

Immunization Event Planning Checklist

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)
	Determine vaccine supplier (local health department, private provider, etc.) Obtain pre-approval from the Washington State Department of Health by reviewing and submitting the Off-Site Vaccination Clinic Guidelines if publicly supplied vaccines will be used at the event.

VOLUNTEERS

	Determine vaccinator group
	Suggested volunteers –(solicit school staff, community volunteers, parent volunteers, Medical Reserve Corps, etc.) <ul style="list-style-type: none"> • 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)

SUPPLIES

	Determine which vaccines to have at the event (all ACIP recommended vaccines? Only adolescent vaccines- Tdap, HPV, and Meningococcal?)
	Acquire proper vaccine storage equipment, including qualified vaccine container and temperature monitoring device (contact Washington State Department of Health for storage requirements if publicly supplied vaccines will be used.)
	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

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

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