

How to prepare for a vaccine clinic

Key Messages

1	Pre-planning promoting the program to staff, booking <i>Immunize Now</i> and reserving a space for the clinic
2	In the lead up to the clinic, confirm bookings and remind staff about the clinic
3	After the clinic, evaluate the data and the program, and provide a report to staff and management
4	Provide <i>Immunize Now</i> with a post clinic evaluation

1. Workplace influenza vaccination program – pre-planning

- **Ensure strong leadership and senior management support.** This is critical to the success of workplace vaccination programs. Identify a ‘vaccination coordinator’ to help promote the program.
- **Book a vaccination provider.** Vaccinations should ideally be given in late October, November and early December. Book *Immunize Now* several months in advance. *Immunize Now is ready to schedule your flu clinic now.*
- **Reserve a suitable space for the clinic.** This space must be convenient and include a room for the vaccinations and a nearby space for staff to wait for 15 minutes after their vaccination. In workplaces where employees can be observed, many return to work right after their immunization. Check with your *Immunize Now* for any requirements. Remember to plan for staff off-site. A washroom close by is necessary.
- **Recruit monitors** to assist on the day of the clinic in order to facilitate flow and social distancing.
- **Promote your clinic to staff.** Develop a communications strategy to help raise awareness of the program and reach your vaccination target. *Immunize Now* will

provide tools such as sample email text and a promotional poster template for you to advertise clinic details. Use several mediums to reach staff, including all-staff emails, print and your company intranet.

2. Workplace influenza vaccination program – 1–2 weeks before

- Coordinator should confirm the clinic location and *Immunize Now's* requirements (including access, parking and security).
- A consent form will be sent and should be distributed prior to the clinic. Employees need to fill in the consent form prior to the clinic.
- Remind staff of their vaccination bookings.
- Remind monitors of their roles including the date, time and duration of the clinic.

3. Workplace influenza vaccination program – day of the clinic

- Confirm room set-up and access, including waiting-room space with chairs.
- Meet the *Immunize Now* nurse and confirm that they have all the supplies they need.
- Provide the nurse with the list of clients to be vaccinated.
- Each employee will have a vaccination card to keep for their records. Each employee will be asked to fill in the basic data for the card.

4. Workplace influenza vaccination program – after the clinic

- Evaluate the data and program.
- Provide a report to management and staff.
- Provide *Immunize Now* with an evaluation of their services (form sent to clinic coordinator).

Consider sharing your pre and post campaign vaccination rates with your department/organization by email.