**Vaccine Clinic SOP**

**Purpose:**

To ensure the safe and appropriate vaccination of children and adults, in accordance with CDC, CVP requirements and guidance. This process can be applied to a small office clinic or a large scale community based clinic.

**Procedure:**

1. **Planning**
2. Determine location for vaccination clinic
   1. Office vs. community locations
      1. Sometimes it is best to meet the people where they are and not your office or a central location.
   2. Setup and clinic flow
   3. Safety issues – cords, floor mats, obstacles, stairs, doors
   4. Tables, chairs – where are they coming from?
   5. Tent, if needed – supplier, set up and take down personnel, cost if rental
   6. Determine if someone will be vaccinating patients in cars and where will be the safest area for this to happen
3. Determine the population to be served by the clinic.
   1. Children – impacts vaccinators
   2. Seniors
   3. Families
   4. Vulnerable populations
4. Confirm vaccination and anaphylaxis orders are signed by the Medical Director, for the vaccine preparations that are being administered at the clinic
   1. Immunize.org for templates of orders.
   2. Duration of orders should be for your fiscal year.
   3. Copies for all vaccinators, if larger scale clinic
5. Determine staff needed: vaccinators and support staff
   1. Vaccinators
      1. Pediatric vaccinators can be a challenge to find. Plan accordingly.
   2. Set-up and break down
   3. Greeters and paperwork distribution
   4. Insurance verification, copying, payment processing
   5. Line management
   6. CT Wiz input
   7. Post vaccination waiting area if applicable
   8. Assign someone to handle emergencies or adverse events
   9. Determine wo will be vaccinating patients in cars
6. Determine staff training needed and who is providing.
   1. Put together information for vaccinators regarding orders, vaccine ingredients (Influenza and Thimerosal) and any specific protocols for sequencing of doses (Influenza and child, covid 19 vaccines). Plan to review with all vaccinators
   2. Plan to review HIPAA protocols
   3. All new vaccinators will need to be monitored by a Nurse Supervisor or Lead Nurse during the first few vaccinations to observe for competency.
   4. Establish CT Wiz, if needed to log vaccinations
   5. Plan for training on forms, insurances and documentation process – best to put someone else in charge of this and the Nurse focuses on the vaccinators and patients.
7. Determine supplies needed and supplier
   1. Vaccine
   2. Cold chain maintenance options – Refrigerator, vaccine safe coolers
   3. Ancillary supplies
      1. 25g needles – 5/8 inch and 1 inch. 1 ½ but in small amounts
      2. Barrels – depending how vaccine is supplied
      3. Alcohol pads
      4. 2x2 gauze
      5. Band-Aids
      6. Table covers
      7. Gloves – multiple sizes
      8. Sharps containers
      9. Garbage cans
      10. Hand sanitizer
      11. Disinfectant wipes
      12. BP cuff, stethoscope, thermometer
      13. Large scale clinics may need access to a portable cot
          1. Anxiety pre vaccination can lead to dizziness and syncope post-vaccination (Covid clinics)
      14. Stickers, pencils, freeze pops – giveaways for children
          1. Possible children’s themed decorations
   4. Determine if any PPE needed other than gloves
   5. Identify, copy and sort all paperwork needed for vaccine documentation, billing and VFC compliance
      1. Vaccine record
      2. Contraindication Questionnaire
      3. VFC Eligibility
      4. VIS
      5. Insurance card
      6. ID – if applicable
   6. Copy machine – small portable if applicable
   7. Containers and transportation to mobile and transport supplies offsite, if applicable.
      1. May need assistance of Public works
      2. Determine how coolers are going to be safely transported and by whom.
8. Determine billing process if applicable.
9. Determine if providing any refreshments to staff
   1. Be aware of any dietary restrictions such as lactose intolerance, diabetes or if someone is a vegetarian.
   2. Not covered by grants
10. Determine budget
    1. VFC vaccine from DPH
    2. Purchase flu, covid or adult vaccines – will need a financial resource
    3. Purchase 2 epi pens for adults and 2 for children under 66 lbs – based on type of clinic – will need a financial resource.
    4. Purchase ancillary and additional supplies – will need a financial resource
    5. Purchase refreshments – will need a financial resource – NOT a GRANT
    6. Determine rental costs and financial resource.
11. **Implementation**
12. Establish vaccine counts prior to start of clinic
13. Establish vaccine coolers with vaccine and data loggers inside.
14. Patient enters clinic, is provided necessary paperwork to complete and an area to complete the paperwork
15. Paperwork and insurance information is reviewed and copied by assigned staff
16. Patient is assigned a spot in line or to a vaccinator.
17. Vaccinator
    1. Anaphylaxis kits should ne nearby
    2. Workspace cleaned with disinfectant and set up prior to patients arriving
    3. Easy access to sharps container
    4. Gloves, alcohol, 2x2, Band-Aids and hand sanitizer prepared and available
    5. Reviews paperwork, looking for contraindications and reviews any questions or concerns.
    6. Clean hands with hand sanitizer
    7. Take vaccine from cooler and prepares vaccine syringe for administration
       1. Vaccines should not be left out during a clinic, unless the vaccine manufacturer indicates a safety protocol. (Covid)
    8. Apply gloves
    9. Cleanse area with alcohol.
    10. Administers IM or SC vaccine as ordered. Dispose of syringe in sharps container immediately. DO NOT put on clean surface or surface barrier will need to be changed. Wipe dry and apply Band-Aid. Remove gloves
    11. Clean hands with hand sanitizer
    12. Document vaccine administration
        1. Signature for review of contraindications – if applicable
        2. Vaccine
        3. Dose
        4. Site
        5. Manufacturer
        6. Expiration date
        7. VIS given
        8. Signature and credentials for vaccine administration
    13. Assess for any complications
    14. Release to waiting area
    15. Hourly check on vaccine coolers to determine temperatures are being maintained.
18. Nurse or assigned staff
    1. Provide copies of vaccination as needed
    2. Process payment or confirm copy of insurance
    3. Log into CT Wiz
    4. Prepare for billing as needed
19. Post clinic
    1. Run CT Wiz report or establish a tracking for number and type of vaccinations provided during that clinic
    2. Confirm # of vaccines remaining corresponds with the number initially, minus the number administered (vaccination forms). If not, you will need to determine where the discrepancy is and correct it.
    3. All vaccines that were in coolers, will need to be returned to their refrigerators.
20. **Evaluation**
    1. Review location. Did it meet the needs of the population you were trying to serve?
    2. Review clinic flow. Was it efficient? Was it safe? What modifications are needed to improve the clinic?
       1. Try to obtain responses from all staff members
    3. Review vaccinators. Do you want that person to vaccinate again?
    4. Review vaccine uptake. Was the clinic successful? Did it meet your goals?
    5. Review supplies. Is there something that worked or didn’t work? What else do you need? What else can you afford?
    6. Review TOTAL expenses for the clinic. Do the insurance payments cover the cost for that size of a clinic? Did you have to pay vaccinators or were you able to access MRC staff?