
CHECKLIST

Development and Implementation of a National Deployment and Vaccination Plan for Pandemic Influenza Vaccines



**World Health
Organization**

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Checklist

For assessing and updating National Pandemic Influenza Vaccine Deployment and Vaccination Plan

This checklist is intended for use by officers and authorities at all levels who are in charge of their country's national deployment and vaccination plan (NDVP) for pandemic influenza vaccine. This checklist highlights critical areas for planning which should be in place before the deployment of pandemic influenza vaccine.

The aim of the checklist is to provide an outline of the essential minimum elements of a national vaccine deployment and vaccination plan. It is recommended that, in countries where planning processes are underway, responsible authorities at all levels consider the specific aspects of the checklist for which they will be or are responsible. Countries that already have an NDVP in place may use the checklist to evaluate and update the current plan.

This checklist should be used in conjunction with a more comprehensive Pandemic Influenza Vaccine Deployment and Vaccination Guidance.

Objective

- To assess the state of a country's preparedness for deployment and vaccination operations, in accordance with WHO *Guidance on Development and Implementation of a National Deployment and Vaccination Plan for Pandemic Influenza Vaccines*.
- To use the checklist as a tool to develop or update a national deployment and vaccination plan.

This checklist is not intended to be comprehensive. Additions and modifications to fit local context are encouraged.

How to use the checklist

To use the checklists effectively, users should:

1. Be familiar with their country's pandemic influenza preparedness plan (PIPP), their national deployment plan, and in accordance with WHO *Guidance on Development and Implementation of a National Deployment and Vaccination Plan for Pandemic Influenza Vaccines*.
2. Receive training in the use of the checklists and study each checklist carefully to make sure they understand its overall objective and the purpose of each question.
3. Assure the person being interviewed (hereafter, the interviewee) is the person who is responsible for the activities that the checklist covers.

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4. Explain to the interviewee that the purpose of the interview is to improve and support preparedness to deploy a pandemic influenza vaccine at their level within seven days and to vaccinate rapidly thereafter.
 5. Explain to the interviewee that their answers will be mainly “yes”, “no” or “do not know”. Those who are being interviewed should be provided with a copy of the checklist. This will limit the need to repeat or reformulate the questions. It should be explained to the interviewee that it is not a problem if they answer “do not know.”
 6. If the interviewee does not understand a question, repeat or reformulate the question but do not reword the question to elicit a desired response and be ready to provide feedback to those being interviewed.
 7. Have one or two colleagues available to help with questioning. In such a case, the checklist user should explain to the interviewee that they can consult with other colleagues, but only one person can answer.

How to evaluate the results

To determine the state of preparedness to deploy pandemic influenza vaccine and implement vaccination operations quickly thereafter, the following are suggested indicators to score and summarize the results of the checklist interviews.

a) **Good:**

- Answers “yes” to more than 80% of the questions in Sections 1, 2, 3, 4, 5, 7, 8.
- Answers “yes” to 100% of the questions in Checklist 6; that is, **all** of the questions on logistics.
- “Yes” (or confirmatory data) to **all** of the questions on the establishment or maintenance of surge capacity.

b) **Not good:** Anything less than the above.

Checklist

- Answer every question unless you are advised to omit a question(s) on the basis of a reply.
- Tick (✓) the appropriate box for every question that you answer.
- A “do not know” checkbox is not provided for questions that cannot be answered by “do not know”.

Name and title of the person providing the answers/information for this checklist:

.....
.....

Name of the establishment:

Public Private

Name of the locality:

Rural Urban

Name of supervisor:

Level being checked:

At what level is this checklist being applied?	<input type="checkbox"/> National
	<input type="checkbox"/> State
	<input type="checkbox"/> Provincial
	<input type="checkbox"/> District
	<input type="checkbox"/> Other (specify):

Today's date: DD/MM/YYYY

Date of last supervisory visit: DD/MM/YYYY

Section 1

Management of vaccine deployment operations

Management of vaccine deployment operations		Yes	No	Do not know
1.	Have the authorities at your level prepared an pandemic influenza preparedness plan? If the answer is "no" or "do not know", go directly to question 4 (omit questions 2 and 3).			
2.	Does the pandemic influenza preparedness plan include a section on the use of a pandemic influenza vaccine?			
3.	Has an Incident Commander been appointed to be in charge of the overall pandemic preparedness plan?			
4.	Has a deployment plan for the distribution of pandemic influenza vaccine and ancillary items been prepared? If the answer is "no" or "do not know" check the appropriate box and stop here. You have no further questions to answer in this checklist.			
5.	Has a Chief of Logistics been appointed to oversee the deployment of pandemic influenza vaccine?			
6.	Have other government ministries, civil authorities, nongovernmental organizations, the military and/or other institutions and agencies been invited to join and participate in the development of a deployment plan? If the answer is "yes", please provide a list of the organizations.			
7.	Are you familiar with the deployment plan for the distribution of pandemic influenza vaccine and ancillary items? If the answer is "no", check NO and stop here. You have no further questions to answer in this checklist.			
8.	Has the deployment plan been approved by all organizations and others who will support its implementation? If the answer is "yes", go to question 10 (omit question 9).			
9.	By what date will the plan have been approved?	DD/MM/YYYY		
10.	Has a budget been prepared for the deployment plan? If the answer is "yes", go to question 12 (omit question 11).			
11.	By what date will the budget be prepared?	DD/MM/YYYY		
12.	Will the deployment plan assure that pandemic influenza vaccine is			

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