**TIPS for PLANNING YOUR COVID-19 VACCINATION CLINIC**

**Advance planning:**

* Obtain consents and complete screening questions ahead of time.
* Questions for your vaccination partner:
  + Different vaccinators (e.g. Walgreens vs. CVS vs. Thrifty White vs. other pharmacies) may have different policies; discuss those with your pharmacy and what you can do in advance.
  + How far in advance do you need the names and numbers of residents and staff who will be vaccinated?
  + Will there be any flexibility to add individuals to the list once submitted?
* Have documentation / consents organized ahead of time.
  + Alphabetically for staff coming to a single vaccination area
  + By resident room / apartment if going room to room
* For residents who are unable to answer questions, consult charts, take VS, and do quick focused assessments ahead of time.
* Hosting a vaccination clinic on your testing day worked for efficiency. Of you test and vaccinate residents on the same day, have the person who tests a resident also complete the screening questions.
* Double check the consent / screening forms ahead of time to make sure none of the questions was missed, or that none of the responses is unclear or raises further questions.
* Mailed and emailed the consents out ahead of time – e.g. to resident representatives / POAs
* Post consents and EUA fact sheets on your website for easy reference.
* Have clinical staff assigned to a vaccinator to guide and facilitate vaccination
* Specify a staff member, separately from the vaccination team, available to move between vaccinated residents to monitor for side effects / reactions.
* Have clinical monitoring template added to your electronic medical record so can enter the information more efficiently (order sets / treatment sets)
* Consider a ZOOM meeting with families/resident reps to answer questions. Involve your medical director (if you have one). Invite families to call or email with additional questions and to return the forms by fax, email, scan, or drop-off.

**Conducting the clinic:**

* It is yourclinic, not that of the vaccination partner, so take charge of the logistics through good planning to make it run smoothly.
* Be prepared that the vaccination process will take longer than you might think, especially with residents.
  + Physical set up
  + Internal team pre-meeting with vaccinator team
  + Documentation to be completed (consents/screenings)
  + Documentation to distribute (fact sheets etc.)
  + Pharmacist has to draw-up the doses
  + Administering the shot
  + Completing cards that identify date for the second dose
  + Monitoring (15 or 30 minutes)
  + Photos or other activities to mark the occasion
* Allow time for the pharmacists to prepare and set up, as you plan the schedule.
* Have individual water and snacks available for those receiving vaccine
* It is important to track the lot numbers of the vaccines in case of adverse reactions.
* Offer food/drinks/hospitality to vaccinator teams
* Consider using music, food, or other things to make it more inviting or celebratory
* Post-vaccination observation/monitoring. One facility gave each staff member a timer so they could track the appropriate passage of time (e.g. 15 or 30 minutes)
  + Clean and disinfect the timers carefully before reusing them.
* Have a copier nearby in case you need to duplicate cards, paperwork, etc.