# *Daily COVID-19 vaccine stock tally*

phn NORTH WESTERN MELBOURNE
An Australian Government Initiative

**Use this sheet to tally your doses used and discarded, then record your totals in the Online Vaccine Management Portal at the end of each day.**

| BEFORE SESSION: | | | END OF SESSION: | | | | | |
|---|---|---|---|---|---|---|---|---|
| Date | Vaccines booked in | Doses drawn up | Doses given (planned) | Doses given (opportunistic | Doses discarded* | Reason doses were discarded | Unopened vials left in stock | = Number of doses in unopened vials |
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*Practices should take all necessary steps to minimise stock wastage. In the event of a potential or actual wastage incident that exceeds the threshold (5 or more vials at a time) practices need to contact the Vaccine Operations Centre on 1800 318 208 within 2 hours and complete the Vaccine Wastage Report in the Online Portal cvas.health.gov.au including if the wastage occurred during transit.

For advice regarding vaccine supply, please call the Vaccine Operations Centre on 1800 318 208. For general advice on the COVID-19 vaccination rollout, please consult the HealthPathways COVID-19 Vaccination pages, or call North Western Melbourne Primary Health Network on 03 9347 1188.