

Vaccination Clinic Checklist

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| Resident Consent Forms * Organize all resident by room number in binder
* Create sections for each unit
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| VIS / Fact Sheet given and reviewed with residents  |  |
| Staff Consent – prior and day of if pharmacy allows* alphabetize all staff consents
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| Insurance Information for residents- obtain copies of card * attach with consent
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| Insurance information for staff- ask to bring copies of cards* attach with consent
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| Choose a location for staffResidents 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
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| PCC Documentation * Immunization tab
* 15 min s/e monitoring
* Order Entry – Standing Order
* 48 hours s/e monitoring
* Scan Consent
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| Print Staff and Resident Rosters |  |
| Assign Clinical Monitoring Team* Need the same number of clinicians as vaccinators
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| Supplies ready  |   |
| MIIC Entry  | CVS stated they will enter  |
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