

# Vaccine stock forms



## FORM

### Stock Acceptance form

Sites will need to complete an online *Stock Acceptance Form* via the online portal when taking delivery of the AZ vaccine. Forms must be submitted by 9pm on the day of delivery.

### Stock Management form

Sites are required to report stock levels to the VOC via the online portal. The *Vaccine Stock Management Form* should be completed weekly and captures:

- details of stock on-hand
- the number of doses administered to patients during the day; and
- any wastage of doses from the stock.

### Vaccine Wastage report

A *Vaccine Wastage Report* has been developed to capture any wastage incident that exceeds more than 5 vials at one time (wastage threshold).

If a wastage incident that exceeds the threshold (5 or more vials at a time) occurs, sites need to contact the VOC as soon as possible, and complete the *Vaccine Wastage Report* within 2 hours of the incident.

## WHEN TO COMPLETE

### DELIVERY DAY

BY 9PM



### WEEKLY

FRIDAY BY 9PM



### AS REQUIRED

More than 5 vials wastage

