstitution syringes and needles, ADSs and sharps containers).		
Quality of activities		
1. Cold chain		
There is a full complement of cold chain equipment (1 cold box + thermometer, 1 vaccine carrier).		
The number of ice packs is the recommended amount.		
The storage temperature is appropriate.		

There are no vaccines whose VVM indicates heat damage (otherwise, specify how many).		
2. Vaccine reconstitution		
Vaccines and diluents are checked (name, expiry date, appearance, VVM)		
The diluent used corresponds to the vaccine (supplied by the same manufacturer)		
Vaccines and diluents are the same temperature at the time of reconstitution (between +2 and +8 °C)		
Reconstitution is performed with ONE syringe and ONE needle for each vial		
After each vial is reconstituted, the injection supplies are discarded in the safety box		
The vial of reconstituted vaccine is stored in the slit in the vaccine carrier's foam pad.		
3. Syringe (ADS) preparation		
Aseptic technique is followed		
The syringes are purged		
The syringes contain exactly 0.5 mL		
The prepared syringes are given directly to the vaccinator		
The pace of preparation is appropriate to the flow of people to be vaccinated		
The team is well-organised (see diagram); preparer/vaccinator coordination is good		
Unused vials of reconstituted vaccine are disposed of at the end of the day		
4. Use of safety boxes		
All reconstitution syringes/needles and ADSs are thrown into safety boxes immediately after use, without recapping		
The quantity of syringes disposed of in the safety box does not exceed the fill limit		
The full safety boxes are stored in an area out of the public's reach		
5. Waste transport		
Waste is transported to the storage and disposal site at the end of the day		
The person who transports the waste to the disposal area wears thick gloves		
Registration and data collection		
General information (team, location, date, etc.) on the tally sheet is complete		
Everyone vaccinated is tallied correctly in their age group		
Totals are done and calculations checked at the end of the day		
Supplies are counted and the status of the VVMs copied onto the tally sheet		

Site closure		
Tally sheets are collected and verified (total vaccinations, vaccines and utilisation rate, VVM status and injection supplies)		
The site is tidied up and cleaned by the team		
The waste is packaged for transport and stored in a protected area		
There is a quick assessment of the day with the team at the site (results shared, difficulties encountered, things to improve, solutions, thanks for the work done)		

Comments: