

**Virginia Department of Health  
Smallpox Vaccine (ACAM 2000) Administration Training Checklist**

Name: \_\_\_\_\_ Date: \_\_\_\_\_ Instructor: \_\_\_\_\_

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