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| **Event Set-Up and Volunteer Communication Guidance for Immunization Clinic Organizers** |
| 1. **Check-in/Registration (1-2 registration volunteers)**
	1. *Tables & Chairs*
		1. 1 table and 1-2 chairs
	2. *Materials*
		1. Signage board with “check in” or station 1
		2. Patient registration forms
		3. Laminated SRHD Notice of Privacy Practice (NPP) Poster and a small stack of paper NPP copies
		4. Available Vaccine List
		5. *Point to your Language* card
	3. *Review with the volunteer:*
		1. Ensure they communicate available vaccines, especially promoting available adult vaccine, if available
		2. Emphasize parents/caregivers to complete **ONLY** the front sheet
		3. Direct those with language needs to station 3 where screeners can call the interpreter line
2. **Form Completion/Waiting Area (1 flow monitor)**
	1. *Tables & Chairs*
		1. 3-8 tables (cafeteria tables work best) and 10-30 chairs
	2. *Materials*
		1. SRHD coloring books and colored paper/ crayons for “distraction kits”
		2. Pens for patient use
		3. Work with in-person assister/community partner vendors (if present) for “distraction kit” materials
	3. *Review with the Volunteer:*
		1. Flow monitor directs those who have completed forms to available screeners; answers questions
3. **Medical Screening (2-4 screeners)**
	1. *Tables & Chairs*
		1. 1-2 tables, 2-4 chairs for screeners; 6-8 chairs for clients on opposite table side
	2. *Materials*
		1. Signage with “screening” or station #3
		2. Vaccine Information Statements (VIS)
		3. Medical Screener Binders for reference materials (including interpreter access guides)
		4. Pens
		5. Access to power outlets
		6. WiFi access
	3. *Review with the Volunteers:*
		1. Standing orders, including mature minor doctrine and utilization
		2. Highlight age indications for the vaccines on “available vaccine list”, especially DTaP vs Tdap and emphasizing the importance of provider recommendation for all adolescent platform vaccines (Tdap, HPV and Meningococcal)
		3. Forms for using the interpreter service, if necessary
		4. **Screeners will need to log on to the IIS and utilize the forecast tool to help them review immunization records and not rely solely on school database information**
		5. **Screeners will need to initial any screening questions that have been marked YES to show that they have reviewed those**
		6. **Screeners will select the correct vaccines at the top of the back of the form and initial the top of the form to indicate the client has been with a screener**
			1. **If a parent/caregiver has already self-selected vaccines and they are not correct, screener should mark it out and initial the error.**
4. **Waiting area to be vaccinated (1 flow monitor)**
	1. *Tables & Chairs*
		1. 1 chair and 1 small table for flow monitor
		2. 3-8 tables (cafeteria tables work best) and 10-30 chairs
	2. *Materials*
		1. double set of number labels
	3. *Review with the Volunteers:*
		1. Flow monitor will place a number on the form and give the same number label to the child/family.
		2. **Keep families together- write the number on all family forms to make sure they stay together.**
		3. These forms will need to be given to the flow monitor at station 5.
5. **Vaccination Area (1 flow monitor, 1 vaccine coordinator, multiple vaccinators; 1 clinic support)**
	1. *Tables & Chairs*
		1. 1 chair and 2 tables for vaccine supply
		2. 6-10 tables and 2 chairs for each side of tables in use for vaccinators
	2. *Materials*
		1. Vaccination station supplies (vaccine coordinator will help get these materials to the tables)
		2. Locate AED in the building and keep emergency kit supplies visible (ask vaccine coordinator)
	3. *Review with the Volunteers:*
		1. **1 person to manage traffic flow, manage clients, and call them back**
			1. Flow monitor receives forms from flow monitor 4 and **gives form to the vaccine coordinator** who will then work with vaccinators to get the client(s) ready
		2. **If possible: 1 person to manage exit to review forms before client is sent to the exit station. Ensure that all fields are complete on the front and that the vaccinator has completed the route and site information and circled the lot number**
		3. Vaccinators will inform flow monitor 5 when their number is ready to be called back
		4. Faculty preceptor/vaccination station lead will review vaccinator group JITT
6. **Exit Station (1 -2 people)**
	1. *Tables & Chairs*
		1. *1 table 2 chairs*
	2. *Materials*
		1. Signage stating “exit”
		2. Vaccine administered records
		3. Pens
		4. Folder to house completed forms
	3. *Review with the Volunteers:*
		1. **Person will need to ensure all fields are LEGIBLE**
		2. **Person will need to doublecheck that ALL fields on the front and back are complete**; 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 indicated)
		3. Person will transfer the information from registration form to the vaccine administered record.
		4. The vaccine administered record is given to the parent/caregiver and instructed to provide that form to their school, if they wish.
		5. 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
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| **JUST IN TIME TRAINING (JITT) FOR CLINIC ORGANIZERS**\*\*\* CONDUCT JITT 15-20 MINUTES BEFORE START OF EVENT\*\*\* |
| * Welcome all volunteers and recognize key partners (Medical Reserve Corps, Vaccinator groups, school administrators, SRHD, etc.)
* Identify station leads and “go-to” folks in the event of an emergency (announce where AED and emergency kit supplies. “Go-to” folks are usually the clinic organizer and vaccination station lead- (refer to SRHD Emergency Medical Protocols)
* Provide location of bathrooms for both volunteers and the public
* Provide location of water and volunteer snacks
* Announce where personal belongings can be stored during the event
* **Describe the process for clinic flow**
	+ Identify each key person at each station and describe what happens at that station
		- Forms are received at station 1; all ages use the same form; we do not collect insurance
		- Forms are filled out at station 2
		- Clients meet with medical screeners at station 3 to determine which vaccines they need
		- Clients will be given a number by the flow monitor at station 4 and we keep families together
		- Flow monitor at station 5 will get forms from flow monitor 4 and give them directly to the vaccine coordinator
		- The vaccine coordinator will double-check the form and highlight vaccines that are to be given as quality assurance
		- Vaccinators will work with vaccine coordinator to get needed vaccine and supplies
		- Vaccinators will let know flow monitor #5 when they are ready for clients
		- Flow Monitor #5 will call numbers back
		- Clients will go to the exit station to get a vaccine administered record
		- MAINTAIN ONE WAY DIRECTIONAL FLOW AT ALL TIMES
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