



Sample: Stations Set-up for Mumps Outbreak Response Clinic 1/11/17: Spokane

STATION 1: CHECK-IN/REGISTRATION

a. Location

- i. Outside Gym Entrance

b. Volunteers (2-3)

- i. 1-2 volunteers to hand out paperwork
- ii. 1 epi staff

b. Tables & Chairs

- i. 1 table and 2-3 chairs

c. Materials

- i. Two (2) signage boards
 - a. One with station #1 on it
 - b. station board at outside entrance with “No-Cost Immunization Clinic” Sign on it
- ii. Child (6 years and younger) registration forms
- iii. Walgreens vaccine paperwork (7 years and older)
- iv. Supplemental assessment questions
- v. Point to your language sheet
- vi. Facial masks and hand sanitizer

d. Review with the volunteer:

- i. Ask supplemental questions of each person. Direct to epi staff if assessment is needed.
- ii. Provide number of forms needed to the family based on age (Walgreens can only do age 7 and older- their form must be completed; 6 and younger must complete SRHD form)
- iii. Direct parents/caregivers to go to station #2 and complete **ONLY** the front sheet as they will meet with a nurse to go over what they need today
- iv. Families with language needs should point to the language form and flag a runner
- v. All vaccines are no-cost and we do not need proof of insurance

STATION 2/3: FLOW MONITOR/PATIENT ASSISTANCE

a. Location

- i. Inside gym

b. 2 volunteers

- i. 1 volunteer at the station 3 entrance to triage
- ii. 1 volunteer walking along the line if it gets long to help review form

c. Materials/Tables and Chairs

- i. Signage board with station #3 on it
- ii. Pens for paperwork completion to be put on tables
- iii. Additional copies of paperwork in case the family has the incorrect one

d. Review with the volunteer:

- i. Sit at the “entrance” to station 3 (screeners)
- ii. Review forms for completion
 - a. ensuring the correct form is used for the person’s age (SRHD childhood for 6 years and younger; Walgreens for 7 years and older); if not, they must re-do it
 - b. all patient demographic information is complete
 - c. screening questions are completed and have been marked
 - d. Ask the name of the school district for each child- mark it at the top of the form
- iii. Triage groups to the correct screener based on lines forming to station #3 (4 lines)
 - e. **(3) Families** that only include children 7 and older (C7)/ Families that include children 6 years and younger (C6)
 - f. **(1) Single** adolescents (16 and older/mature minor)/adults, no children (write SA on top of form) **station 1**
 - g. **Do not allow screener lines to go past the stanchions. Hold folks at your table until there is room for them in the line. You will need to monitor the screener lines to move people along**

Station 3: Medical Screening/Immunization Record Review and Look-up/ Contraindication Review

a. Location

- i. Inside gym

b. Volunteers (4-6)

- i. 4 medical screeners (1 for adults, 3 for families)
- ii. 1 support screeners to fill in for breaks, answer questions, flag epi staff for assistance
- iii. 1 epi staff

c. Tables & Chairs

- i. 2 tables, 4 stations- power cords are available at each table

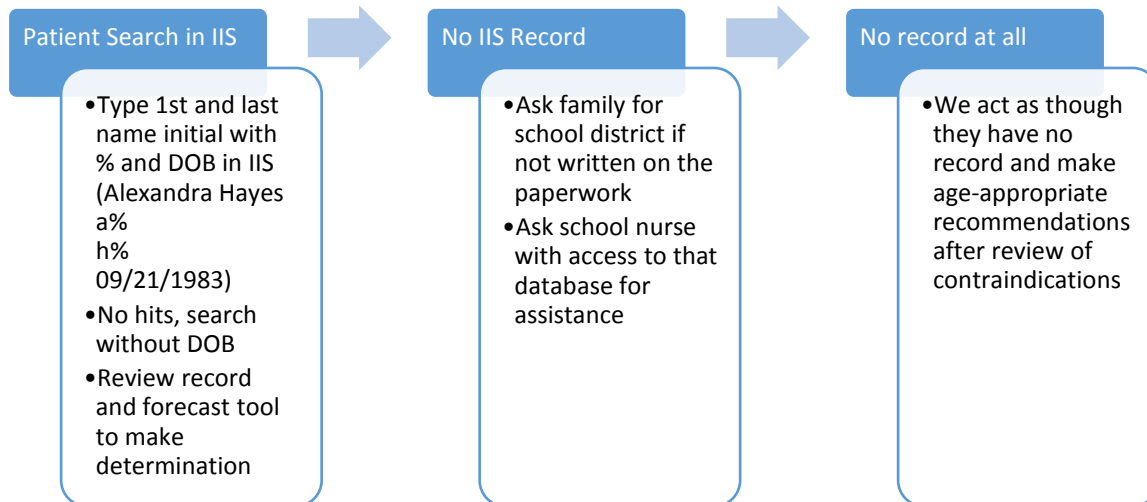
d. Materials

- i. Stanchions (with line designation sign) and rope making 4 lines
 - h. **Single** adolescents (16 and older/mature minor)/adults, no children (write SA on top of form) **STATION 1**
 - i. **Families** that include children 6 years and younger (C6)/ Families that only include children 7 and older (C7) 3 lines
- ii. Vaccine Information Statements (VIS) stacks
- iii. HIPAA/Notice of Privacy Practice Poster (Flow Monitor station)
- iv. Paper copies of the Notice of Privacy Practice
- v. Supplemental mumps assessment questions for all patients with Walgreens paperwork
- vi. Medical Screener Binders for reference materials
- vii. Pens
- viii. Laptops with WiFi access WiFi network: password:

e. Review with the Volunteers:

- i. When ready, hold up your sign so the flow monitor can direct the patients to the correct line based on forms
- ii. **Adults need 1 MMR; Health Care Professionals need 2 doses; if born before 1957 considered immune and no doses needed**
- iii. All questions must be reviewed; if questions 1 or 2 on the SRHD paperwork are answered YES, flag an epi staff to come support
 - j. If questions 3-10 have a YES, refer to the accompaniment guide for the screening questions in the reference binder
- iv. If a minor ≤ 18 years arrives sans guardian or parent, a screener can:

- k. assess if this is a “mature minor” ≥16 years and write mature minor and have him/her sign it
- l. if any doubt or concerns, contact parent/guardian via telephone and obtain verbal consent
- v. Screeners will need to initial the bottom of the registration form indicating that all questions have been reviewed
- vi. **All patients must be searched for first in the IIS to which all screeners need access**



- i. On the back of the form, screeners will select the correct vaccines based on IIS/database review and age-appropriate recommendations at the top and ask parent/giver to date and sign
- ii. Screeners must provide the Vaccine Information Statement (VIS) to the patient for each vaccine received. Check box on bottom of the form that they have distributed
- iii. Send the patient/family to station #4 in the hallway to get a number assignment

**STATION 4: FLOW MONITOR/CLINIC SUPPORT
NUMBER ASSIGNMENT/FLU VOUCHERS**

a. Volunteers (4)

- i. 2 Walgreens volunteers (outside Atrium)
- ii. 1 clinic support runner to bring forms to vaccination station flow monitor
- iii. 1 food handler/crowd control monitor (inside Atrium)

b. Materials

- i. Walgreens flu voucher paperwork
- ii. 3 number sets (colored)
 - m. C6-01 through C6-100
 - n. C7-01 through C7-100
 - o. SA-01 through SA-100
- iii. Mini dry-erase board
- iv. All tables and chairs are already inside Atrium
- v. Coloring books and colors for tables

c. Flow Monitor/Number Assignment Volunteers (2)

- i. 2 lines
 - p. Flow monitors will take paperwork from C6/C7 families or SAs and assign a number and write it on any additional forms in the family group. Give the number adhesive label to someone in the family to wear. Instruct them to go to the Fireside/Atrium room and sit down, help themselves to some food, and wait for their number to be called
 - q. If any family members ≥ 7 years and older in any group are receiving influenza, Walgreens **must** complete a flu voucher. 6 years and younger receive Vaccines for Children (VFC) vaccine for which a voucher is not needed.
- ii. Paperclip forms together and place in box for runner to take to vaccination station #5;

d. Station #4 Clinic Support/Flow Monitor

- i. Deliver forms to the station #5
- ii. Station #5 clinic support will tell station #4 support what numbers are ready to come back to the vaccination station.
- iii. Return to Station #4 call back the numbers from the room (and write on dry-erase board), pick up any forms that are ready, and escort the patients and forms to station #5

STATION 5: VACCINATION MANAGEMENT/CLINIC SUPPORT

a. Volunteers (5)

- i. 1 vaccine management coordinator/ 1 vaccine support
- ii. 3 vaccine preparers

b. Materials

- i. 2 tables
 - a. 3 chairs at one
 - b. 1 chair at one table
- ii. 1 general inbox
- iii. 3 labeled inboxes for ready-to-go forms
 - a. C6
 - b. C7
 - c. SA
- iv. Vaccine Prep Supplies/ Epi Response supplies
- v. Vaccine Coolers
 - a. Hold vaccine (AcuTemp coolers)
 - b. Hold prepped vaccine (maybe hard-sided cooler)
- vi. Vaccinator Badges (all ages; 7 and up)

c. Review with the Volunteers:

- i. Station #5 clinic support obtain forms from station #4 clinic support and places them in the incoming box
- ii. Work with vaccine preparers on pre-drawing vaccines; vaccine preparers can draw all vaccine types
- iii. Only have one lot number in motion at a time; 2 of the lot numbers have only two doses left. Pre-draw those 2 doses and wait until the lot number has been used up so numbers always correspond to the forms and you don't mix lot numbers in the cooler
- iv. Once the vaccine is pre-drawn and placed in the hold container, Separate forms based on number group into the corresponding inboxes
- v. Vaccinators from the assigned group can then get that group of forms and pre-drawn vaccine.
- vi. Vaccinator tables should have bandaids, alcohol swabs, gauze pads, stickers, suckers, etc.

- vii. Vaccinators will complete the back of the form. Vaccinator will need to doublecheck that ALL fields on the front are complete and that all fields associated with the vaccine given are complete (IM or SC should be checked, Right or Left should be clear, and lot number should be circled)
- viii. Hand the forms back to the client
- ix. Instruct the client to head to the exit station

Station 5: Vaccination Station REVIEW

- **Different levels of vaccinators**
 - Walgreens staff can only vaccinate ages 7 and up, and they can only sign off on Walgreens paperwork
 - WSU College of Pharmacy students have options
 - Under Walgreens CDTA, age 7 and up
 - Under other CDTA with SRHD, 6 months and older
 - SRHD Vaccinator Volunteer can vaccinate 6 months and older
 - VACCINATORS WILL NEED TO PAIR UP AT STATIONS TO BE ABLE TO SUPPORT ONE ANOTHER
- 4 vaccine presentations only: MMR, Tdap, DTaP, Influenza
- SRHD staff will be managing inventory for all ages
- Pre-draw station will prepare vaccine for administration and complete paperwork. Pre-filled vaccine will be placed in the corresponding coolers. **Vaccinators will not prepare their own vaccine unless the clinic flow is very slow.**
- Gloves are NOT required per OSHA, WHO, and CDC standards. They are recommended for folks on certain meds or if they are known bleeders. The gloves are only to protect from fluid contact.
- Kayla and Summer will manage all forms and prepare them on clipboards when they are ready
- If any emergency arises, only **MEDICAL STATION LEAD** is designated to respond as the vaccination station lead. All others, please continue business as usual, unless Colleen requests your assistance.
- When numbers are ready, please communicate to your runner either verbally or write the number on the clipboard

PROCESS to REVIEW

Vaccine Handling- Pre-Drawing

1. Go to Vaccine Management Coordinator (VMC) to receive patient form
2. VMC will provide vaccine and diluent based on age-appropriate recommendations that the screener selected
3. Verify correct vaccine
4. Inspect vial and expiration date
5. Maintain aseptic technique
 - a. Hand hygiene
 - b. Alcohol wipes

- c. Adequate space
- 6. Needle/Syringe Selection
- 7. Reconstitution or Mixing requirements
- 8. Proper handling- keep all supplies at pre-draw station
- 9. Record all vaccine information on the paperwork (manufacturer, lot number, etc.)
- 10. Label filled syringe with the corresponding vaccine and hand back to VMC

Vaccine Handling- Administration

1. Pick up prepared forms and vaccine from VMC based on appropriate age group that matches your administration limits
2. Take materials to your station
3. Once you are ready, communicate to runner the number group that is ready- either vocally or by writing the number on the dry erase board

Station 6: Exit Support

a. Volunteers

- i. 1-2 volunteers

b. Tables & Chairs

- i. 1 table 2 chairs

c. Materials

- i. Vaccine administered records
- ii. Plastic Organization Folders- 1 for Walgreens, 1 for SRHD
- iii. Patient Line List

d. Review with the Volunteers:

- i. Person will need to doublecheck that ALL fields on the front are complete and that all fields associated with the vaccine given are complete (IM or SC should be checked, Right or Left should be clear, and lot number should be circled)
- ii. Exit support will transfer the information from registration form to the vaccine administered record.
- iii. The vaccine administered record is given to the parent/caregiver and instructed to provide that form to their school or employer. **WE KEEP ALL SRHD AND WALGREENS COMPLETED PAPERWORK**
- iv. He/she is also reminded that we do input this information into a statewide immunization database that can be referenced by any physician/pharmacist/school in the state of WA
- v. Record every patient's information on the patient line list
- vi. Place completed form into corresponding collection folder
- vii. At conclusion of clinic, place completed form into SRHD folder
- viii. If questions, instruct to call Alexandra (number listed on vaccine admin record)