



## **Imms-to-Go Partner Roles:**

Each player plays a definitive role; these roles can be interchangeable and overlap at times- this highlights the importance of clearly outlining roles and responsibilities at the very beginning of clinic planning. Most of the descriptions below pertain to Spokane County implementation and experience.

### **Local Health Jurisdictions (LHJ)**

Respective Role of the LHJ:

- leadership support for school staff desiring to implement Imms-to-Go model
- leadership support for local healthcare providers desiring to implement Imms-to-Go model
- day of clinic organizer, or co-organizer
- school district facility use memorandum of agreement
- standing orders for offsite clinic vaccine administration, including emergency prophylaxis management
- collaborative practice agreement or memorandum of understanding for offsite vaccine administration with vaccinator groups
- childhood and adult vaccine supply
- Vaccine Information Sheets (VIS) printing
- clinic vaccine management coordinator
- vaccine administration supplies, including emergency response supplies
- vaccinator group recruitment
- immunization schedule and administration education
- clinic organization materials (stanchions, signage boards, rope, portable vaccine storage units)
- station organization based on job sheets
- clinic site assessment and layout development
- instructional tool dissemination/collection for vaccinator group
- instructional tool dissemination/collection for screener group
- just in time training development for overall clinic, screener group, and/or vaccinator group
- clinic design, implementation, execution tools and templates
- marketing material (clinic promotional flyers)
- data entry into the Immunization Information System (IIS)
- after-event communication



Spokane Regional Health District (SRHD) staff work with local schools and healthcare providers to discuss logistics of implementing offsite clinics that address facility use, liability, clinic organization, clinic needs, etc. This often includes VFC program education for administration, VFC vaccine billing, VFC inventory management, IIS data entry, National Vaccine Injury Compensation program education, standing orders design and considerations, and emergency management prophylaxis.

Spokane Regional Health District's Public Health Emergency Preparedness and Response (PHEPR) and Immunization Outreach (IO) program staff have developed an array of tools and templates over the last decade to help guide the successful design and implementation of mobile clinics. Many of the tools have are staff-created but many have been adapted from the Incident Command System (ICS) utilized during emergency response events. Even in its adapted form, the ICS structure utilized for these clinics provides the most optimum circumstances for success. If the components or steps are ignored or omitted (i.e. just in time training, designated clinic organizer), this can cause a serious breakdown on the day of the event and negate all of the careful planning that went into the design of the clinic. These can be utilized and adapted by any entity wishing to use them: (see timeline for links to these tools)

- standing orders for offsite vaccine administration (and special considerations)
- emergency prophylaxis management protocols
- facility use agreements
- collaborative practice agreements
- training materials for vaccine administration
- training materials for immunization record review and recommendation
- clinic planning timeline
- clinic organizer set up and just in time training guide
- vaccinator group just in time training guide
- job action sheets
- materials and supply checklists
- promotional flyers
- clinic layouts
- clinical incident report
- notice of privacy practice

#### **School Districts/Childcare Centers**

- gain school/center leadership administrative buy-in for Imms-to-Go model
- assess immunization coverage gaps among student population
- coordinate marketing to families and targeted groups



- clinic organizer, co-organizer
- location/venue identification and management
- overall logistics and administrative support for clinic planning and day of execution
- vaccinator/general volunteer recruitment
- clinic organization materials (stanchions, signage boards, rope, portable vaccine storage units)
- signage
- station organization based on job sheets
- clinic site assessment and layout development
- instructional tool dissemination/collection for screener group
- Vaccine Information Sheets (VIS) printing
- just in time training development for overall clinic, screener group, and/or vaccinator group
- communication materials to parents (letters, robocall software)

#### **Local Healthcare Providers/Pharmacies**

- development of facility use agreement with school district
- day of clinic organizer, or co-organizer
- standing orders for offsite clinic vaccine administration, including emergency prophylaxis management
- collaborative practice agreement or memorandum of understanding for offsite vaccine administration
- childhood and/or adult vaccine supply
- clinic vaccine management coordinator
- vaccine administration supplies, including emergency response supplies
- vaccinator recruitment
- clinic organization materials (stanchions, signage boards, rope, portable vaccine storage units)
- station organization based on job sheets
- clinic site assessment and layout development
- instructional tool dissemination/collection for vaccinator group
- instructional tool dissemination/collection for screener group
- Vaccine Information Sheets (VIS) printing
- just in time training development for overall clinic, screener group, and/or vaccinator group
- clinic design, implementation, execution tools and templates



- marketing material (clinic promotional flyers)
- data entry into the Immunization Information System (IIS)
- after-event communication