# Immunization Event Planning Checklist

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|  | VENUE/LOGISTICS |
|  | (For Schools) Determine out-of-compliance/immunization needs among students at school or among multiple schools- this number helps determine supply and volunteer needs |
|  | **Meet with necessary parties to identify feasible location- multipurpose room, gym, library, multiple classrooms**  |
|  | **Determine date and time of the event**- potentially coupled with another school/community event? \*Usually 2-4 hours in length, not including set-up and tear down time |
|  | Involve custodial and janitorial staff who may be assisting with set-up/ tear down |
|  | Ensure the location has ample parking spaces |
|  |  **Develop map layout of clinic** |
|  |  Location(s) should be able to accommodate 6 stations ( Registration, Form Fill out, Screeners (requires electrical outlets), Waiting Area, Vaccination Area (requires ample space and access to area to wash hands), Exit/Form Drop Off)  |
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|  | VOLUNTEERS |
|  | **Determine vaccinator group**  |
|  | Suggested volunteers –(solicit school staff, community volunteers, parent volunteers, Medical Reserve Corps, etc.)* Registration (1-2 people)
* Form Fill Out (1 person)
* **Screeners (3-4 people; usually licensed professionals- RNs, MAs)**
* Waiting Area (2 people- “flow monitors”)
* **Vaccination Station** (6-15 people- licensed vaccinators, vaccine supply person, flow monitor)
* Exit Station (1-2 people)
* “Runners” or “clinic support” to help make copies or assist clients (1-3 people)
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|  | SUPPLIES |
|  | **Determine vaccine supplier (local health department, private provider, etc.)** |
|  | **Determine which vaccines to have at the event** (all ACIP recommended vaccines? Only adolescent vaccines- Tdap, HPV, and Meningococcal?) |
|  | **Acquire/order vaccination station supplies** (bandaids, alcohol prep pads, sharps containers, gloves, biohazard bags, trash bags, syringes) \* Most clinics have between 3-6 vaccination stations.  |
|  | Writing utensils for form fill out and for all of the stations |
|  | Stanchions or other barriers to create “Disney lines” to help guide participants throughout the clinic |
|  | Clipboards |
|  | Water and snacks for volunteers |
|  | **Registration forms** (should come from whomever is supplying vaccine) |
|  | Determine if privacy screens are needed |
|  | **Signage** to direct traffic from the entrance of the clinic, throughout the venue, and on to the exit (sandwich boards for outside areas) |
|  | Coloring books/ crayons as “distraction kits” for kids waiting at station #2 and station #4 |
|  |  Printer/copier (for screeners) |
|  |  Wi-fi or Internet Access (for screeners to access WA Immunization Information System- IIS) |
|  | **Laptops for screeners** (they usually have their own school laptops) |
|  | **Information for screeners** (immunization schedules, use of state-supplied vaccine) (\*\*SRHD has screener binders or links to documents with a lot of helpful information) |
|  | **Vaccine Information Sheets (VIS)** for all available vaccines |
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|  | PROMOTION |
|  | **Develop promotional materials- flyer, poster, etc.**  |
|  | Ensure all materials have received approval from necessary parties |
|  | Distribute materials/announce event to staff, community partners, social media, school newsletter, outdoor reader board, community locations (i.e. malls or libraries) |
|  | \*\*You cannot over communicate! Inform everyone and anyone of your event! |

Spokane Regional Health District has the following resources/equipment/supplies available for community use:

* Vaccine
* Vaccination Station Supplies (while supplies last)
* Consent form templates
* Clipboards
* Privacy Screens
* Signage for internal and external use (entrance, exit, station names, arrows, etc)
* Sandwich boards to hang signage
* Stanchions and rope to make Disney Lines
* Portable printer/copier
* Flyer template
* Screener reference materials
* Vaccinator reference materials

Spokane Regional Health District is also happy to help “consult” on your planning process- please call Alexandra Hayes, 509-324-1480 for assistance.

\*\*\*Items in bold indicate critical elements