

**PANDEMIC PLAN FRAMEWORK**

**Checklist for Managing Consents Regarding the COVID-19 Vaccine**

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Version 1.0- January 2021

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Checklist for Managing Consents  
Regarding the COVID-19 Vaccination

The document outlines in checklist format suggested tasks to complete in preparation for the COVID vaccine.

**Why is consent needed?**

In order to receive the COVID-19 vaccine, patients must give verbal or written consent (or refusal) on a [screening and consent form](https://www.ottawapublichealth.ca/en/resources/Corona/COVID-19-Vaccine-Screening-and-Consent-Form.pdf), or other document. Document verbal consent. If a person lacks the capacity to make the decision, the Substitute Decision Maker (SDM) can make the decision. Once consent is given, the health practitioner can confirm capacity and consent and then give the vaccine.  **Who is responsible in the informed consent process?**

*Informed consent is a process of communication – and not just a form to be completed.*

The patient or SDM must understand the information provided about the vaccine in order give or refuse consent e.g., risks, benefits, side effects, what could happen if they refuse the vaccine, have an opportunity to ask questions and receive responses.

* The **Health Practitioner**who administers the vaccine is ultimately responsible for confirming capacity and obtaining informed consent
* The **Service Provider** is responsible for facilitating the consent process and logistics
* The **Individual** who has capacity or **SDM** is responsible for giving or refusing consent
* The **Family Physician** is responsible for facilitating the consent process by reviewing the screening forms, determining capacity of the person to give or refuse their own consent, explaining the risks and benefits to the individual or SDM, but cannot provide consent
* The **Office of the Public Guardian and Trustee** is responsible for providing consent if the individual is incapable and there is no SDM available, capable or willing to provide consent

**What is the process for acquiring consent?**

**1. Provide Notice and Key Documents**

*Send material out as soon as possible in the process!*

* **Prepare** message about the vaccine for staff, individuals, caregivers, families, SDMs, letting them know, as appropriate, that you will seek their assistance in obtaining consent.
* **Encourage** them to review the material as soon as possible for vaccination rollout
* **Attach** [Ministry Script](http://www.health.gov.on.ca/en/pro/programs/publichealth/coronavirus/covid19_vaccine.aspx) for facilitating consent, the screening and consent form, and a social story
* **Include** information on vaccination benefits, risks and related procedures
* **Direct** them to seek advice from a family physician should they have concerns as appropriate

**2. Use Tracking Sheet to Identify and Monitor Individuals who can give consent**

*Create an inventory using the five categories outlined below.*

* **Identify** which individuals may have the capacity to provide consent regarding vaccination
* **Identify** which individuals have SDMs
* **Identify** individuals who may not have capacity and whose SDMs are not noted in their file, and identify potential SDMs
* **Identify** individuals who already have an assigned Public Guardian and Trustee
* **Identify** individuals where it is not possible to find or reach the SDM in time, or where there is no SDM who is willing or able make a decision regarding the vaccine and prepare a list for the OPGT.

**3. Documentation**

*Health practitioner will need the completed screening and consent form in order to administer the vaccine*

* **Collect** written consent, whether an email, note or scanned form, or verbal consent by documenting on the screening and consent form
* **Monitor** the tracking sheet and follow up on consents
* **Notify** the OPGT about the need to acquire consent for individuals who already have a PGT and those who do not, as appropriate
* **Prepare** in a single chart information on all individuals for the PGT to review
* **Send** the OPGT a chart listing residents who do not have capacity, and no SDM, and confirm that screening questions on the consent form have been reviewed, that a family physician has been consulted if appropriate, and that there are no other concerns so that OPG may provide consent
* **Ensure** screening and consent forms are returned to service provider
* **Bring** documentation to the vaccination appointment