

King George's Medical University

SOP for COVID Vaccination in KGMU

1. Vaccination will be carried out on 3 pre-decided days and entire staff of KGMU will be covered in these 3 days
2. 34 session sites for carrying out vaccination have been set up. Each session site will cater to 100 beneficiaries in a day.
3. All the 34 session sites will be set up in Kalam centre of KGMU
4. The Kalam centre will be divided into 3 zones:
 - a. Waiting area: on floor numbers 3,4,5,6
 - b. Vaccination points: on floor numbers 3,4,5,6
 - c. Observation area: on floor numbers 1(Ground) and 2
5. Approximately 3400 beneficiaries will be vaccinated on one day.
6. The beneficiaries will be informed through SMS by the CMO (Chief Medical Officer), Lucknow one day in advance. The SMS would mention their name, date of vaccination, session site where the vaccine will be administered and the name of vaccinator.
7. A list depicting the location of all the 34 session sites will be displayed outside the Kalam centre, so that beneficiaries can move to their respective sites.
8. 2 separate entry points will be utilized for entry into Kalam centre.
 - a. 1st entry point (Towards PHI): for all sessions on floor 3 and 4
 - b. 2nd entry point (Main entrance): for all sessions on floor 5 and 6
 - c. The gate towards 1905 canteen will be used only for Exit
9. Police constables will be posted at the entry points. The beneficiaries will show the SMS and the constable will match the name of beneficiary from their list and then guide them to their session site.
10. 34 waiting areas have been earmarked on Floors 3,4,5 and 6 of Kalam Centre. Way finders will be placed and volunteers will be there to guide beneficiaries to their designated waiting area.
11. A verification officer will be posted in each waiting area. The responsibility of verification officer will be to verify the identity of beneficiary from the list provided for his/her session site. The beneficiary will have to show a photo ID to the verifier.
12. 34 vaccination points will be developed near respective waiting areas. Beneficiaries will move one by one from the waiting area to their designated vaccination point. Two

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vaccinators will be provided by the CMO office for each vaccination point. One vaccinator will enter the data of the beneficiary on the COWIN portal and also fill the vaccination card. After data entry, the beneficiary will proceed to the 2nd vaccinator who will then administer the vaccine. After the vaccine is administered, the 1st vaccinator will again enter on the COWIN portal about successful vaccination. The vaccination card will be handed over to the beneficiary after the vaccine is successfully administered.

13. After receiving the vaccine, the beneficiary will move to observation area on Floors 1 and 2 of Kalam Centre. The beneficiary will wait in the observation area for 30 minutes. Observation area will be manned by consultants and residents from Clinical Departments to monitor for any adverse event following immunization.
14. In case any beneficiary develops an adverse event following immunization (AEFI), an AEFI centre has been developed on Floor 1 of Kalam centre (5 beds) and Ward 2 of Gandhi ward (20 beds). Any AEFI will also be reported by the concerned vaccinator on the COWIN portal.
15. An 'Anaphylaxis kit' will be placed at all the vaccination points to manage any immediate allergic/anaphylactic reaction.

Responsibilities of the Beneficiaries

1. Wear mask and maintain social distancing at all places.
2. Bring photo-ID card for verification purpose
3. Show SMS at the entry point
4. Follow signages to reach their waiting area
5. Wait for their turn for vaccination in the waiting area
6. Wear loose clothing to facilitate administration of vaccine. Vaccine will be administered over deltoid (below shoulder region).
7. After taking the vaccine, wait in the observation area for 30 minutes.
8. Leave the Kalam Centre only from the doors marked as 'EXIT'
9. Cooperate with the vaccination staff.