



IMMUNIZATION CLINIC

STEP 3 – IMMUNIZATION CLINIC DAY

1. Confirm your clinic

- 1 month prior to the vaccination clinic date, confirm with the community vaccinator you contracted with. Confirm what information employees will need to bring to the clinic, does the agency set up appointments, or is the clinic first come first served?

2. Walk through

- 1 week prior to the clinic, walk through the steps the employees will take to be vaccinated . Send out notices via e-mail, payroll, newsletter, social media or, whatever communication methods your company uses.

3. Clinic Day

- On clinic day, arrange to meet the vaccinators on their arrival at the worksite. Identify a “leader” or contact person from the community vaccinator to address any situations that occur during the clinic. If someone from your committee cannot be at the clinic, make sure the “leader” has a contact person at the site to communicate any issues that occur.
- If you have chosen to have employees complete a clinic evaluation, make sure there are enough copies available and a place to place the completed forms, at the end of the clinic process.
- Evaluate the process- review what you identified to evaluate in Step 2.
- Observe or have a committee member observe the clinic process.
- Time the process from start (arriving at the clinic) to finish (vaccinated and leaving the clinic). Are there lines to get vaccinated? If the process begins to have people waiting to get vaccinated, consider notifying employees that, if they are coming to get vaccinated, it may take a while. Is there idle time when no one is waiting to get vaccinated? Consider notifying employees that now would be a good time, since there is a short wait
- Is the location O.K.? It is best to have people through the clinic and not have to exit the process from the same way enter
- What situations arise during the course of the clinic? Write them down, so you can be sure to address them at a wrap up session.
- Observe and collect the employee evaluation forms