

# COVax<sub>ON</sub> Resources for Vaccinators: Fall Campaign 2024/25

October 9, 2024

# Cheat Sheet – Vaccinator Resources

## COVax<sub>ON</sub> Job Aids

### [00. Introduction to COVax<sub>ON</sub> and User Setup](#)

Introduces the COVax<sub>ON</sub> system and describes how a user is set up in COVax<sub>ON</sub>. Profiles: COVax<sub>ON</sub> user

### [01. Inventory Job Aid](#)

Covers all set up and reconciliation inventory activities. Sections 7 & 8 are specific to inventory reconciliation. Profiles: Vaccinators, PCP Vaccinators, Clinic Coordinators, Site Super Users

### [02. Create Vaccination Event \(VE\)](#)

Create and manage a vaccination event (VE) record associated to an authorized organization (AO) to enable vaccinations at that location. Profiles: Inventory Manager, Super Site User

### [03. Search, Create and Maintain Client Information](#)

Record client information on the client record in COVax<sub>ON</sub>. Profiles: Site staff, Vaccinator, PCP Vaccinator

### [04. New Immunization Record – Administered \(e.g., How to change the status of an immunization record for clients who received SCT and CAR-T\)](#)

Record client's administered (in real time) vaccine dose in COVax<sub>ON</sub>. Profiles: Vaccinator, PCP Vaccinator, Clinic Coordinator, Site Super User Vaccinator

### [05. Generate Receipt](#)

Print proof of immunization receipt and generate and email URL for proof of vaccination receipt. Profiles: Site Staff, Vaccinator, PCP Vaccinator, Clinic Coordinator, Site Super User

### [06. PCP Vaccinators & Clinic Coordinators](#)

Covers all clinical flow activities (check-in, vaccine administration and check-out) and VE Inventory Reconciliation activities. Profiles: PCP Vaccinator, Clinic Coordinator

Note: PCP vaccinators and clinic coordinators have the same user profile as a vaccinator, along with the ability to record inventory reconciliations at the VE level.

# Cheat Sheet – Vaccinator Resources, Cont.

## COVax<sub>ON</sub> Inventory Reports & Dashboards

### [Reporting and Dashboard Job Aid](#)

Leverage various reports and dashboards in COVaxON to aid in their understanding of what each of the reports and dashboards display and how they can be used to gain useful insights for operational purposes).

Roles: COVax Clinical Coordinator, COVax Dashboard, COVax Vaccinator, COVax PCP Vaccinator, COVax Site Super User, COVax MOH Super User, COVax Site Staff

### [Event Inventory Report – COVaxON raw data accessed through Salesforce Reports Tab](#)

Description: This report contains information of all inventory at a particular vaccination event (VE) associated to a particular authorized organization (AO).

User Profile Access: Site super users, site staff, vaccinators

## COVax<sub>ON</sub> Training Materials

[Clinical Flow Modernization \(CFM\) Training Environment for LTCH/RH](#)

[Clinical Flow Modernization \(CFM\) Training Environment for Primary Care](#)

[COVaxON Training Environment – List of Postal Codes](#)

[COVaxON Clinical Flow Training – End to End Training Recording](#)

[COVaxON Inventory Management Training Recording](#)

[COVaxON Historical Dose Functionality Training Recording](#)

# Cheat Sheet – Vaccinator Resources, Cont.

## Supplementary Documents

[COVID-19 Vaccine Data Entry Form and Manual Receipt \(Pfizer\)](#)

[COVID-19 Vaccine Data Entry Form and Manual Receipt \(Moderna\)](#)

[COVID-19 Vaccine Screening and Consent Form](#)

**Note:** All COVID-19 administrated vaccines are required to be entered into COVax<sub>ON</sub> within 48 hours.

## COVax<sub>ON</sub> Support

For assistance with COVax<sub>ON</sub> access and passwords, **vaccinators** should first contact their PHU for assistance.

**PHUs** can contact the COVax<sub>ON</sub> Service Desk on behalf of the vaccinator:

[CovaxonSupport@ontario.ca](mailto:CovaxonSupport@ontario.ca) or Toll Free 1-(888) 333-0640 / 416-849-9998

**Note:** Documents and resources listed in this reference guide have been sourced from the Public Health I&IT Solutions Branch SharePoint site [Public Health I&IT Solutions Branch - COVaxON Job aids - All Documents \(sharepoint.com\)](#). The Job Aids listed within this document are not exhaustive of all Job Aids available on the SharePoint site. For the most current version of the Job Aids, please refer the SharePoint site.