



EVALUATION

Step 4 – EVALUATING YOUR INFLUENZA VACCINATION CLINIC - FINISHING THE BUSINESS

1. Recognizing those who were vaccinated

- Send out thank you notes to anyone who got vaccinated or, if there are too many, acknowledge all who got vaccinated in an e-mail, business newsletter or payroll insert. Encourage those who were vaccinated to join your committee for next flu season
- Have your senior staff person write a story for the company newsletter, thanking all employees who participated
- Write a certificate of appreciation for the employee's personnel file

2. Wrap up the effort

- Plan a wrap up meeting for about a week after the clinic.
- Send out the goals you established during your planning and be prepared to address the actual results.
- Contact the vaccinator group and establish feedback on your site:
 - Was the location ok?
 - Did the flow through the clinic work?
 - What, if any recurrent issues arose?
 - What worked well?
 - Are they willing to return next year?



CONGRATULATIONS ON YOUR EFFORT!