

Vaccination Clinic Checklist

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| Resident Consent Forms   * Organize all resident by room number in binder * Create sections for each unit |  |
| VIS / Fact Sheet given and reviewed with residents |  |
| Staff Consent – prior and day of if pharmacy allows   * alphabetize all staff consents |  |
| Insurance Information for residents- obtain copies of card   * attach with consent |  |
| Insurance information for staff- ask to bring copies of cards   * attach with consent |  |
| Choose a location for staff  Residents room to room or large room? |  |
| Exact Numbers of dose | Some clinic wanted exact numbers – find out from rep |
| Communications to Staff and Residents   * Date, time, location * Bring insurance information * Attach fact sheet |  |
| PCC Documentation   * Immunization tab * 15 min s/e monitoring * Order Entry – Standing Order * 48 hours s/e monitoring * Scan Consent |  |
| Print Staff and Resident Rosters |  |
| Assign Clinical Monitoring Team   * Need the same number of clinicians as vaccinators |  |
| Supplies ready |  |
| MIIC Entry | CVS stated they will enter |
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