

දුරකථන) 0112669192 , 0112675011
தொலைபேசி) 0112698507 , 0112694033
Telephone) 0112675449 , 0112675280

ෆැක්ස්) 0112693866
பேக்ஸ்) 0112693869
Fax) 0112692913

විද්‍යුත් තැපෑල) postmaster@health.gov.lk
மின்னஞ்சல் முகவரி)
e-mail)

වෙබ් අඩවිය) www.health.gov.lk
இணையதளம்)
Website)



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சுவசிரிபாய
SUWASIRIPAYA

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சுகாதார அமைச்சு
MINISTRY OF HEALTH

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எனது இல) DDG (PHS)1/Mis/2021

Date

My No.)

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உமது இல)

Your No :)
உமது)

திகதி) 2021.06.26

Provincial Directors of Health
Regional Directors of Health
Heads of Institutions

COVID-19 Vaccination Program at Healthcare Institutions

The Ministry of Health has decided to expand the COVID-19 vaccination programme by setting up of vaccination centres in hospitals. This would ease the burden of the community vaccination by the MOH Offices, public will have easy access to a vaccination centre irrespective of the place of residence and scale up the COVID-19 vaccination program. This programme will be in addition to the vaccination program conducted by the MOH Offices. Heads of institutions are required to set up vaccination centres in the hospitals and implement the vaccination program.

1. Type of Hospitals

Divisional Hospitals, Base Hospitals, District General Hospitals, Provincial General Hospitals, Teaching Hospitals, National Hospitals

2. Vaccination time

Weekdays - 8 am to 4 pm

Saturdays - 8 am -12 noon

3. Eligible category for vaccination

Above 60 years of age irrespective of area of residence. Once the above 60 years age cohort is vaccinated the next cohort will be notified by the Ministry of Health.

4. Registration process

A location for registration should be established. All vaccine recipients should be registered as done in the field vaccination centers conducted by MOH Offices by the hospital staff. Registration books should be obtained from the Regional Epidemiologist. Following details should be provided by the vaccine recipient.

Name/නම/பெயர்	
Address/ලිපිනය/முகவரி	
Age/වයස/வயது	
Sex/ස්ත්‍රී-පුරුෂ/ஆண்- பெண்	
NIC No/ජා හැ. අ./தே.அ.அ.இலக்கம்	
Telephone No/දුරකථන/தொலைபேசி இலக்கம்	
To be filled by health staff	First Dose / Second Dose

A printed document should be provided to every recipient to fill and submit. Vaccine recipients can bring the details in a document printed by themselves which would minimize the time taken to fill the form.

Once registration is completed, the details of the registered vaccine recipient will be entered to the "Covid Vaccine Tracker" by non-health staff who will be facilitating the data entry to the online vaccine tracker. Computers and internet facilities will be arranged by themselves when it is not available.

The tally sheets used for categorizing the vaccine recipients should be summarized at the end of the day and the data should be submitted to the Regional Epidemiologist as done by the MOH Offices.


5. Vaccination points

Head of the institution should deploy adequate number of nursing officers, medical officers and other supportive staff for the vaccination centre. A Medical Officer should be entrusted the overall responsibility of the vaccination centre. Arrangements should be made to manage emergencies.

6. Vaccine supply and storage

The Epidemiology Unit will issue vaccines to the Regional Medical Supplies Division (RMSD) The head of institution should order and obtain vaccines from the RMSD and ensure cold chain is maintained. Since currently the vaccine supply is limited and should be distributed to other vaccination centers in the district, only quantity required for two days should be stored as a buffer stock in the hospital. The Regional Epidemiologist should be contacted with regard to any issues on vaccine supply. The vaccine stock return and any other requested data regarding vaccination should be submitted to the Regional Epidemiologist.

The vaccination program should commence in the hospitals once the implementing districts are announced beforehand by the Ministry of Health.


Dr Asela Gunawardane
Director General of Health Services

Dr. ASELA GUNAWARDENA
Director General of Health Services
Ministry of Health
"Suwasiripaya"
385, Rev. Baddegama Wimalawansa Thero Mawatha,
Colombo 10.

Copy:

Hon Minister of Health
Secretary, Ministry of Health
Additional Secretary Public Health Services/Medical Services
DDG -Public Health Services I /II / Planning
Chief Epidemiologist
Director, Health Information
Commanders of Army/Navy/Air force
Inspector General of Police
Provincial/District Consultant Community Physicians
Regional Epidemiologists
Medical Officers of Health
Secretary, GMOA