

Virginia Department of Health
Smallpox Vaccine (ACAM 2000) Administration Checklist for Clinic Use

Check Off	Step-by-Step Procedure	Method
	1. Vaccinator Preparation	<ul style="list-style-type: none"> • Review the screening clearance form to assure that the vaccinee has screened himself or herself and has signed a consent. Note whether the vaccinee has received smallpox vaccine previously. • DO NOT proceed if the vaccinee has any contraindications • Prepare the gauze and tape for the bandage. • Wear gloves.
	2. Vaccine Preparation	<ul style="list-style-type: none"> • Prepare the vaccine by: -consulting the package insert, or -consulting the protocol provided. • Stabilize the vaccine vial on a flat surface and use the provided vaccine holder, if available
	3. Skin Preparation	<ul style="list-style-type: none"> • NO skin preparation is required, unless grossly visible dirt is present. • If soap and water are used to clean visible dirt from skin, the skin must be allowed to dry thoroughly. • DO NOT use alcohol or acetone under any circumstance, as they inactivate the vaccinia virus.
	4. Bifurcated Needle	<ul style="list-style-type: none"> • Remove the bifurcated needle from its package. • DO NOT touch the pointed end of the needle • Holding the bifurcated needle between your thumb and forefinger perpendicular to the floor, dip the point of the needle into the vaccine solution. • Withdraw the needle from the solution; it will contain a drop of vaccine in the space between the two prongs. • Caution: Needle should never be dipped into the vaccine vial after touching the skin, to avoid contamination of the vial.
	5. Vaccination Method	<ul style="list-style-type: none"> • Refer to the package insert or protocol for the appropriate number of needle pricks to be administered. • With your other hand, pull the skin taut on the deltoid region of the upper, non-dominant arm. • Rest your wrist on the arm of the vaccinee. • Position the needle perpendicular to the site of insertion. • Make rapid insertions into an area less than 5mm in diameter; the punctures should evoke a trace of blood after 15 to 30 seconds. • If excess vaccine is noted at the site, dab the site with a piece of gauze. • Dispose of the contaminated needle in a biohazard sharps container. Also discard empty vaccine vials in a sharps container.
	6. Cover Vaccination Site	<ul style="list-style-type: none"> • Loosely cover the vaccination site with a porous bandage, such as gauze. • Apply tape over the bandage. • If the vaccinee is reporting to work in a healthcare setting, the gauze should be covered with a semi-permeable dressing.
	7. Caution Vaccinee	<ul style="list-style-type: none"> • Caution and instruct vaccinee on how to take care of the site; hand out the fact sheet, <i>Caring for the Smallpox Vaccination Site</i>. • DO NOT allow an unvaccinated person to come in contact with the site or contaminated materials from the site!
	8. Vaccinator Preparation (prior to next vaccinee)	<ul style="list-style-type: none"> • Remove gloves and discard. • Disinfect hands (wash hands with soap and water or use alcohol-based hand sanitizer if soap and water not available) • Don clean gloves.