

WASHINGTON STATE DEPARTMENT OF HEALTH

Pop-up Vaccination Clinic Guide



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Pop-Up Clinic Guide Overview

Pop-up clinics provide access to vaccines for individuals that may not otherwise see a provider for this service. This guide offers general guidance and resources on the common general steps taken when planning and conducting a successful vaccine pop-up clinic. Most of the guidance provided in this guide can be adjusted and customized to meet the needs of the organization's primary audience, clinic capacity, and jurisdictional requirements.

Legend of Dot Points

Dot Point Image	Dot Point Image Meaning
<input type="checkbox"/>	Check box for activities to be completed.
▫	Small check box indicates sub-actions to complete.
▪	Solid box indicates resources, examples, or considerations for check box activity.
•	Solid dot point indicates general lists and resources for the heading topic.
○	Open dot point indicates clarification or resources for solid dot point.
1.	Numbered lists indicate the order in which to complete processes and steps.
a.	Alphabet after numbers indicates sub-step order.

Section 1: Pre-Planning

Pre-Clinic Activities

Planning Stage

- ☐ **Conduct a [needs assessment](#)** to determine where and who within your community are most in need of more vaccine sites. Consider hard-to-reach populations and those that have limited access to vaccines. *See [Section 2](#) for equity considerations and guidance.
- ☐ **Consider your budget.** Renting a location, insurance, fees, event supplies, etc.
- ☐ **Work with leaders and trusted members of the community** to help with the success of vaccination clinics. *See [Section 3](#) for clinic promotion and communication guidance.
- ☐ **Assign planning roles and decide timelines.** *See [Annex A](#) for Key Actions Summary and Event Planning Timelines Suggestions.
- ☐ **Evaluate the best time and place** to have a vaccination event and ensure the clinic event logistics work well for the target population. *See [Annex B](#) for Considerations for Clinic Event Site and Target Population.
- ☐ **If needed contract with a qualified vaccine provider.** Determine who will order vaccines and how and when payment and third-party billing will be managed and completed, or if this is a pro-bono event. If an organization is qualified to have their staff administer vaccines, contracting may not be necessary.
- ☐ **Coordinate and secure necessary supplies.** Table and chairs, temporary appropriate refrigeration, outlets, and lights. Additional needed supplies may include chux pads, ETOH pads, needles, syringes, educational materials, signs, pens, etc.
- ☐ **Complete a walk-through of location options.** This will help decide if a site is right for the vaccination clinic you have in mind. *See [Annex B](#) for more site considerations.
- ☐ **Select a suitable space and prepare the site.** When selecting a site, consider the following:

- Indoor vs. Outdoor Clinics: Indoor spaces are preferred in the winter months.
- **Accessibility:** Does it meet ADA requirements? Is the location accessible to those you hope to vaccinate? *See [Annex B](#) for more site considerations.
- **Onsite Resources Availability:** Will electrical power, Wi-Fi, bathroom access, chairs, tables, and volunteers be available?
- **Waiting and Recovery Area:** Consider the space where patients will wait before and after their shot. (Patients are asked to wait 15 minutes after their shot for observation.) [Considerations for Planning Curbside/Drive-Through Vaccination Clinics | CDC](#)
- ☐ **Ensure that proper standing orders are in place and signed by a provider with prescriptive authority for vaccinators to refer to during clinic.**
- ☐ If you are enrolled in either the Childhood Vaccine Program (CVP) or Adult Vaccine Program (AVP) you must obtain pre-approval to transport state-supplied vaccine off-site. Please follow the [Off-Site Vaccination Clinic Guidelines](#).
- ☐ Have vaccine information statements (VIS) available for vaccines being administered per CDC, and a form of documentation available for clients to take with them for proof of vaccination.
 - [Using Standing Orders for Administering Vaccines: What You Should Know](#)
 - [Vaccine Standing Orders for Healthcare Providers \(Templates\)](#)
 - [10 Steps to Implementing Standing Orders for Immunization in Your Practice Setting](#)

Decide Staffing Needs

- ☐ Decide what role titles are right for your pop-up clinic event.
 - Make sure all duties and responsibilities are covered.
 - Staff or volunteers can have multiple roles and responsibilities if needed and if it is safe to do so.
- ☐ Create and send out schedules to volunteers and staff before the event.
- ☐ Have printed copies of job duties at the clinic on the day of the event.

See [Section 7](#) for staffing considerations and more guidance for the following:

- Job Action Sheets
- Line staff Roles and Responsibilities (Clinical and Non-Clinical)
- Staffing-to-Patient Suggestions
- Staffing Roster Examples
 - Contact in Case of Complications Table Template
 - Pop-Up Clinic Roster (Staffing for Day of Clinic Event)

Clinic Logistics

- ☐ Appoint clinic event leads/supervisors/managers (and back up for these roles) to manage the operations and tasks for pre-clinic planning, as well as for day of clinic and post-clinic duties. *See [Section 7](#), [Annex A](#), and [Annex J](#) for suggested guidance on these roles and their responsibilities.
- ☐ Designated clinic event lead or supervisor to ensure vaccines are ordered and to complete any required forms requested by the qualified vaccine provider, detailing the clinic logistics.

The screenshot shows a multi-step web form for setting up a clinic. The top navigation bar has tabs for '1. Contact', '2. Billing', and '3. Clinic setup', with '3. Clinic setup' currently selected. The form is divided into several sections:

- Contact Information:** Includes fields for First Name, Last Name, Email address, and Phone.
- Organization Details:** Includes fields for Organization Name, Approximate number of clinic participants, Address, and 5-Digit ZIP Code, City, and State/Province.
- Billing Preferences:** Includes checkboxes for 'Bill your participants' insurer(s)', 'Collect payment from participants', 'Bill your company directly', and 'Split the cost with your participants'. It also has a text box for 'Please list all insurers to be billed *'.
- Clinic Location and Contact Details:** Includes fields for 'Give this Clinic a Name', On-site Contact First Name, On-site Contact Last Name, Clinic Contact Phone Number, On-site Clinic Street Address, 5-Digit ZIP Code, City, and State/Province.
- Clinic Event Details:** Includes a 'Clinic Type' dropdown and checkboxes for 'On-site at your facility' and 'Voucher program at our pharmacy'.
- Service Type:** Includes checkboxes for 'Immunization', 'COVID-19', 'A1C Testing', 'Cholesterol Reading', 'Blood Glucose Reading', and 'Other'.

At the bottom, there are 'Next' and 'Previous' buttons, and a 'Save Clinic Location' button.

Image 1: Example of possible forms.

- ☐ Obtain any licenses, permits, insurance, or agreements required to use the land/space for the event.
- ☐ Obtain resources to administer vaccines (e.g., chairs, tables, signage, etc.).
- ☐ Conduct a site visit to decide clinic setup and vaccine administration needs.
- ☐ Offer scheduled appointments to distribute demand across clinic event hours (recommended, but optional).
- ☐ Set up enrollment with Washington Immunization Information Systems (WA IIS), and (or other scheduling system if relevant).
 - For more guidance, see [Annex E](#) and CDC's [Basics of Immunization Information Systems \(IISs\)](#).

Clinic Promotion and Advertising

See [Section 3](#) for clinic promotion and communication for more guidance.

Supplies and Materials

Before the event, site managers and leads must assign roles and responsibilities. One of the responsibilities is securing enough supplies to meet the needs of the event. The person(s) assigned to this role should consider the number of staff and highest predicted number of patients when ordering and collecting supplies.

Suggested Supply Checklist Examples

Please see checklist examples in [Annex D](#).

- [Site Set Up Equipment](#)
- [Emergency Kit/Supplies](#)
- [Vaccination Supplies for Each Station](#)
- [Vaccination Station Backfill Supplies](#)
- [IT Supplies](#)
- [Registration Supplies](#)
- Other items to consider: Water bottles, extra face masks, hand warmers for outdoor or cold-weather clinics, batteries, chargers, tissues, pad(s) of paper, pens, extra labels, small office

supply bins (for temporary storage of drawn vaccines), charging port for outdoor clinics, umbrellas/rain ponchos, sandwich boards.

Other Links About Supplies

- [Satellite, Temporary, and Off-Site Vaccination Clinic Supply Checklist | CDC](#)
- [Satellite, Off-site and Temporary Vaccination Clinic Supply Checklist \(cdc.gov\) PDF](#)
- [Vaccine Storage and Handling Toolkit](#)
- [Checklist of Best Practices for Vaccination Clinics Held at Satellite, Temporary, or Off-Site Locations \(izsummitpartners.org\)](#)
- [Off-Site Vaccination Clinic Guidelines](#) (for provider enrolled in either the Childhood Vaccine Program (CVP) or Adult Vaccine Program (AVP))

Staff Training

Clinical Staff

Prior to the event, the Clinical Practice and Pharmacist Supervisors must make sure their clinical staff are trained and meet the skills that are detailed in [Section 5](#)'s guidance for clinical and vaccine administration.

Non-Clinical Staff and Volunteers

Prior to the event, the Non-Clinical Supervisor must make sure the non-clinical staff and volunteers receive training relevant to their role(s).

This may include:

- ☐ Cardiopulmonary resuscitation (CPR) and first aid.
- ☐ Infection control practices.
- ☐ Personal protective equipment (PPE) use.
- ☐ Use of WA IIS or other relevant system to register patients for vaccination.
- ☐ Vaccine documentation

Procedure Considerations

The following are general considerations and guidance for the day of the clinic, which can be prepared in advance. See [Section 4](#) for more guidance on safety and clinic event procedures.

- ☐ Security Procedures
- ☐ Extreme Weather Procedures
- ☐ Infection Control Procedures
- ☐ Vaccine Handling Procedures
- ☐ Needlestick, Exposure, or Incident/Accident Reporting Procedures
- ☐ Emergency Medical Procedures
- ☐ Media Interactions
- ☐ Safety Briefing
- ☐ Protestors & Clinic Safety
- ☐ Consent
- ☐ Patient Flow Considerations
- ☐ Waste Management (general and medical) and Environmental Services (EVS)
- ☐ Canceled Event Procedures
- ☐ Child Friendly Clinic Practices

*See [Annex I](#) for more planning guidance.

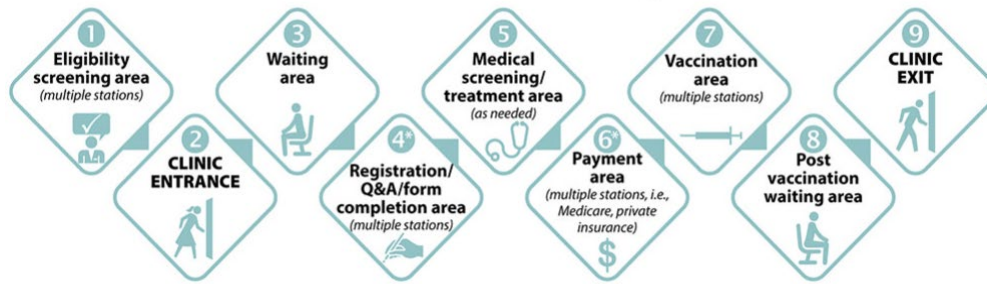
Decide Vaccine Clinic Layout

Considerations for vaccination clinic layout include:

- ☐ Design the clinic layout so the patient flow moves in one direction.
 - Have a separate entrance for registration, and another for exit areas.
 - Plan for the flow of emergency evacuation or medical emergency.
- ☐ Choose an area for vaccine preparation. Vaccines should not be prepared at individual vaccination stations.
 - See [Medication Preparation Questions](#) and the [Vaccine Administration Resource Library](#) for more guidance.
- ☐ Ensure site accessibility for persons with disabilities or limited mobility in advance.
 - Find methods or accommodations to prevent or resolve barriers for those seeking vaccinations. Ensure all patients' safety and equity.
- ☐ Use layouts that prevent vaccine administration errors if offering more than one vaccine type/presentation.
 - Consider if certain stations should only offer **one** type of vaccine to prevent errors if the clinic is offering multiple options of the same vaccine type.
 - If this is not an option, decide on a process to prevent errors.
 - If offering multiple vaccines for different diseases at the clinic, find a process for individualized screening and verification of the vaccines for recipients to prevent errors.
- ☐ Supply:
 - Enough seating for patients in waiting areas.
 - A table and seating for the patient and vaccinator.
 - Seating for others at the station for walk-through clinics.
- ☐ Staff should be aware that fainting (syncope) episodes after vaccination can be a common side effect, especially for adolescents.
 - Monitor patient right after vaccination to prevent falls. Limiting patient movement after vaccination can prevent injuries.
- ☐ Consider ways to increase privacy for those getting vaccinated.
 - Use dividers between stations. If dividers are not available, create a method that improves privacy for vaccine recipients for walk through clinics.
- ☐ Create a private space for the evaluation and treatment of clients who experience immediate side effects after vaccination or who have medical complications.
 - This may require modifying clinic flow or moving privacy screens if unable to move the individual to a private area.
 - Consider the purchase of a cot or portable exam table.
- ☐ Choose a secure area for staff to leave personal items and take breaks.
- ☐ Have a separate work area for on-site documentation of vaccination in the Washington Immunization Information System (WA IIS) or electronic health record (EHR), if applicable.
 - If not done on site, plans must be in place for how vaccinations will be documented promptly after the clinic event.
- ☐ Consider Wi-Fi connectivity and charging ports when deciding a spot for documentation to occur.
- ☐ Use rope, cones, and/or tape, and signs, in multiple languages as needed, outside the clinic entrance area and inside the clinic to show routes for patients to follow from station to station.

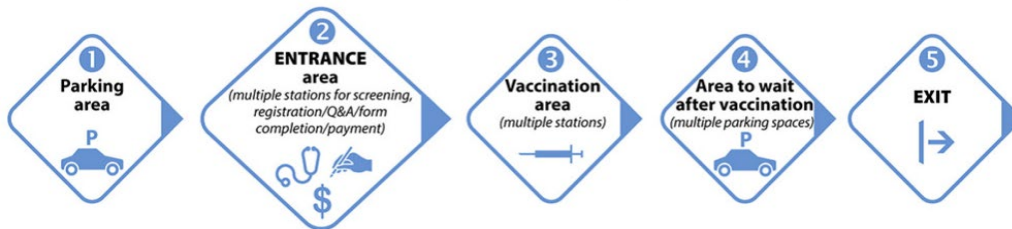
CDC Layout Considerations

Indoor or outdoor walk-through clinics



*These activities can also be combined with activities, for example, they might be part of activity 1 or 3

Curbside or drive-through clinics



*See [Annex B](#) for additional Site Considerations, and [Annex C](#) for Conceptual Layout Models.

Be Prepared To:

- ☐ Communicate other options if your clinic is unable to meet demands (e.g., direct patients to other facilities, if possible).
- ☐ Use electronic communication, as appropriate, to share clinic information such as asking patients to register, download [screening forms](#), or review the Vaccine Information Statements ([VIS](#)) or Emergency Use Authorization ([EUA](#)) sheets before coming to the clinic.
- ☐ Offer hard copies of VIS and EUA fact sheets, and materials on VAERS and WA Verify, if relevant.

Electronics

- ☐ Test connections and working ability of any computers, handheld radios, tablets, printers, and barcode/QR readers.
- ☐ Make sure Wi-Fi or hotspots will work in those areas, especially important if you plan to use video remote interpreters.
- ☐ Create electronic failure procedures, outlining the steps to restore electronic connections.
- ☐ See [Annex E](#) for basic information on WA IIS.

Clinic Security

See [Section 4](#) for safety and clinic event procedures for more guidance on clinic security.

- ☐ Consider using a uniformed security guard to aid in managing crowds.
- ☐ Choose a space or system to secure vaccine products and protect clinic staff and their valuables.
- ☐ Consider bringing safety equipment such as high-visibility vests, traffic cones, and other markers to display chain of command, staff members and clinic areas.

Waste Management

See [Section 4](#) for safety and clinic event procedures for more guidance on waste management.

Day of Clinic

Volunteer and Shift Information

- Workers, including volunteers, report to the Supervisor of their assigned station (Clinical, Pharmacist, Non-Clinical, etc.) to receive duties and tasking (Job Action Sheets) for day/shift operations.
 - Before each shift, the Lead will conduct a Just in Time Training (JITT) for staff reviewing their duties and tasks for their assigned station. For more information, review the section below.
 - The Job Action Sheets (JAS) are used alongside the JITT. Volunteers may help in any area of operations (e.g., registration, directing foot/car traffic, etc.).
- For more information of what to bring, see [Section 7](#) and [Annex J](#) for guidance.
- Teams will huddle before the event to go through the day's plan and agenda, then the Site Manager goes over the Safety Briefing. *See [Section 4](#) for the Safety Briefing Script template.
- Conduct a debrief at the end of the event about what went well and what could be better for next time.

Just In Time Training

Just in time training (JITT) is “in the moment” need to know information, expectations, and required actions or skills. The clinic station Lead or Supervisor will provide targeted information that is concise, specific, and highlights the key points on how the station will run and what the volunteer or staff worker will be doing. This also allows time for the Lead or Supervisor to answer and clarify any questions staff and volunteers may have after reviewing their Job Action Sheet.

Set Up Activities

Vaccine Storage and Handling

Please see [Section 5](#) for more guidance.

Monitor and document vaccine temperatures as required throughout the day. CDC's [Vaccine Storage and Handling Toolkit](#) provides guidance on safe and effective vaccine management practices for all health care providers. Please follow the [Off-Site Vaccination Clinic Guidelines](#) (for provider enrolled in either the Childhood Vaccine Program (CVP) or Adult Vaccine Program (AVP)).

Set Up Site Items

- Allot 1 hour for volunteers to set up tents.
- Example: Allot 1 hour to have a volunteer place signage for pedestrian and traffic flow.
 - Allot 1 hour for volunteer to place signage for pedestrian/traffic flow.
- Have enough seating space and chairs.

General Operations

During set up and event, make sure:

- ☐ Staff wear identification cards or other identification (vests, shirts, etc.) in correspondence with role.
- ☐ Everyone wears correct Personal Protective Equipment (PPE).
- ☐ Consistently communicate clinic updates and wait times.

Traffic Overflow

Drive through site locations can have a large turnout and can create an overflow of traffic. Having a high visibility set up with designated staff members who direct traffic will ensure movement in one direction and prevent traffic congestion. Consider choosing an area or lane for traffic overflow. See [Section 4](#) for additional guidance.

During Clinic Activities

Flow of Operations Overview

Registration Area

1. Patient arrives at registration area and stays in their vehicle (if hosting a drive through clinic).
 - a. If they are pre-registered, greeting/registration staff verify appointment.
 - b. If they are **not** pre-registered, they register on-site in a relevant vaccine appointment scheduling system (e.g., SOLV, Acuity, etc.) using a tablet.
 - c. Have paper registration forms available for those that do not have email or do not want to use electronic registration.
 - d. [Screen](#) and gain consent from clients to receive vaccination.
 - e. Direct the client to the next steps after appointment is confirmed or the client has registered.

Waiting Queue

2. Patient arrives in the waiting line until directed to move to the next step.

Vaccination Area

3. Vaccinators check the client's health screening questions to confirm vaccination eligibility based on age and clinical guidance.
 - a. Administer vaccine to clinically cleared patients.
 - b. Provide post-vaccination guidance, including [V-safe information and observation instructions](#).

Observation Area

4. Patient arrives in the observation line or area and then monitored for 15-30 minutes based on health screening criteria.
 - a. Direct patients who appear to have any allergic reactions to a vaccination lead for triage.
 - b. The vaccination lead will perform a physical exam and document the patients' vital signs.
 - c. Discharge clients who have no allergic reactions.
 - d. Additional information regarding observation times is available here: [Considerations for Planning Curbside/Drive-Through Vaccination Clinics | CDC](#).

Exit Check

5. Patients exit the site once vaccination and documentation are completed, and their observation period has ended.

Vaccination Process

During the vaccination process, qualified clinic staff and volunteers will make sure the following actions found in [Section 5](#) are completed:

- ☐ Watch patient flow to avoid drawing up unnecessary doses.
- ☐ Perform hand hygiene before vaccine preparation, between patients, and any time hands become soiled.
- ☐ Vaccinators follow manufacturer instructions and federal vaccine administration guidance related to dose, site, and route.
- ☐ Document each vaccination and give patients documentation for their personal records.

Observing Patients After Vaccination:

- Walk-through clinics: Patients should be observed in a waiting area for 15-30 minutes after vaccination for fainting or other adverse events.
- Curbside or drive-through clinics: Direct drivers to a waiting area for 15 minutes and check drivers out before they leave.
 - This is critical at a drive-through vaccination clinic because of the potential for injury when the vaccinated person is driving a car.

End of Clinic Activities

Make sure to properly:

- ☐ Discard all remaining vaccine in syringes according to protocol.
- ☐ Properly store any remaining viable vaccine, protecting the cold chain.
- ☐ Return supplies and equipment to bins and properly put away in vehicle or other holding site.
- ☐ Fold and put away tables and chairs in vehicle or other holding site.
- ☐ Break down tents and properly put away in vehicle or other holding site.
 - Dry wet tents and other wet equipment before placing in vehicles.
- ☐ Return vehicles to proper storage.
- ☐ Restock supplies.
- ☐ Return any leftover vaccine to provider.
- ☐ Document any wasted vaccine.
- ☐ Report any vaccine usage and disposal.
- ☐ Enter any physical registration and vaccination information into Washington Immunization Information System (WA IIS).
- ☐ Manage protected health information in compliance with agency HIPAA guidelines.
- ☐ Complete a debrief (sometimes called a “hotwash”) to capture feedback about any issues, concerns or proposed improvements following the planned clinical event.
- ☐ Complete an after-event summary of what did or did not go well for the clinic.

The summary can include:

 - A short summary of the event
 - 4-5 Highlights (“Ups”) from the event
 - 4-5 Improvements (“Downs”) from the event
 - Summaries of each clinic should be kept in a file and used to help improve future clinics.

Post Clinic Activities

- ☐ Submit information on administered vaccinations into WA IIS, as required by state or local immunization program.
 - If it is not possible to document the vaccination in the WA IIS, consider sending vaccination information directly to the patient’s primary care provider (as directed by state or jurisdiction regulations).
- ☐ **Place all patient medical information in a secure location for privacy protection.**
- ☐ Report any suspected adverse events (AE) to the [Vaccine Adverse Event Reporting System \(VAERS\)](#).

Section 2: Equity Considerations Overview

When planning and hosting a pop-up vaccine clinic, possible barriers should be removed to ensure all individuals have equitable access. The recommendations in this section will help to provide equitable access to all individuals in the communities you serve.

Vaccine Equity Looks Like:

- **Acknowledging** there are disproportionate health impacts on specific populations based on race, ethnicity, age, gender, geography and other factors.
- Being **intentional** when reaching communities who are at higher risk, **listening** to their requests and **accommodating** needs.
- Using **data** to prioritize vaccine distribution and set up high volume pop-up clinics in areas with the most need. (Data from the local area and population is preferred.)
- Frequently **communicating** with providers, community leaders, workers, and supporters who specialize in serving the focus population. **Involve** community leaders and workers in clinic planning and operations. Consider community compensation for their time and resources.

For vaccine clinic planning, take these factors into consideration:

- **Social determinants of health, which include:**
 - Social Vulnerability Index [website](#).
 - Discrimination, including racism
 - Citizenship status
 - Insurance status, including health care access and use
 - Occupation
 - Education, income, and wealth gaps
 - Housing
 - Transportation (lack of access)
- People with immunocompromising conditions.
- People with a disability.
- People with limited English proficiency.
- People experiencing homelessness or unhoused people.
- People in correctional and detention facilities.
- [Community Driven Engagement Program Overview](#).

Best Practices and Examples:

Considerations	Best Practices
Getting Started	<ul style="list-style-type: none">• Think about the individuals who will be coming to the vaccination clinic. What will their experience be before, during, and after?• Consider that each individual has unique accessibility needs and varying levels of education about vaccines.• Create an experience that helps reduce anxiety and increase calmness and confidence.
Communication and Language	<ul style="list-style-type: none">• Keep communication and language simple and clear, use plain language.• Provide vaccination education resources in multiple formats (e.g., written, audio, visual, online).• Take into consideration people who lip read. Face shields instead of masks, with proper social distancing, can allow for lip reading.

	<ul style="list-style-type: none"> • Provide language access support by having ASL and bilingual interpreters. Qualified or certified interpreters are recommended. • Have documents translated in multiple languages.
Accessibility	<ul style="list-style-type: none"> • Host vaccination clinics near public transportation and in locations where priority populations live, work, and play. • Work with partners to secure ride services for older adults, people with disabilities, people who are homebound, or those whom transportation to a clinic site is a barrier. • Allow walk-ins for people who do not have cars or do not use other methods of transportation (i.e., bikes). • Make sure the site is ADA accessible (e.g., ramps, open, flat, easy to go in and out). • Ensure access to restrooms and drinking water. • Make clinic easy to navigate and comfortable. Have a designated person on site to help with navigation (e.g., site navigation, questions about registration, appointments, vaccines, after care, etc.). • Have clear signs to help navigate sites. • Ensure adequate supply of vaccine is on hand for everyone that arrives at clinic.
Community Engagement/Work with the Community	<ul style="list-style-type: none"> • Invest in trusted, community-based leaders, messengers, and organizations that can help with positive vaccine messaging. <ul style="list-style-type: none"> ◦ Examples: School teachers/staff, faith-based leaders, officers, parents/guardians, coaches, etc. (individuals with high social impact). • Collaborate with trusted businesses. • Refer to the WA DOH Community Engagement Guide for additional guidance. • Encourage and allow trusted community members to visit clinic location for assessment. • Begin community outreach in the early planning stages. • Invite trusted leaders to be present at the clinic.
Hours and Locations	<ul style="list-style-type: none"> • Be flexible, consider offering appointments outside of standard business hours, and on weekends. Example of best practices include coordinating best times with community leaders. • Work closely with community organizations to refer people who are unable to access the clinic to another point of delivery (e.g., another site location or if someone has requested a homebound service option). • For location, collaborate with trusted providers who are well-known in the target community.
Registration and Scheduling	<ul style="list-style-type: none"> • Ensure that appointments and registration processes are simple to use. (Some people may experience technical challenges while working on electronic devices such as electronic tablets.) • It is helpful to have several formats for registration, including electronic and hard copies (hard copies are also helpful in cases where there is a power outage). • Have standing orders in place to allow for verbal consent for treatment. If there are no standing orders, the provider administering vaccinations must have prescriptive authority.

	<ul style="list-style-type: none"> • Have staff or volunteers assist patients with registration. • Ensure an opportunity to schedule a person for additional vaccine doses if needed.
Provide Vaccine Regardless of Immigration or Healthcare Status	<ul style="list-style-type: none"> • Ensure that immigration status is not a barrier to receiving a vaccine. • Allow the opportunity for multiple ways to show identification is recommended (e.g., ID, mailing address, employee card). • You can still get vaccinated even when you do not have an ID. The provider can choose to look up an individual's vaccine record if needed.
Efficiency is not a barrier to equity	<ul style="list-style-type: none"> • Put equity at the center of your planning design.

See additional equity resources in [Annex F.](#)

Section 3: Clinic Promotion and Communication

Clinic promotion and communication is essential for advertising the vaccine clinic and providing community members with the information they need to access the clinic. Determining your audience first will guide your messaging. If your clinic will be by appointment only, provide clear directions on how to make an appointment. If walk-in appointments are available include that information as well.

Messaging should be tailored to the community you are trying to reach. Any images used should represent the people in the community. Messaging should be culturally relevant, and in the language or languages spoken in the community. Be sure to use various channels to communicate clinic information. Always include location, dates, times, vaccines offered, and eligible population.

In your messaging be sure to consider the capacity of your event. Tailor the size of your promotion to meet the need of both the people you will be serving and the amount of vaccine you will be able to provide.

Partnerships

Trusted Messengers:

- Trusted messengers can help with promoting the vaccine clinic and help dispel false information. They can help with appointments, calls, texting, and canvassing neighborhoods.
- Community Health Workers (CHWs) are trained and trusted community members. Ways CHWs can help include:
 - Promote information in the spoken and written language of the community they serve.
 - Provide extra on-the-ground support to promote a vaccine clinic.
 - Combat any misinformation in the community.
- Other trusted messengers can include:
 - Faith leaders, local pharmacists, school nurses, teachers, elders, and community leaders.

Vaccine Providers:

- Work with providers to distribute and display posters and flyers that advertise the clinic location, time, and how to book an appointment.
- Communicate what language services will be available at the clinic.
- Distribute materials for providers to display or hand out to their patients.

Community Messaging:

- Display posters and flyers in local trusted community places.
 - Schools, businesses, grocery stores, places of worship, community centers, etc.
- Post online to social media, community organization email lists, newsletters, etc.
- Provide simple and consistent vaccine messaging.
- Answer questions with simple facts to clear up confusion and provide reassurance.
- Consider writing a blog post or article for the community the pop-up clinic is for.

For Childhood Vaccine Events:

- School newsletters can help advertise and generate more trust in your community.
- Create messaging that is appealing to children and parents/guardians.
 - Consider using colorful images and text.
- Consider a special themed event for children (e.g., superheroes) and add the theme to the communication.
- Ensure parents/guardians have information and links to frequently asked questions. Ensure all vaccines that will be offered are listed in communications.
- Consider a video for parents/guardians that explains how the clinic will work for pediatric vaccinations. Include the following information:
 - the process for registering
 - vaccines that will be administered
 - if they will remain in the car or can get out
 - where to get more information before arriving
- Providers can share helpful tips and information about how to hold children and how to help keep them calm during vaccinations.

Media Partners:

- Use local news, radio, and/or print newspaper to share information. Ask if they will distribute the information to their audiences.
 - Local PBS channels can promote clinics for all audiences and reach those that may not have internet or access to other media channels.
- Consider technology and digital inequities and avoid using only mobile and online communications. Develop a multi-channel communication plan to reach everyone.

Additional Outreach Partners

Department of Health (DOH)

DOH is a great resource for information as you build your messaging and is a partner to help promote your clinic. Promotion channels can include:

- Basecamp partner site, used to promote clinics to Local Health Jurisdictions (LHJs).
- DOH website, Facebook, Instagram, or other social media platforms associated with DOH.
- Bi-weekly Vaccine Partner Newsletter
- Health Promotion and Communication (HPE) and Community Relations & Equity (CRE)

The Executive Office of Public Affairs and Equity ([OPAE](#)) lead the agency in communications, health promotion and education. The Community Relations & Equity team communicates agency-wide messages that follow The Culturally and Linguistically Appropriate Services (CLAS) Standards, manages community outreach partners, and Village Reach programs. [CLAS Standards - Think Cultural Health \(hhs.gov\)](#)

Power of Providers (POP) Initiative

The Power of Providers Initiative has more than 70,000 WA health care providers who are committed to educating and empowering their patients to vaccinate against COVID-19, helping to protect the health and wellbeing of their communities. [Power of Providers \(POP\) Initiative | Washington State Department of Health](#)

Community and Faith Based Organizations

Community Based Organizations (CBOs) and Faith Based Organizations (FBOs) are often trusted members of a community. CBOs and FBOs can promote vaccine clinics by partnering with:

- Local radio, TV and social media personalities and influencers, like TV anchors, sports newscasters, or local morning show hosts.
- Local businesses, non-profit groups, neighborhood or recreational groups, employers where community members work, and local organizations.
- Local chapters of legacy civil right organizations or fraternities and sororities.
- Volunteers or residents from nearby nursing or medical programs that represent the community.
- Local or national celebrities that the community trusts or supports. These could be athletes or actors that are from the local community.
- Trusted community leaders and health care staff that represent, or look like, those in the community.

Day of Activities to Prepare for:

Once messaging and communications are complete, the day of the event is still an opportunity to promote your clinic.

- Conduct a final clinic promotion push the day of the event to remind people about important information.
 - Consider text messages, phone calls, social media posts, and emails.
- Have trusted messengers get into the community to remind people about the event.
- Set up an information table outside the event for walk up individuals.
 - Provide educational materials about the vaccines being offered that day.
- Prepare to communicate other options if the turnout is larger than expected.
 - Partner with providers and pharmacies that are close to the clinic and may take the additional people you cannot serve.
- Use electronic communication to ask people to view electronic documents. Emergency use authorizations (EUA) or vaccine information statements (VIS) fact sheets are on the CDC website. Alternatively, have them available at the clinic for patients to review. Additionally, have copies of up-to-date EUA/VIS for patients to review and/or take with them to read later if desired.

See [Annex G](#) for additional communication and advertising resources.

Section 4: Safety and Clinic Event Procedures

Patient Flow and Clinic Considerations of Clinic Layouts

Vaccination pop-up clinic sites can be set up in various models. Pop-up clinic site set-up and location is dependent upon the current needs of the state, counties, LHJs, and Tribes. Walk-in and drive

through sites are the most common in getting many individuals vaccinated. Common locations for clinics are listed below:

- Temporary indoor or outdoor facilities (Walk-in)
- School gyms and cafeterias
- Fairgrounds
- Stadiums
- Fire stations
- Exhibition and convention halls
- Places of worship
- Community centers

Safety Procedure Considerations

The purpose of this guidance and checklist is to assist with planning and implementation of vaccination pop-up clinic sites. This document should be used by the pop-up clinic planning team, jurisdiction site lead, and health care staff to ensure safety is the site's number one priority.

Indoor Event Safety Checklist Example:

Site Location		
Staff Member		
Date		
Safety		
Checked Items		Comments
<input type="checkbox"/>	Provide a Safety Briefing (see Section 4 for an example script) before every event to ensure everyone is informed on the safety, reporting, and overall operations of the site. <i>(Site Manager should do this.)</i>	
<input type="checkbox"/>	Share the Site Manager contact information.	
<input type="checkbox"/>	Ensure everyone understands the best form of communication (e.g., radios, phones, etc.).	
<input type="checkbox"/>	Place floor markings to identify directional flow of clients including directional flow to exits if necessary.	
<input type="checkbox"/>	For privacy purposes, properly distance workstations from each other.	
<input type="checkbox"/>	Place hand sanitizers/sanitizer stations at the site.	
<input type="checkbox"/>	Place disinfecting wipes in areas.	
<input type="checkbox"/>	In cases of severe weather, consider the safety and the current driving conditions. Safety should be the priority. * This could include wildfires, smoke from wildfires, extreme heat, cold, snow, rain, hail, wind, thunder, lightning, and tornados.	

Drive-Through Event Safety Checklist Example:

Site Location		
Staff Member		
Date		
Safety		
Checked Items		Comments
<input type="checkbox"/>	Provide a Safety Briefing (see Section 4 for an example script) before every event to ensure everyone is informed on the safety, reporting, and overall operations of the site. <i>(Site Manager should do this.)</i>	
<input type="checkbox"/>	Have procedures identified in an event where the driver experiences issues with vaccination. Practice safety event procedures with the team prior to start of event.	
<input type="checkbox"/>	Share the Site Manager contact information.	
<input type="checkbox"/>	Make sure everyone understands the chosen form of communication (e.g., radios, phones, etc.).	
<input type="checkbox"/>	Place cones or signs as markings to identify directional flow of traffic/clients including directional flow to exits.	
<input type="checkbox"/>	Control car exhaust and fumes. <ul style="list-style-type: none"> • Use tools such as fans to help circulate the air. • Consider asking individuals to turn off their vehicles. 	
<input type="checkbox"/>	Ensure there are staff members directing traffic so that individuals drive at a safe speed limit and monitor safe car distance. <i>*Pedestrian road safety rules apply.</i>	
<input type="checkbox"/>	In cases of severe weather, consider the safety and the current driving conditions. Safety should be the priority. <i>*This could include wildfires, smoke from wildfires, extreme heat, cold, snow, rain, hail, wind, thunder, lightning, and tornados.</i>	
<input type="checkbox"/>	Bring safety equipment such as high visibility vests, traffic cones, and other markers to display chain of command, staff members and clinic areas.	

Drive-through Considerations:

- Weather: covered areas work well in rain, snow, wind, or sun for protection.
- Seasonal darkness: possible slips and falls around vehicles when outside.
- Air quality: during wildfire season or if excessive vehicle exhaust (need for masks, etc.).
- Vehicle sizes: plans if the vehicle cannot fit inside the drive-through. Have an alternative lane if your drive-through is a covered fixed area.
- Exiting the vehicle: have a plan if this becomes necessary.
- Rolling cart for vaccinators: these are needed to make entering patient information or administering vaccines easier and more efficient when going car to car.
- Car seat vaccination for kids: allowing staff to go up to the car to vaccinate children is beneficial and more efficient.
- Dry erase markers can be used on car windows to write appointment times.
- The ferry line system: release 'ferry lines' one lane at a time for easy traffic control.

Document Security

Consider a document and security check to confirm individuals' registration at the entrance of a clinic or a site.

Checklist Example:

Documents and Security	
<input type="checkbox"/>	Always follow HIPAA protocols and <u>ensure staff are HIPAA certified</u> .
<input type="checkbox"/>	Have a secure form of registration and vaccine scheduling.
<input type="checkbox"/>	It is recommended to have a physical copy of an appointment list.
<input type="checkbox"/>	Have a file cabinet with a lock or code to keep physical copies of private information.

Consent and Pre-Vaccination Screening

Washington does not require written consent for vaccination, but there are options for both online and physical paper screening tools. The Centers for Disease Control and Prevention (CDC) recommends completing and documenting a pre-vaccination health screening. Refer to the [CDC Screening for Vaccine website](#).

Always screen patients for precautions before a vaccine is administered, even if the same vaccine was administered previously. A patient's health status may have changed since their last vaccine appointment. Screening helps prevent adverse reactions such as anaphylaxis or allergic reactions.

Vaccine Handling Procedures

Proper storage and handling are critical to ensuring safety and efficacy of the vaccine. All vaccines will be managed based on current guidance. Prepare and draw vaccines in an area separate from where vaccines are administered. To know more about vaccine specific procedures, please refer to [Section 5](#) for clinical vaccine administration specific documents. For more on vaccine handling procedures refer to the [CDC Vaccine Storage and Handling Toolkit](#).

- If multiple vaccines are being used for one clinic, ensure that syringes are properly labeled based on current [CDC guidance](#).
- Transport prepared syringes to vaccine tables using sterile [techniques](#).
- Use a hard-sided container with a lid for vaccines. (Do not use collapsible containers.)
- If vaccine coolant packs are needed for your clinic, ensure the right type of coolant pack is being used.
- Ensure proper vaccine storage and transport tool is used to maintain vaccine temps throughout transportation and clinic activities.
- Ensure that storage temperatures are properly monitored and recorded on the Temperature Monitoring Log.
- For vaccine errors or deviations, immediately notify the Vaccinator Lead.

Event Cancellation Procedure

Cancellations Checklist Example:

Cancel Event	
<input type="checkbox"/>	Registration forms must have patient contact information.
<input type="checkbox"/>	Consider having a communication platform that allows mass messaging through email, phone, and text message.

<input type="checkbox"/>	Use media platforms that can inform individuals of the cancellation.
<input type="checkbox"/>	Place physical signs at the site to inform individuals of the cancellation.
<input type="checkbox"/>	When there is a canceled event, follow up by attempting to promptly reschedule individuals. *Calling individuals and leaving voicemails to reschedule is an example of an effective way to support the rescheduling process.

Emergency Medical Procedures

The team must be able to manage vaccine reactions and other medical emergencies that may occur during a clinic. The Vaccinator Lead should manage the response to any medical emergency that happens at the clinic event.

1. When a client requests help or signs of distress are observed, notify the Vaccinator Lead and Clinic Site Manager by phone/radio or runner. Identify if it appears to be a vaccination reaction or if it is another type of medical emergency.
2. Ensure someone stays with the patient.
3. Call 911 if determined by Vaccination Lead (if EMS is not present for event). Be able to provide clinic event address.
4. Use on site emergency kit to provide first aid in accordance with level of training.
5. Clinic medical staff will assess patient and provide a higher level of treatment as needed, including application of an EpiPen if indicated per standing orders.
6. Transfer care of patient to EMS when appropriate.
7. If patient care is not transferred to EMS, ensure clinical medical staff is available to manage care until release.

Needle Stick, Exposure, or Incident/Accident Reporting Procedures

1. Notify the Vaccination Lead and Site Manager as soon as possible when a needle stick, exposure, or other incident/accident occurs.
2. Send affected staff for appropriate medical care per your organization's established policy.
3. Staff members will follow accident reporting procedures for their organization.
4. Vaccination Lead will complete safety reporting requirements.

Translation Services, Limited English Proficiency, and Interpretations

During the event scheduling process, the organizers of the clinic will discover through the registration process whether translators or interpreters will be needed at an event. Clinic sites should consider translators if needed.

For clients who are deaf or hard of hearing, consider American Sign Language (ASL) interpreters that are available through Video Remote Interpreter (VRI) calls.

Media Interactions

All requests and/or questions from the media should be referred to the clinic Site Lead. Follow your organization guidance on media interactions.

Personal Protective Equipment (PPE)

Appropriate Personal Protective Equipment (PPE) must be provided and used at the pop-up clinic. PPE protects against:

- Person to person contact
- Droplet spread
- Airborne transmission

- Contaminated objects

Refer to [CDC Self-Inspection PPE Checklist and Training website](#) for more guidance. For more guidance of how-to properly put on and take off PPE, refer to the [CDC PPE Sequence PDF](#).

PPE Checklist Example:

PPE	
<input type="checkbox"/>	Provide face masks if needed to prevent the spread of disease.
<input type="checkbox"/>	Give required PPE to staff and volunteers.
<input type="checkbox"/>	Staff should be given eye protection if needed at the site.

Infection Control Procedures for Clinic Staff and Volunteers

Infection Control Checklist Example:

Infection Control	
<input type="checkbox"/>	Screen staff and volunteers for illness prior to the start of their shift. <i>*Staff and volunteers must not work the event if they show signs of illness.</i>
<input type="checkbox"/>	Vaccinators are recommended to use gloves.
<input type="checkbox"/>	Vaccinators must always change their gloves between each client.
<input type="checkbox"/>	Vaccinators must wash/disinfect hands: <ul style="list-style-type: none"> • before doing a medical procedure. • between each client. • between each task.
<input type="checkbox"/>	Disinfect vaccination areas: <ul style="list-style-type: none"> • before and after the event. • if any contamination occurs.

Waste Management

Contract with waste management services as needed and refer to your event's waste management procedures for additional guidance.

Waste Management	
<input type="checkbox"/>	Make sure staff and volunteers are aware of the OSHA handling waste guidelines PDF .
<input type="checkbox"/>	Use sharps containers or other safe methods of disposal when managing medical waste. Sharps containers must: <ul style="list-style-type: none"> ▫ have a secure tight-fitting lid. ▫ have appropriate biohazard label. ▫ never be more than $\frac{3}{4}$ full.
<input type="checkbox"/>	Contract with waste management services as needed for the following forms of waste. <ul style="list-style-type: none"> ▫ Biohazard ▫ Medical <ul style="list-style-type: none"> ▪ <i>This includes plastic-droppers and glass-vials in addition to vaccination supplies.</i> ▫ General trash ▫ Restrooms (example: Porta Potty, etc.)

<input type="checkbox"/>	Ensure biohazard wastes are properly labeled and closed prior to removal to prevent contents from spilling during handling or storage.
--------------------------	--

Biohazard Waste Checklist Example:

To know more about how to properly dispose biohazard waste and sharps refer to the [WA State Legislature WA 296-823-14060 PDF](#).

Reporting Adverse Events (AEs)

Report **all** serious AEs. The cause of the AE does not matter and must be reported. The following reports meet the definition of “serious,” as specified by the [Code of Federal Regulations](#):

- Death
- Life-threatening illness
- Hospitalization or prolonged hospitalization
- Permanent disability
- Congenital anomaly (birth defect)
- Anaphylaxis (severe, life-threatening allergic reaction)
- A persistent or significant inability to conduct normal life functions
- Myocarditis or pericarditis

Health care providers are encouraged to report to [VAERS \(website\)](#) any additional clinically significant AEs following vaccination, even if they are not sure whether the vaccine caused the event. Clinical staff should follow the recommended route for efficacy and to decrease potential adverse events (AE). *Follow the checklist of information to complete the [VAERS AE form](#).*

Reporting Severe Injury on Site

- All employees are required to notify Occupational Safety and Health Administration (OSHA) when an employee is killed on the job or suffers a work-related hospitalization.
- A facility must report an incident within 8 hours.
- An in-patient hospitalization must be reported within 24 hours.
- To make a report or for more information visit the [OSHA website](#).

Security and Protest Procedures

Clinic Security

If clinic security services are needed at an event, consider having their input as part of the planning process. Provide individuals with event safety and clinic event procedures before the event.

Clinic Security	
<input type="checkbox"/>	Contact local police and fire department to ensure they are aware of clinic operations. The fire department will need to know in the event they need to respond. The police will need to know in the event there are traffic issues with drive through clinic activities.
<input type="checkbox"/>	Use security guards to help manage crowds.
<input type="checkbox"/>	Choose a space or system to secure vaccine supply and protect clinic staff.
<input type="checkbox"/>	Bring safety equipment such as high visibility vests, traffic cones, and other markers to display chain of command, staff members and clinic areas.
<input type="checkbox"/>	Determine the best areas for security guard placement.

Protest Procedures

In some states, including Washington, people opposed to vaccination have gathered outside of vaccination clinics to protest the clinic or to share views on vaccination. The WA State DOH [Protest Guidance](#) provides an example of how to approach and prepare for a vaccination clinic protest.

Pre-Event Safety Briefing Script

Consists of:

- Clear, concise statements for:
 - Safety message(s)
 - Priorities for the event
 - Key event objectives/decisions
 - Directions (event's timeline, introduce site managers)
 - Point of contacts and chain of command in case any issues arise (Supervisor/Lead)
- Include information such as:
 - Known safety hazards (ex. moving vehicles, protesters)
 - Specific precautions/considerations to take during event (ex. needle stick procedures, etc.)
 - Emergency medicine procedure
 - General situational awareness (may include):
 - Weather forecast (ex. strong winds may blow outdoor signs away)
 - Incident conditions (ex. COVID-19 6-ft physical distancing, masks)
 - General safety messages (ex. sanitation and cleanliness expectations)
- If needed, additional message(s):
 - Expectations for interacting with the media (ex. referring media questions to the Site Manager or Public Information Officer)

Pre-Event Safety Briefing Example

****Modify as needed to discuss the relevant topics for the event.***

"Welcome and thank you for being a part of (event) !

My name is _____ and _____ is my role. Your other site Leaders are (name all team leaders and their roles). In case of a medical emergency, (state who and how to contact).

The priorities and objectives for today's event include, (goals for your event). This is the plan for today's event, (list timeline). If you have any questions, please see your Lead for today's event.

Known safety hazards for this event are (list hazards). And the precautions to be observed are (list precautions). The anticipated weather forecast for today is (name weather forecast, considerations, and responses if needed). Due to the nature of vaccination response, the following safety and incident expectations are to be followed, (list expectations like sanitation, PPE, distancing, etc.).

Also, if members of the media approach you, follow this process (name process expectation).

There is a break area with snacks and where you can keep your belongings. I look forward to our end of day group debrief!"

Section 5: Clinical and Vaccine Administration Guidance

Clinical Staff Training

It is vital for staff to have the proper training, clinical skills, and techniques to successfully administer vaccines to individuals. Clinical staff training may vary for each organization. The [Skills Checklist for Vaccine Administration](#) can be used to help clarify responsibilities among staff.

Vaccine Storage and Handling

Monitor and document vaccine temperatures as required throughout the day. CDC's [Vaccine Storage and Handling Toolkit](#) provides guidance on safe and effective vaccine management practices for all health care providers. Key elements to consider and prepare in advance:

1. Use of an appropriate cooler/storage container for the vaccine supply based on requirements.
2. Use of digital data logger for monitoring temperature to ensure efficacy.
3. If indicated, use of a draw station and appropriate staff training to ensure competency. Consider if vaccines will need to be drawn, or available in unit, or single dose vials.
4. Define/assign who will monitor temperatures for the vaccine(s) and the plan if the storage is out of range to notify the medical lead for management.
5. Cleaning and infection control measures for vaccination stations and if indicated, the vaccine draw location.

DOH has additional resources to help providers with [Vaccine Storage and Handling](#) practices.

Please follow the [Off-Site Vaccination Clinic Guidelines](#) (for providers enrolled in either the Childhood Vaccine Program (CVP) or Adult Vaccine Program (AVP)).

Consent Form Considerations

When applicable, obtain and document consent for each dose administered to minors and other relevant vaccine recipients (e.g., less than 18 years old, vulnerable adults, etc.). If your organization already has guidance in place, ensure they are based on WA guidance, standards, and policies. If your organization does **not** have existing guidelines in place, discuss with your legal counsel to draft guidelines before your vaccination clinic. ***DOH cannot offer legal advice in this matter.**

Additional information regarding consent and healthcare decisions:

- [COVID-19 Vaccines for Youth: Understanding Consent \(wa.gov\)](#)
- [Washington State Legislature RCW 7.70.065](#): Informed consent — Persons authorized to provide for patients who do not have capacity — Priority — Unaccompanied homeless minors.
- “[Mature Minor Doctrine](#)” established by Smith v. Seibly in the Washington Supreme Court in 1967. [The Mature Minor Rule - King County, Washington](#)

Vaccination Process

Before

1. **Review Immunization History**
 - ☐ Review the patient's immunization history to know which vaccines are needed prior to vaccination.
2. **Assess for Immunization Recommendations**
 - ☐ Screen for eligibility if vaccine is limited to certain populations, e.g., age groups.

- ☐ Use the current Advisory Committee on Immunization Practices (ACIP) and guidance to determine the [schedule](#) that is recommended for each age group at the time of vaccination.
3. **Screen for Contraindications and Precautions**
- ☐ [Screen](#) for [contraindications and precautions](#).
 - ☐ Obtain consent if required.
4. **Provide Educational Handouts**
- ☐ Provide clear and consistent information about vaccines.
 - Share VIS(s) or EUA(s) and DOH or LHJ fact sheets explaining the benefits and risks of vaccination.
 - Allow time for patients to ask questions.
5. **Share Vaccine Information Statements (VIS)**
- ☐ A vaccine information statement is a document that informs patients about risk and benefit of the vaccine(s) they are receiving. This document is produced by CDC and is **required by law** to give to the individual or parent/guardian prior to each dose of specific vaccines.
 - ☐ The VIS must also be given prior to each dose of a multi-dose series. For a list of specific vaccines that require a VIS be given to a patient see the [CDC](#) site.
- Below is guidance from the CDC regarding ways to provide VIS to patients:*
- Paper copies of the VIS can be printed and given to patients before vaccination.
 - Permanent, laminated office copies may be given to patients to read before vaccination.
 - Patients may view VISs on a computer monitor or other video display.
 - Patients may read the VIS on their phone or other digital device by downloading the pdf file from CDC's website.
 - Patients may be given a copy of a VIS during a prior visit, or told how to access it through the internet, so they can read it in advance. ***These patients must still be offered a copy to read during the immunization visit, as a reminder but they can decline the copy.***
6. **Prepare the Vaccine(s)**
- ☐ Ensure that clinic supplies are stocked up and prepared to administer vaccines.
 - ☐ Ensure staff wear personal protective equipment (mask, gloves, etc.).
 - ☐ Perform [hand hygiene](#) before vaccine preparation, between patients, and any time hands become soiled.
 - ☐ Check expiration dates on vaccines and diluent. Never use expired vaccine, diluent, or equipment.
 - ☐ Check syringes and needles for expiration dates.
 - ☐ Prepare vaccines in a clean, designated area away from potential contaminated items and the administration area.
 - ☐ Maintain cold chain until time for administration.
 - ☐ Separate needle and syringe for each injection.
 - ☐ Draw up no more than 1 multidose vial or number at a time by each vaccinator. (As shown by the manufacturer's package insert.)
 - ☐ Ensure [staff is safely handling and disposing of needles and syringes](#).
 - ☐ Watch patient flow to avoid drawing up unnecessary doses.
 - ☐ Follow manufacturer instructions and federal vaccine administration guidance related to dose, site, and route.

- ☐ See [Epidemiology and Prevention of Vaccine-Preventable Diseases and CDC Vaccine Administration Resource Library](#).

There are things clinical staff should keep in mind while preparing to administer vaccines:

- Prepare vaccines only when you are ready to administer them.
- Only administer vaccines you have prepared. This is the best practice standard.

During

1. Administer the vaccine(s)

- ☐ The information for each vaccine and its recommended administration route and site are included in manufacturer's package.

2. Observation after vaccine(s):

- ☐ Have a waiting area to ensure allergic reactions are not present 15-30 minutes after vaccination.
- ☐ **Walk-through clinics:** Patients should be observed in a waiting area for 15 minutes after vaccination for fainting or other adverse events.
- ☐ **Curbside or drive-through clinics:** Drivers should be directed to a waiting area for 15 minutes and checked before they leave. This is critical at a drive-through immunization clinic because of the potential for injury when the vaccinated person is driving a car. If patients have a history of fainting, have them drive their car to the waiting area before administering the vaccine.
- ☐ **For more guidance on observation see** [Considerations for Planning Curbside/Drive-Through Vaccination Clinics | CDC](#)

3. Document the vaccination(s)

- ☐ Document each vaccination and give patients documentation for their [personal vaccine records](#). Also provide the following to the patient:
 - Information about scheduling a second vaccination appointment, if needed.
 - Vaccine information statement (VIS).
 - Date of vaccine administration written or printed on the VIS.
- ☐ Record vaccination information by electronic or paper form, and include the following information:
 - Date of administration
 - Vaccine manufacturer
 - Vaccine lot number
 - Name and title of the person who administered the vaccine
 - Address of the facility where the permanent record will reside
 - Date the VIS was given to the patient or parent/guardian

After

1. Schedule the next dose if a second or third is needed.

2. Submit Information.

- ☐ Once the vaccine is administered and documented, submit information to the jurisdiction's IIS per state or local immunization program requirements.
 - If documentation in IIS is not possible, patient documentation should be sent to the patient's primary care provider per regulations.
 - Secure all documentation in a safe location to protect privacy.

HIPAA

The Health Insurance Portability and Accountability Act (HIPAA) prevents disclosure of certain health information to unauthorized people without your permission.

For the purposes of a vaccination clinic the rule allows the disclosure of protected health information (PHI) for public health activities and purposes, including, disclosure to “a public health authority that is authorized by law to collect or receive such information for the purpose of preventing or controlling disease, injury, or disability, including but not limited to, the reporting of disease, injury, vital events..., and the conduct of public health surveillance,... investigations, and... interventions.” (45 CFR § 164.512(b)(i)) [CDC](#)

Vaccination records platforms that ensure individuals receive their vaccination status include:

- [Washington MyIR](#)
- Mobile App: [MyIRmobile.com](#)
- Visit a local pharmacy, clinic, or school
- Request a complete immunization record from their health care provider.
- Request a complete immunization record from the Department of Health.

Clinical Specific Checklists

- [Skills checklist for vaccine administration](#)
- [Key vaccination resources](#)
- [Vaccine Information Statements \(VISs\)](#)

See [Annex H](#) for additional clinical and vaccine procedures.

Section 6: Pediatric Specific Considerations

Family Centered Approach

A family centered approach should be used when kids are expected to attend the pop-up vaccination clinic along with their parents/guardians, or when routine childhood vaccines are being offered. Clinics offering vaccination for parents/guardians and children in the same space can be a great approach to reach multiple populations. Consider opportunities that create a family centered environment when running a vaccination clinic.

Fun, Friendly, and Relaxed Environment

Organizers should take steps to create a fun, friendly, and relaxed environment. All staff members should be prepared to engage with children and their parents/guardians.

A few suggestions for children’s vaccine events include:

- Reduce wait times for families and children during vaccinations.
 - Allow families of children to schedule in advance. This will ensure the clinic staff are prepared for the upcoming appointment.
 - The clinic scheduling system should provide a “notes” section for parents/guardians that provides detailed information about the child (this will help in the case a child has anxiety or needs more time).
- Host “themed” vaccination events based on favorite cartoon shows for children (e.g., Marvel superheroes, Disney, Peppa Pig, etc.).
- Have a “funny hat” or “pajama” day at vaccination clinics.
- Provide private areas with toys, gadgets, and/or coloring station for children to use during the wait, and for the post vaccination observation/monitoring period.
- Provide vaccination stickers, healthy snacks, small toys, and/or coloring books to take home.

Administration of Vaccine in Children

Ensure staff and volunteers are trained and prepared to administer vaccines to the pediatric age group. Provide information to parents/guardians on how they can assist during vaccination.

- Ensure all staff vaccinating children have completed the required trainings and know the proper vaccine procedures for this specific group prior to clinic day.
- Provide parents/guardians with a fact sheet on how they can help their child, and what to expect during the vaccination process.
- Follow age specific vaccine [administration techniques](#) during the vaccination process.

Preparations for Emergencies

Organizers should ensure the proper pediatric emergency equipment, medications and procedures are on site. Staff should be prepared to handle any allergic or adverse reactions children may have due to vaccines.

Ensure child-specific emergency supplies are stocked and ready for emergencies. This includes:

- Pediatric medications and supplies.
- Emergency kit with pediatric EpiPen and pediatric AED.
- A response guidebook for how to handle adverse reactions in children and teens.
- Appropriate standing orders signed by a provider with prescriptive authority.

School Located Vaccine Clinics

Schools can be a great setting for vaccination clinics. While many children are vaccinated at their pediatrician's office, a school setting is another option. This can have benefits for parents/guardians and kids as:

- The location is familiar for kids. When using a school location and its staff to help with the clinic, the familiar faces can put kids at ease before and after their vaccinations.
- School clinics can be convenient for parents/guardians since their child(ren) are already at school.
- School clinics can be held during school or after school hours, and during summer break.

If hosting a school vaccine clinic, determine if vaccines will also be offered to students not enrolled in that school. If vaccines will be administered to unenrolled students, partner with other community members in vaccination outreach and efforts.

If others in the community can take part in the clinic, keep the following in mind:

- Offer minor consent forms (if applicable). **Consult with your legal team on proper documentation.*
- Be mindful of any vaccine considerations for minors, school staff, and volunteers.
- Communicate and clearly advertise vaccination clinic date, time, and location.
- Provide multiple methods for registration (online, in person, paper registration, call-in, etc.). If provided in schools, ensure proper parental consent is obtained.

Preparing for Clinic Day

Ordering and Supplies

- Determine which clinics will provide and receive vaccine supply for pop-up clinic.
- Use caution when ordering additional vaccine supply to avoid excess inventory and waste.

Clinical Staff and Provider Readiness

- Identify providers who can help fill a geographic gap in vaccination access.

- Identify providers who routinely care for children from racial and ethnic minority groups or other communities that may be disproportionately impacted by health inequities or vaccine access barriers.
- Develop a plan to identify if or when additional sites may be needed to increase capacity for pediatric vaccinations.
- Give out training and communication materials (e.g., preferred anatomical sites of vaccination in this age group) to health care providers, especially those who do not routinely care for this age group.
- Ensure staff are equipped and trained to respond to possible severe allergic reactions.

Information Technology Systems, Reporting, and Monitoring

- Ensure electronic systems, including Immunization Information Systems, are available to document pediatric vaccine administration.

Communications

- Engage and educate partners and trusted messengers on vaccination clinics. This includes:
 - Health care professionals
 - Community leaders
 - Early childhood caregivers
 - Education providers
 - School administrators
 - Faith leaders
 - Faith-based organizations

See [Annex J](#) for additional resources.

Section 7: Staffing Considerations

Overview

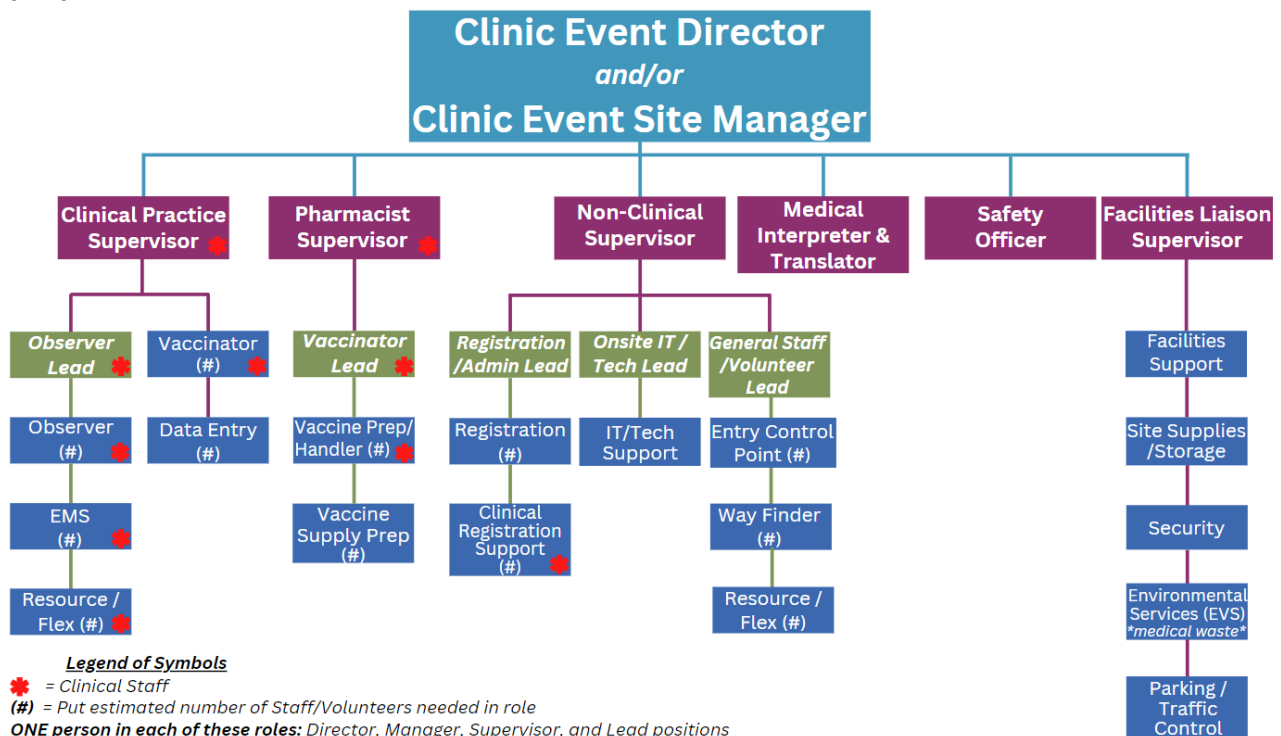
Determine the number of staff needed at the pop-up clinic event. Ensure all duties and responsibilities necessary to run a vaccination clinic are assigned and completed. The Clinic Event Manager and Clinic Event Station Supervisors (Clinical, Pharmacist, Non-Clinical, etc.) must ensure and confirm proper staffing before the event. Some staff or volunteers can have multiple roles/responsibilities if necessary.

What staff and volunteers should bring with them when they report:

- Acceptable identification (ID)
- Personal items as applicable: mobile phone, charger, medication, etc.
- Snacks and water
- Appropriate clothing – including close-toed shoes, multiple layers, hats, gloves, etc.
- Authorized PPE (*can be issued before or at the event*)

Chain of Command

This is what a Chain of Command/Staffing Organization Structure could look like for a pop-up clinic.



Day of Event Job Action Sheets

Based on the needs of your clinic, these duties can be changed and tailored to your event. The job action sheets located in [Annex J](#) are examples to help provide guidance for the day of your pop-up clinic event.

Additional Staffing Resources

- Located in [Annex K](#): Staffing to Patient Suggestions
- Located in [Annex L](#): Staff and Volunteer Check in Process
- Located in [Annex M](#): Forms and Event Schedule Examples

Annexes

Annex A: Timeline and Schedule Examples

Pre-Clinic Event Long Term Planning Timeline Example

3+ Months Before Clinic	2+ Months Before Clinic	1+ Months Before Clinic	2+ Weeks Before Clinic	Day of Clinic
<ul style="list-style-type: none"> Conduct a needs assessment Consider your budget. Work with leaders and trusted members of the community. Delegate planning roles and decide timelines. Evaluate the best time and place for event. Complete a walk-through of location options. Select a suitable space and prepare the site by planning the clinic flow and layout. Contract with a qualified vaccine provider. 	<ul style="list-style-type: none"> Secure necessary supplies. Begin advertising and promoting clinic. Establish your Clinic Safety Procedures. 	<ul style="list-style-type: none"> Ensure that proper standing orders are in place for administering vaccines. Conduct clinic logistics, complete required forms by vaccine organizers. Set up and enroll with WAIS and PrepMod (or other system). Book patient appointments, if possible. 	<ul style="list-style-type: none"> Confirm vaccine clinic layout. Ensure enough supplies are secured for the clinic. All staff and volunteers have been provided with training. Confirm shifts with all staff and volunteers. 	<ul style="list-style-type: none"> Ensure site set up and site items are in place. Test connections and working ability of electronics. Verify staffing, conduct pre-event brief, Just in Time Training (JITT), assign duties and tasks. Administer vaccinations. Ensure flow of operations are running smoothly. Debrief at the end of clinic shift and event. Discard of all vaccine materials according to protocol. Return left over vaccines. Complete needed documentation and administrative paperwork. Breakdown tents, tables, and chairs. Ensure facilities are secured, locked up and closed. Conduct after action report.

Key Actions Summary and Event Planning Timelines

This is an *ideal* timeframe. Other actions, duties, roles, and responsibilities can be added to the timeline.

Action	Assigned To	Timeline Completion Date	Suggested Completion Timeframe
Event Planning			
Designate an event planner			3+ months before event
Identify event resource needs			
Select staffing model			
Determine site location			
Schedule event coordination meeting			
Conduct event coordination meeting			
Schedule staff for shifts			2+ months before event

Ensure event is fully staffed			1+ months before event
Vaccine Presentation Planning			
Identify medical providers			3+ months before event
Determine vaccine presentation			
Determine doses required			
Confirm delivery location			
Inform LHJs of event			
Confirm vaccine order			2+ months before event
Coordinate vaccine pick-up/transfer			
Coordinate vaccine return			
WA IIS Vaccine Scheduling			
Add vaccine data to WA IIS			
Complete WA IIS /relevant system checklist			
Provide WA IIS relevant system information to event sponsor			
Ensure vehicle(s) and equipment: <ul style="list-style-type: none">Has up to date registration tags/insuranceHas up to date maintenance for vehicle(s) and equipmentVehicle(s) and equipment are in working order			
Final Event Coordination			
Send event information to staff			1+ months before event
Staff completes assigned training			
Event coordination meeting (staff)			
Check vehicle and equipment			
Roles to Assign for Day of Event			
Resource management			
Liaison/lead/section supervisors/etc.			
Vaccinators			
Medical provider(s)			
Registration			
Vaccine management			
Pick-up vaccine (if applicable)			

Event Closure		
File event closure report		
Download data from WA IIS relevant system to Excel tracker		
Inventory and restock equipment and supplies when returning vehicle(s)		

Day of Event Schedule Example

Pop-Up Clinic Schedule		
Date: Show Up Time: Place: (Address)		
Time	Roles	Duties
Before 8am	Everyone	Obtain badges/name tags, reflective vests, etc.
8:00-8:30 am	Everyone	<ul style="list-style-type: none"> Team huddle to go over the days' agenda and safety briefing. Station area Leads and Supervisors conduct Just in Time Training (JITT) with staff and volunteers before shift begins.
8:30-9:30 am	General Volunteers/Staff	<ul style="list-style-type: none"> Set up tents Set up seating
	Vaccine Team	<ul style="list-style-type: none"> Prep vaccines Prep materials
	IT Support	<ul style="list-style-type: none"> Set up equipment
	Traffic Flow/Control	<ul style="list-style-type: none"> Place signage
	Etc...	<ul style="list-style-type: none"> Etc...
9:00-11:30 am	Etc..	<ul style="list-style-type: none"> Etc...

Allow enough time for clinic set-up and breakdown.

Annex B: Considerations for Selecting a Site

Logistics for Clinic Event Site Host

Designate the following areas:

- ☐ Check-in/Screening Area/Hand Wash Station
- ☐ Registration Area
- ☐ Vaccination Area and if needed, have a separate vaccine draw station
- ☐ Waiting Line
- ☐ Observation and Monitoring Area
- ☐ Exit Check
- ☐ Administration Support Area
 - Staff/volunteer breakroom (to leave personal items)
 - Medical and cleaning storage space

- Medical waste
- Pharmacy (freezers if necessary)
- ☐ Restrooms
- ☐ Entertainment/waiting area for families with children
 - Toys, coloring books, designated staff, etc.
- ☐ Hazardous Waste Area
- ☐ Generator Area
- ☐ EMT Area
- ☐ Delivery Area (if necessary)

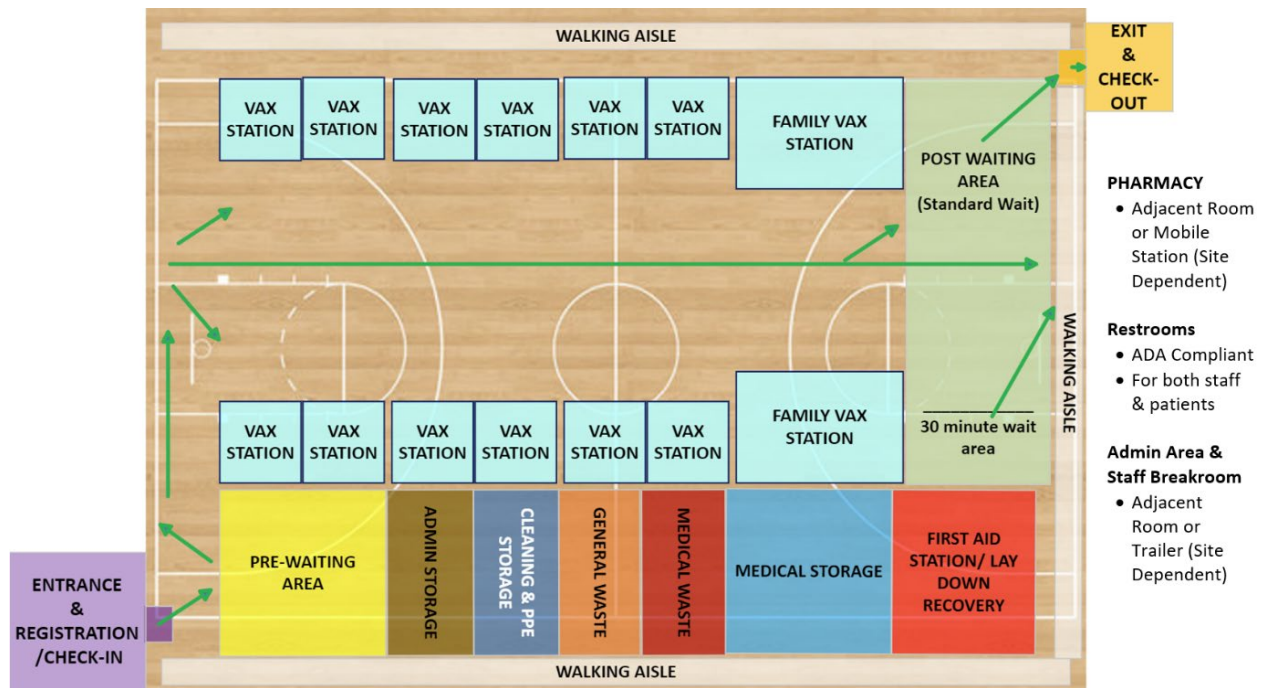
Logistical Considerations

- How are participants getting to the clinic? Walk-up, personal vehicles?
- Will there be a designated staff/volunteer vehicle parking location?
- Is the amount and location of clinic signage and branding accounted for?
- Will Daylight Savings Time be considered?
- Lighting? (Indoor and outdoor events)
- Is heating or cooling the clinic location needed?
- How would the client flow work in this location?
- Does this location meet ADA requirements?
- Is the building single-story or multiple levels?
- Does this building have elevators?
- Is there an area where we can provide snacks for vaccine recipients and staff?
- How are the clinic staff accounting for indoor/outdoor event safety?
 - Shoveling snow/salt for ice, signs for standing water and slipping hazards, etc.

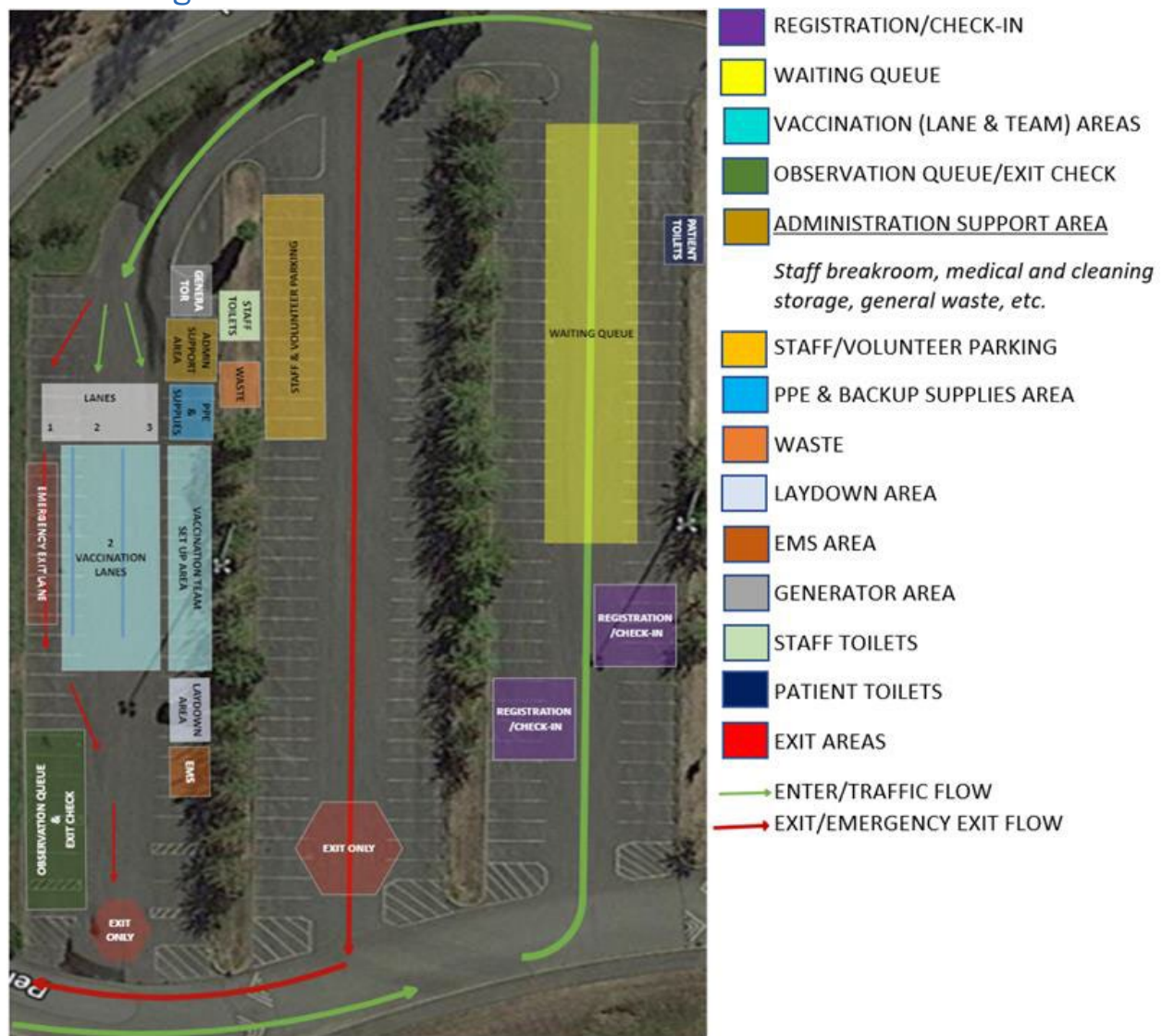
Annex C: Site Conceptual Layout Models

The following layouts are examples and may be used or adapted for events. Adjust accordingly for different locations and specific needs.

Pedestrian Fixed Site



Drive Through



Annex D: Supply Checklists Examples

Site Set Up Equipment

CHECKLIST	QTY	ITEM
	7	Tents - 10' X 10' collapsible tent with portable weights for windy conditions
	12	Tables - 48" x 24" folding portable table (folds in half for storage)
	30	Chairs – Ex: Lifetime Folding Chairs, White, 4-pack - Item 913307 - 18" W x 34" H (17" seat height)
	10	12" Orange traffic cones
	25	Orange safety vests
	2	Banners (with suction cups to hang up)

	6	Sandwich directional signs (25" x 45")
	9	Vaccination clinic directional signs with arrows
	1	Collapsible garbage bin
	1	Toolbox
	2 rolls	Caution tape
	2 rolls	Duct tape
	1 pkg	Zip ties – various sizes
	2	Moving straps for vehicle storage and miscellaneous site use

Emergency Kit/Supplies

CHECKLIST	QTY	ITEM
	1	Backpack
	1	Ziplock with 2 pair of gloves – small. Mark size on bag.
	1	Zip lock with 2 pair of gloves - medium. Mark size on bag.
	1	Zip lock with 2 pair of gloves – large. Mark size on bag.
	1	Zip lock with 2 pair of gloves – x-large. Mark size on bag.
	1	Benadryl (Pills - 25 mg individually wrapped)
	1	Epi autoinjectors, proper doses for population planned to vaccinate
	1	Pulse oximeter probe
	1	Mouth to mask
	1	Stethoscope
	1	Blood Pressure Cuff (multiple sizes or one size fits all?)
	1	Timing device to assess pulse
	1	Basic first aid kit
	2 rolls	1 st aid tape – Ex: Coban
	1 box	Gauze 4x4
	1	Emergency blanket and pillow
		<p>Copy of standing orders for clinic event vaccines administered, and for proper age populations.</p> <p>Policy or management practices for minor consent.</p> <ul style="list-style-type: none"> • Medical Management of Vaccine Reactions in Children and Teens in a Community Setting • Medical Management of Vaccine Reactions in Adults in a Community Setting

Vaccination Supplies for Each Station

CHECKLIST	ITEM
	Sharps container(s)
	VaxiPacs for prepared syringe storage <i>(if relevant to the vaccine clinic)</i>
	5-gallon bin with lid to hold vaccination station supplies
	Contents of each bin:
	Multiple boxes of gloves <i>(different sizes)</i>
	Table pads (under pads)
	Alcohol wipes
	Adhesive bandages
	Sanitizing wipes
	Surgical masks for vaccinator in zip lock bag
	Face shields
	Hand sanitizer
	Mailing labels for observation time – start time plus 15 minutes
	Permanent markers
	Ink pens
	Garbage bags
	Painter's tape
	Supply tray for band aids, cotton balls, etc.
	Paper towels
	Sticky notes
	Vaccination cards <i>(if applicable)</i>

*For more details: [Satellite, Off-site and Temporary Vaccination Clinic Supply Checklist \(cdc.gov\)](https://www.cdc.gov/vaccines/imz/downloads/2019/09/20190904-satellite-off-site-and-temporary-vaccination-clinic-supply-checklist.pdf)

Vaccination Station Backfill Supplies

CHECKLIST	QTY	ITEM
	2 – 3	Sharps containers with mailing boxes as spares
	1	Storage bin – boxes of gloves
		Contents of bin:
	4 boxes	Gloves - Small
	8 boxes	Gloves - Medium
	8 boxes	Gloves - Large
	8 boxes	Gloves – X-Large
	2	Storage Bins (27 gallon) – for storage of back-fill supplies

		Contents of bin:
	1 box/bag	Table pads (under pads)
	4 boxes	Alcohol wipes
	4 boxes	Adhesive bandages
	4 tubs	Sanitizing wipes
	1 package	Paper towels
	4 boxes	Surgical masks
	4 packs	Face shields (pack of 5)
	6 bottles	Hand sanitizer pump bottles
	4 pkgs	Mailing labels to write end of observation time
	1 box	Permanent markers
	1 box	Ink pens
	1 roll	Garbage bags
	2 rolls	Painter's tape
	2 rolls	Caution tape
	1	File box - For secure storage of completed client forms

IT Supplies

CHECKLIST	ITEM
	iPads/laptops/tablets
	Carrying case/backpacks for iPads/laptops/tablets
	Pelican case
	Battery packs
	Solar panel for battery pack charging
	Power blocks
	Cradle point hotspots
	Phone dedicated to Clinic Site Lead/Manager/Director
	Radios
	Portable radios
	Portable radio charger
	Wifi hub

Registration Supplies

Registration supplies may be needed for unexpected network or power failure.

CHECKLIST	ITEM
	Contents of bin:
	Electronic thermometers
	Bottles of hand sanitizer
	Sanitizing wipes
	Replacement batteries for thermometers
	Surgical masks for clients
	Clipboards
	Staplers
	Staples
	Document file box (Check dates and try to include most current versions)
	Consent for Minors forms (English and Spanish)
	Pre-vaccine Screening Form
	Vaccine Information Sheet (VIS) or EUA/Patient Fact Sheet as needed for planned vaccination clinic

**Quantity based on predicted clinic volume.*

Annex E: Washington IIS

The [Washington State Immunization Information System \(WA IIS\)](#) is a lifetime registry that keeps track of immunization records for people of all ages. The system is a secure, web-based tool for health care providers and schools. The IIS connects people who receive, administer, record, and order vaccines in Washington. ** The IIS is now integrated with Secure Access Washington.*

Accessing the IIS

Current users access the IIS through Secure Access Washington ([SAW](#)) by adding the IIS as a service. For more information about this process see the [FAQ here](#).

How to Get Access

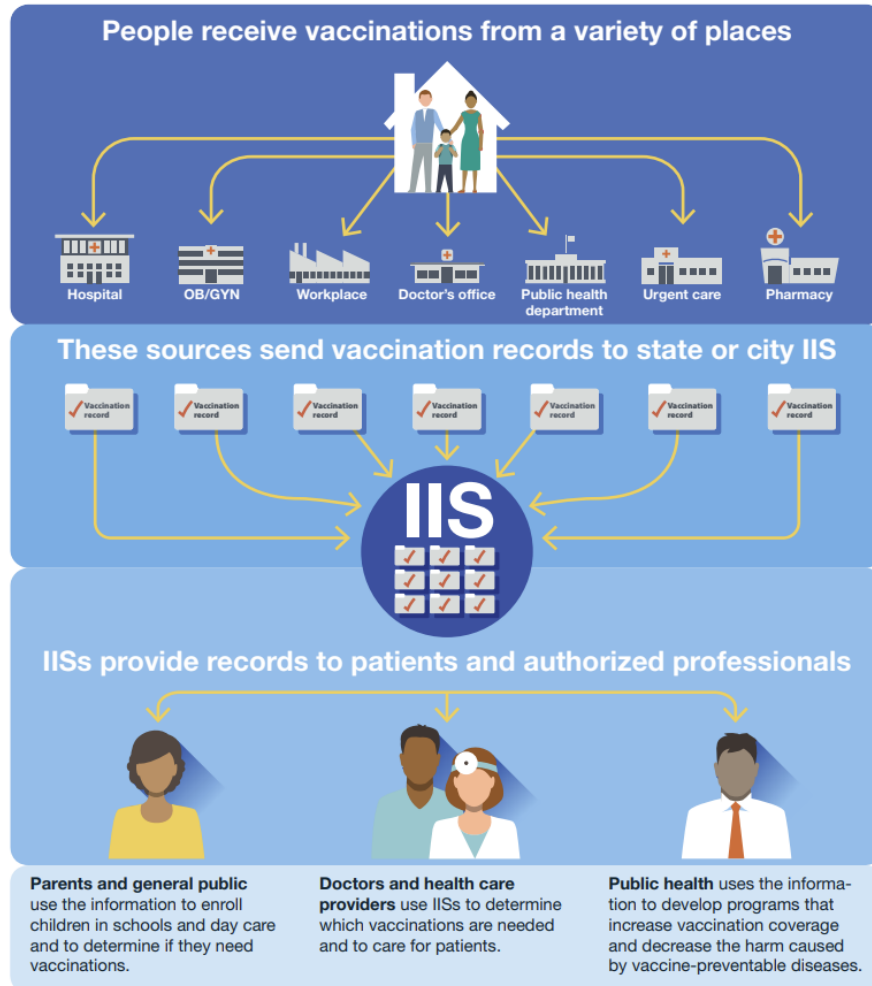
- Review the [System Requirements](#) to see if your organization's technology meets the minimum requirements to access the system.
- If your organization **is** enrolled in the IIS, contact the IIS Help Desk at 1-800-325-5599 or WAIISHelpDesk@doh.wa.gov to set up a user account.
- If your organization is **not** enrolled in the IIS, then your organization must complete an IIS Information Sharing Agreement as a first step to get access. Download the right [sharing agreement](#) for your organization.

These sharing agreements are for organizations and institutions, not individual users. Check with your organization to see if they are already enrolled. You can also check the [Participating Organizations list](#).

More Information and WA IIS Training

- [Accessing the IIS](#)
- [General Information for Providers, Schools & Parents/Guardians](#)
 - [Information for Health Care Providers: Immunization Information System | WA DOH](#)
- [Accessing Immunization Records](#)
- [IIS Training](#)
- [Contacts](#)

Basics of Immunization Information Systems (IISs)



[Basics of Immunization Information Systems \(IISs\) \(cdc.gov\)](#)

Annex F: Additional Equity Resources

- Access Checklist for Vaccination Sites in Washington State [PDF](#)
- Washington State Department of Health [Communication Card PDF](#)
- The Translated Materials Library [website](#) [Vaccine Information Statements | Immunize.org](#)

Annex G: Communication and Advertising Resources

- [Vaccine Information Statement | Current VISs | CDC](#)
- [Emergency Use Authorization | FDA](#)
- [VAERS | Vaccine Safety | CDC](#)
- [Safety Information by Vaccine | CDC](#)
- [Pre-Vaccination Clinic Activities | CDC](#)
- [Language Access Planning Tool \(wa.gov\)](#)
- [Community Health Worker Training | Washington State Department of Health](#)
- [The Community Collaborative \(wa.gov\)](#)

Annex H: Clinical and Vaccination Resources

- [Screening Checklist for Contraindication to Vaccines for Adults](#)
- [Screening Checklist for Contraindication to Vaccines for Children and Teens](#)
- [Child and Adolescent Recommended Immunization Schedule 2025](#)
- [Adult Recommended Immunization Schedule 2025](#)
- [How to administer intramuscular and subcutaneous vaccine injections \(immunize.org\)](#)
- [Vaccine Administration Protocols | CDC](#)
- [clinical-incident-report.doc \(live.com\)](#)
- [Vaccinating Adults: A Step-by-Step Guide - Step 2 Setting Up for Vaccination Services \(immunize.org\)](#)
- [Vaccine Administration Record for Adults \(immunize.org\)](#)
- [Vaccine Administration Record for Children and Teens \(immunize.org\)](#)
- [Vaccine Adverse Event Reporting System \(VAERS\) \(hhs.gov\)](#)
- [Vaccine Information Statement: Facts About VISs | CDC](#)
- [HIPAA and Access to Patient Records During IQIP-VFC Visits | CDC](#)
- [Vaccine Administration Resource Library | CDC](#)

Annex I: Pediatric Specific Consideration Resources

- [Considerations for Planning School-Located Vaccination Clinics](#)
- [Medical Management of Vaccine Reactions in Children and Teens](#)

Annex J: Job Action Sheets

Event Director and Manager Roles and Responsibilities

Clinic Event Director

Role Responsibilities
<i>Responsible for all aspects of the immunization clinic operations. Works in collaboration with the Clinic Event Site Manager and all Supervisors on site to ensure efficient, client-focused, safe clinics.</i>
Duties prior to start of event: <ul style="list-style-type: none"> <input type="checkbox"/> Plan to arrive on-site 1 hour before event begins. (Reference your assigned schedule.) <input type="checkbox"/> Confirm anticipated attendance for the event. <input type="checkbox"/> Confirm who will be the Vaccination Lead, Pharmacy Supervisor, and Clinical Practice Supervisor and how the vaccine supply is being provided to the event.

- ☐ Work with Vaccination Lead, Pharmacy Supervisor, and Clinical Practice Supervisor to ensure proper infection control procedures are being followed before the event starts. This includes cleaning all tables and making sure that all staff have appropriate PPE.
- ☐ Ensure all necessary event supplies arrive on time.
- ☐ Coordinate with IT to make sure the IT equipment is up to date, charged, tested, and ready to use.
- ☐ Review the staffing plan for the event, confirm supervisors, and leads.
- ☐ Huddle with staff before the event to outline what is expected for the day and conduct safety brief.
- ☐ Ensure staff receive assignments and answer their questions.
- ☐ Direct the team in loading and unloading of equipment for operations.
- ☐ Direct the team in setting up the appropriate signage to direct the public to the clinic.

Shift duties during event:

- ☐ Expect to be present on-site at the clinic during open hours.
- ☐ Coordinate with supervisors to ensure efficient workflow and make in-the-moment decisions to resolve “bottlenecks.”
- ☐ Support issue resolution and escalation.
- ☐ Supervise physical space preparation before clinic opening and cleanup at close of clinic.
- ☐ Work with Clinical Practice Supervisor to manage staff and real-time resources and supplies as needed.
- ☐ Ensure adverse reactions are managed appropriately.
- ☐ Responsible for reporting all issues appropriately.
- ☐ Create an environment where patients and staff feel respected and cared for.
- ☐ Conduct briefings and manage any press or media relations.
- ☐ Work with staff, volunteers, and site medical partners to find the most effective way of executing daily duties/operation of the clinic.
- ☐ Collaborate with managers, supervisors, and leads to support staffing, scheduling, and backup.
- ☐ Troubleshoot problems/concerns that arise, including complaints. Refer to appropriate clinic support functional area(s) for resolution, as appropriate.
- ☐ Abide by all policies and procedures and their regulatory bodies, including but not limited to, safety and health regulations and infection control, in the performance duties of staff.

End of event shift duties:

- ☐ Plan to stay after the event ends.
- ☐ Conduct end of day shift briefing.
- ☐ Coordinate with each section lead to pack up the equipment and supplies for their section.
- ☐ Direct team members to inventory their supplies and identify what bin items need to be resupplied.
- ☐ Direct team to break down tables, chairs, tents and gather signboards.
- ☐ Ensure proper clean up procedures are completed, and waste is disposed of properly.

Clinic Event Site Manager

Role Responsibilities

Oversee overall coordination between partners onsite. Supports Clinic Event Director in their duties.

Duties prior to start of event:

- ☐ Plan to arrive on-site 1 hour before event begins. *(Reference your assigned schedule.)*
- ☐ Direct staff and volunteers in unloading equipment and setting up tents, tables, etc. as per plan.
- ☐ Ensure that each section receives their assigned bins of supplies.
- ☐ Work with Clinical Practice Supervisor, Pharmacist Supervisor, and Vaccination Lead to ensure proper infection control procedures are being followed before the event starts. This includes cleaning all tables and making sure all staff have appropriate PPE.

Shift duties during event:

- ☐ Must be present on-site during all operating hours.
- ☐ Oversee overall coordination between partners onsite.
- ☐ Manage schedule for overall site, including establishing daily agenda.
- ☐ Assist leading overall site meetings.
- ☐ Coordinate overall strategy and direction of site.
- ☐ Point of contact in the event of customer issue escalation. Track and manage outstanding deliverables/issues for site.
- ☐ Monitor the flow of the clinic. Check in with section supervisors and leads throughout the clinic and help where needed.
- ☐ Coordinate with Clinical Practice Supervisor, Pharmacist Supervisor, and Vaccination Lead to ensure that proper protocols are being followed for the type of vaccine being used and the age of the vaccine recipients.
- ☐ Ensure supervisors and leads have set up a rotation for giving staff breaks as needed.

End of event shift duties:

- ☐ Plan to stay after the event ends.
- ☐ Coordinate with each supervisor and lead to pack up the equipment and supplies for their section.
- ☐ Ensure that all IT equipment is accounted for and appropriately stored in their cases.
- ☐ Direct team members to inventory their supplies and identify what bin items need to be resupplied.
- ☐ Direct team to break down tables, chairs, tents and gather signboards for loading in the van.
- ☐ Supervise the loading of equipment into the vehicle, ensuring that all equipment is secure for transport.

Event Supervisors Job Action Sheets

Clinical Practice Supervisor

Role Responsibilities

Coordinates overall clinical aspects of vaccine administration to recipients, post vaccination observation, and overall patient and clinical staff safety. Ensures quality control as well as proper storage and handling of vaccines, sharps, and PPE use.

Duties prior to start of event:

- ☐ Plan to arrive on-site 1 hour before event begins. (Reference your assigned schedule.)
- ☐ Before shift, run full list of staff for the upcoming shift for backup/reference.
 - If internet access is down, check-in will occur manually by checking off names on list. Keep list for aligning with database.
- ☐ Review and ensure there are no gaps in the schedule.
- ☐ If gaps in the schedule are identified, troubleshoot to determine what help is needed.
- ☐ Identify if anyone is missing and inform Lead of the shortage.
- ☐ Ensure that proper infection control procedures are being followed prior to the start of the event. This includes cleaning all tables and making sure all staff have appropriate PPE.

Shift duties during event:

- ☐ Be present on-site during clinic open hours.
- ☐ Work under the direction of the Clinical Operations Director.
- ☐ Manage and deploy clinical staff to stations.
 - Ensure staff are present.
 - Assign roles; adjust when needed.
 - Know all clinical roles.
 - Facilitate huddles and just-in-time training.
 - Manage breaks.
- ☐ Help with supply management at each station.

- ☐ Maintain awareness of vaccine inventory management: how many vaccines are on the floor, how many are being made, and how many people are waiting for the vaccine.
- ☐ Work with Supply to ensure enough supplies for the day and the next clinic shift.
- ☐ Ensure all goggles, vests, and other surfaces are cleaned and sanitized at the end of shift.
- ☐ Document reactions and needle sticks appropriately.
- ☐ Use Station Procedures and provide supporting guides for role assigned.
- ☐ Flex to support various roles including, but not limited to, Vaccinator and/or Observer as needed.
- ☐ Ensure that proper protocols are being followed for the type of vaccine being used and the age of the vaccine recipients.
- ☐ Ensure leads give staff and volunteers breaks as needed.
- ☐ Any additional duties as assigned.

End of event shift duties:

- ☐ Plan to stay after the event ends.
- ☐ Coordinate with lead to pack up the equipment and supplies for assigned section.
- ☐ Ensure that all equipment is accounted for and appropriately stored in their cases.
- ☐ Direct team members to inventory their supplies and identify what bin items need to be resupplied.
- ☐ Direct team to break down tables, chairs, tents, and gather signboards for loading in the van.
- ☐ Supervise the loading of equipment into the vehicle, ensuring that all equipment is secure for transport.

Pharmacist Supervisor

Role Responsibilities

*Responsible for overall operations of the immunization clinic in collaboration with the Clinic Event Director and other supervisors/leads on site, to ensure efficient, client-focused, safe clinics. *MUST be a Pharm. D.*

Duties prior to start of event:

- ☐ Plan to arrive on-site 1 hour before event begins. (Reference your assigned schedule.)
- ☐ Ensure that proper infection control procedures are being followed prior to the start of the event. This includes cleaning all tables and making sure that all staff have appropriate PPE.

Shift duties during event:

- ☐ Must be present on-site preparing vaccines for open hours.
- ☐ Provide oversight of vaccine preparation and management.
- ☐ Ensure proper handling of vaccines, sharps, and PPE are being used by staff.
- ☐ Responsible for all aspects of vaccine storage, handling, preparation, and reconciliation.
- ☐ Manage flow of vaccines.
- ☐ Maintain awareness of how many vaccines are on the floor, the amount being made and number of people waiting for the vaccine.
- ☐ Manage supplies needed:
 - Sharps containers
 - Vaccines
 - Vaccine preparation supplies
 - Intramuscular Epinephrine
- ☐ Ensure that proper protocols are being followed for the type of vaccine being used and the age of the vaccine recipients.
- ☐ Ensure leads give staff and volunteers breaks as needed.

End of event shift duties:

- ☐ Plan to stay after the event ends.
- ☐ Coordinate with lead to pack up the equipment and supplies for assigned section.
- ☐ Ensure that all equipment is accounted for and appropriately stored in their cases.
- ☐ Direct team members to inventory their supplies and identify what bin items need to be resupplied.
- ☐ Direct team to break down tables, chairs, tents, and gather signboards for loading in the van.
- ☐ Supervise the loading of equipment into the vehicle, ensuring that all equipment is secure for transport.

Non-Clinical Supervisor**Role Responsibilities**

Responsible for overall non-clinical operations in collaboration with the Clinic Event Director, Clinical and Non-Clinical Supervisors/Leads on site, to ensure efficient, client-focused, safe clinics.

Duties prior to start of event:

- ☐ Plan to arrive on-site 1 hour before event begins. *(Reference your assigned schedule.)*
- ☐ Before shift, run full list of staff for the upcoming shift for backup/reference.
 - If internet access is down, check-in will occur manually by checking off names on list. Keep list for aligning with database.
- ☐ Download staff roster for the upcoming shift (hard copy), for backup and reference.
- ☐ Log in and open chosen database to review staffing to ensure there are no gaps in the schedule.
- ☐ Validate and adjust staff schedules and collaborate with other leads to support any identified scheduling gaps.
- ☐ If gaps in schedule are found, coordinate with other leads to determine what help is needed. Coordinate with Clinical Practice Supervisor if Vaccinator role needs to be filled.
- ☐ Print list of individuals who are listed for upcoming shifts and need background checks run before the event if responsible for running background checks.

Shift duties during event:

- ☐ Collaborate with the Clinical Operations Director during clinic hours to ensure optimal operations.
- ☐ Partner with IT Lead to ensure hardware and network readiness (scanners, laptops, etc.).
- ☐ Oversee technical operational functions including, but not limited to, computers, database, document control, way finding and site coordination.
- ☐ Ensure correct processes are being followed.
- ☐ Answer questions: resolve and escalate issues to Site Manager as needed.
- ☐ Provide database issue resolution and/or escalation to IT Lead.
- ☐ Manage laptops/security – storage if needed.
- ☐ Troubleshoot any IIS issues.
- ☐ Posts Entry Control Point for Staff before clinic/site opens and ensures all staff have checked in, background checks have been completed, and supplies are distributed.
- ☐ Support background check process if needed and collect forms at vetting station.
- ☐ Ensure leads give staff and volunteers breaks as needed.

End of event shift duties:

- ☐ Plan to stay after the event ends.
- ☐ Coordinate with lead to pack up the equipment and supplies for assigned section.
- ☐ Ensure that all equipment is accounted for and appropriately stored in their cases.
- ☐ Direct team members to inventory their supplies and identify what bin items need to be resupplied.
- ☐ Direct team to break down tables, chairs, tents and gather signboards for loading in the van.
- ☐ Supervise the loading of equipment into the vehicle, ensuring that all equipment is secure for transport.

Medical Interpreters and Translators

Role Responsibilities
<i>Provide interpretation or translation of medical information, usually via contracted service or telephone line.</i>
Duties prior to start of event: <ul style="list-style-type: none"><input type="checkbox"/> If arranged to be on-site, plan to arrive on-site 1 hour before event begins. <i>(Reference your assigned schedule.)</i>
Shift duties during event: <ul style="list-style-type: none"><input type="checkbox"/> On-site during all operating hours of the event.<input type="checkbox"/> Provide medical interpretation. (Certification required)<input type="checkbox"/> Choose top languages for zip codes.<input type="checkbox"/> Facilitate phone or online medical interpretation software for languages not spoken by onsite interpreter(s).<input type="checkbox"/> Assist in observation room when not providing interpretation services.<input type="checkbox"/> This position will help with interpretation and communication between target audience and staff assigned to the clinic event. <i>Or this person will be knowledgeable in using telephonic interpretation.</i>
End of event shift duties: <ul style="list-style-type: none"><input type="checkbox"/> See Clinic Event Director or Site Manager.

Safety Officer

Role Responsibilities
<i>*May be a medical or a non-medical staff member*</i> <i>Assure event and worker safety; monitor, investigate, and resolve or mitigate all safety considerations.</i>
Duties prior to start of event: <ul style="list-style-type: none"><input type="checkbox"/> Plan to arrive on-site 1 hour before event begins. <i>(Reference your assigned schedule.)</i>
Shift duties during event: <ul style="list-style-type: none"><input type="checkbox"/> Assure event and worker safety; monitor, investigate, and resolve or mitigate all safety considerations.<input type="checkbox"/> Provide oversight for personnel in attendance and staff ensuring protective measures are in place (proper wearing and removal of PPE, and disinfecting frequently touched surfaces, materials, etc.).
End of event shift duties: <ul style="list-style-type: none"><input type="checkbox"/> Plan to stay after the event ends.

Facilities Liaison Supervisor

Role Responsibilities
<i>Collaborates with the Clinical Operations Director to ensure operational success of the clinic.</i>
Duties prior to start of event: <ul style="list-style-type: none"><input type="checkbox"/> Plan to arrive on-site 1 hour before event begins. <i>(Reference your assigned schedule.)</i>

Shift duties during event:

- ☐ Manage physical space:
 - Facilitates secured area (e.g., unlocks in a.m., locks in p.m.)
 - Environment/custodian services
 - Wi-Fi issues; IT support
 - Security
 - Entry control point
 - Setup/takedown
- ☐ Support Way Finder with parking and traffic control as needed. As the size of the venue grows, flow of vehicle traffic becomes increasingly important. Preparing a traffic and parking plan is advised, with a focus on accessibility and wayfinding.
- ☐ Manage storage and receipt of supplies.
- ☐ Support issues during clinic hours of operation.
- ☐ Support additional accommodations that may be needed at the site.
- ☐ Ensure staff and volunteers get breaks as needed.

End of event shift duties:

- ☐ Plan to stay after the event ends.
- ☐ Coordinate with lead to pack up the equipment and supplies for assigned section.
- ☐ Ensure that all equipment is accounted for and appropriately stored in their cases.
- ☐ Direct team members to inventory their supplies and identify what bin items need to be resupplied.
- ☐ Direct team to break down tables, chairs, tents and gather signboards for loading in the van.
- ☐ Supervise the loading of equipment into the vehicle, ensuring that all equipment is secure for transport.

Event Leads

Observation Area Lead

Role Responsibilities

Provides observation for adverse vaccine reactions in the Observation Area. Monitors time period for participant observation before they leave. Must be qualified to respond in the event of an emergency based on WA practice standards and able to recognize anaphylactic reaction in the vaccine recipient.

Duties prior to start of event:

- ☐ Plan to arrive on-site 1 hour before event begins. *(Reference your assigned schedule.)*
- ☐ Report to the Clinical Practice Supervisor.
- ☐ Assist site leads and supervisors in setting up tents, tables, signs, and chairs for the clinic.
- ☐ Set up chairs in the Observation Area with a clear view of the area where participants will be waiting for their appropriate time.
- ☐ Ensure that proper infection control procedures are followed before the event begins. This includes cleaning all chairs and making sure all staff have appropriate PPE.
- ☐ Ensure supplies are available:
 - Vitals Sign machine 2x
 - Wheelchair 2x
 - Epinephrine/Anaphylaxis kit (from EMS)
 - Hand sanitizer
- ☐ Complete an “in case of emergency” document that lists the address of the clinic and location on site so that you can give that information if calling 911.
- ☐ If available, set up a refreshment table with bottled water and snacks.

Shift duties during event:

- ☐ Assist with registration of participants for vaccinations at the beginning of the event, until participants start arriving in the Observation Area.

- ☐ Support and manage EMS and Observers with concerns or issues that arise in the Observation Area.
- ☐ May provide additional support to EMS and Observers when responding to adverse patient reactions post-vaccination.
- ☐ Maintain oversight workflow of the observation portion of the clinic, Coordinate with Vaccination Lead to maintain flow efficiency.
- ☐ Ensure staff and volunteers get breaks as needed.
- ☐ Based on the paper/label given to the participant, have the participant stay in the observation Area for the designated time-15 or 30 minutes.
- ☐ Monitor participants in the Observation Area.
- ☐ Communicate with the Site Manager throughout the event.
- ☐ **If a participant experiences a reaction to the vaccine, follow emergency procedures as follows:**
 - Check with the participant to determine the problem.
 - Use the radio to notify the Medical Provider/EMS (Pharmacy Supervisor/Registered Nurse/Medical Provider) and the Site Lead of the situation.
 - The Medical Provider/EMS will bring the emergency kit with the Epi Pen.
 - If directed by the Pharmacy Supervisor/Registered Nurse/Medical Provider, contact 911 via phone to request EMS assistance (if EMS is not already present on-site for the event). Have the address and location of the participant available for 911 dispatch.
 - Ensure that there are staff at the entrance of the event to direct EMS response to the participant.
 - Follow policies and procedures for documenting the incident.

End of event shift duties:

- ☐ Plan to stay after the event ends.
- ☐ Coordinate with supervisor and your team to pack up equipment and supplies for assigned section.
- ☐ Ensure that all equipment is accounted for and appropriately stored in their cases.
- ☐ Direct team members to inventory their supplies and identify what bin items need to be resupplied.
- ☐ Direct team to break down tables, chairs, tents and gather signboards for loading in the van.
- ☐ Supervise the loading of equipment into the vehicle, ensuring that all equipment is secure for transport.
- ☐ Properly dispose of any garbage from the clinic.

Vaccinator Lead

Role Responsibilities

Must be qualified to administer vaccines, oversee clinical operations, and manage medical emergencies.

Coordinate overall clinical aspects of vaccine administration to clients and ensure quality control of vaccine administration (e.g., proper storage and handling of vaccines, sharps, and PPE). Responsible for all aspects of vaccine management including storage, handling, preparation, and reconciliation.

Duties prior to start of event:

- ☐ Plan to arrive on-site 1 hour before event begins. (Reference your assigned schedule.)
- ☐ Report to the Pharmacist Supervisor (or Clinical Practice Supervisor, depending on the events leadership structure).
- ☐ Ensure that proper infection control procedures are followed before the event begins. This includes cleaning all tables and making sure all staff have appropriate PPE.
- ☐ Assist with unloading the van and site set-up.
- ☐ Set up vaccination area as per the site plan.
- ☐ Work with Registration and IT/Tech Leads to set up the IT needed for vaccination stations.
- ☐ Assign a Vaccinator to manage vaccine draws and follow documentation procedures.
- ☐ Coordinate with Observation Lead and discuss emergency procedures.
- ☐ Ensure all members of the vaccination team have their supply bins and PPE.

<input type="checkbox"/> Ensure all members of the vaccination team are familiar with online documentation and IT equipment.
Shift duties during event: <ul style="list-style-type: none"> <input type="checkbox"/> Ensure staff and volunteers get breaks as needed. Manage breaks for Vaccinators and Data Entry Staff. <input type="checkbox"/> Provide oversight of Vaccinators and workflow of this portion of the clinic. <input type="checkbox"/> Responsible for the safety of medication preparation. <input type="checkbox"/> Distribute vaccines, maintaining appropriate chain of custody. <input type="checkbox"/> Ensure that proper protocols are being followed for the type of vaccine being used and the age of the vaccine recipients. <input type="checkbox"/> Monitor the vaccination process. Check in with Vaccinators often and help where needed. <input type="checkbox"/> Respond to and manage any medical emergencies. <input type="checkbox"/> Near the end of clinic, work with the Pharmacist and Clinical Practice Supervisor to ensure no vaccine is wasted.
End of event shift duties: <ul style="list-style-type: none"> <input type="checkbox"/> Plan to stay around 15 minutes after the event ends. <input type="checkbox"/> Provide oversight for proper return and/or disposal of unused vaccine. <input type="checkbox"/> Coordinate with supervisor and your team to pack up equipment and supplies for assigned section. <input type="checkbox"/> Ensure that all equipment is accounted for and appropriately stored in their cases. <input type="checkbox"/> Direct team members to inventory their supplies and identify what bin items need to be resupplied. <input type="checkbox"/> Direct team to break down tables, chairs, tents, and gather signboards for loading in the van. <input type="checkbox"/> Supervise the loading of equipment into the vehicle, ensuring that all equipment is secure for transport.

Registration and Administrative Lead

Role Responsibilities
<i>The Registration and Administrative Lead is responsible for all aspects of the registration section and working with IT/Tech Lead on the day of the clinic.</i>
Duties prior to start of event: <ul style="list-style-type: none"> <input type="checkbox"/> Plan to arrive on-site 1 hour before event begins. <i>(Reference your assigned schedule.)</i> <input type="checkbox"/> Ensure stations are set up for success to maximize participant flow. <input type="checkbox"/> Direct Registration Staff to their stations and resources. <input type="checkbox"/> Ensure stations are set up with laptops for each Registration Staff, and sanitization items, including disinfectant wipes, and hand sanitizer. <input type="checkbox"/> Check and adjust each station as needed. <input type="checkbox"/> Assist with setting up tents, tables, signs, etc. <input type="checkbox"/> Supervise and assist Registration team to set up Registration Area with tents, table skirts, banners, and signage for the event. <input type="checkbox"/> Set up the technology needed for the event, including but not limited to: Cradle Point hotspot (test for signal), laptops/iPads, printer and charging station. <input type="checkbox"/> If needed, plug in iPads/laptops to the charging station. <input type="checkbox"/> If needed, set up the solar panel for the charging station. <input type="checkbox"/> Set up A-frame signs that direct the public to the Registration Area. <input type="checkbox"/> Get the supply bin for Registration and make sure all supplies are ready to use.
Shift duties during event: <ul style="list-style-type: none"> <input type="checkbox"/> Verify participant information, help solve registration issues and provide next steps in the registration process. <input type="checkbox"/> Observe and ensure safety expectations (e.g., sanitization) are maintained. <input type="checkbox"/> Approve new appointment exceptions to be added to schedule.

- ☐ Ensure participants are supported by staff regarding registration issues.
- ☐ Ensure staff and volunteers get breaks as needed.
- ☐ Monitor the flow of the clinic.
- ☐ Assist with registration of participants for vaccinations.
- ☐ Supervise and assist other staff taking registration at the clinic.
- ☐ Coordinate with Vaccination Lead to ensure efficient clinic flow.
- ☐ Assist with technology problems as they arise.
- ☐ Communicate with the Clinical Practice Supervisor during the event.

End of event shift duties:

- ☐ Plan to stay about 1 hour after the event ends.
- ☐ Coordinate with supervisor and your team to pack up equipment and supplies for assigned section.
- ☐ Ensure all equipment is accounted for and appropriately stored in their cases.
- ☐ Direct team members to inventory their supplies and identify what bin items need to be resupplied.
- ☐ Direct team to break down tables, chairs, tents, and gather signboards for loading in the van.
- ☐ Supervise the loading of equipment into the vehicle, ensuring that all equipment is secure for transport.

On-Site IT/Tech Lead

Role Responsibilities

Work with operations site staff to set up provided equipment. Test, maintain, and secure all Information Technology (IT) equipment.

Duties prior to start of event:

- ☐ Plan to arrive on-site 1 hour before event begins. *(Reference your assigned schedule.)*
- ☐ Set up the technology needed for the event, including but not limited to: Cradle Point hotspot (test for signal), laptops/iPads, printer and charging station.
- ☐ If needed, plug in iPads/laptops to the charging station.
- ☐ If needed, set up the solar panel for the charging station.

Shift duties during event:

- ☐ Be present on-site during all operating hours.
- ☐ Ensure staff access is correctly provisioned based on roles and responsibilities.
- ☐ Ensure all devices are up and running prior to each shift.
- ☐ Conduct regular checks on data quality (correct vaccination lots in system, data matches doses used, correctly formatted for upload into government Immunization Information System)
- ☐ Troubleshoot issues throughout data.
- ☐ Identify and flag any additional functions in tech solution.
- ☐ Coordinate near-term solutions or workarounds in the event of tech outages.
- ☐ Provide Operational Support for scheduling/participant issues.
- ☐ Edit and change appointments as needed.
- ☐ Ensure changes to scheduling tool/technology are functional on first day of new updates.
- ☐ Train staff on any updates to scheduling tool or on-site technology.
- ☐ Ensure staff and volunteers get breaks as needed.

End of event shift duties:

- ☐ Plan to stay after the event ends.
- ☐ Coordinate with supervisor and your team to pack up equipment and supplies for assigned section.
- ☐ Ensure that all equipment is accounted for and appropriately stored in their cases.
- ☐ Direct team members to inventory their supplies and identify what bin items need to be resupplied.
- ☐ Direct team to break down tables, chairs, tents, and gather signboards for loading in the van.
- ☐ Supervise the loading of equipment into the vehicle, ensuring that all equipment is secure for transport.

General Staff and Volunteer Lead

Role Responsibilities
<i>Assists with checking in all staff and volunteers and assists other leads by having the Resources/Flex's assist in staffing gaps, providing breaks, and running supplies to stations.</i>
Duties prior to start of event: <ul style="list-style-type: none"><input type="checkbox"/> Plan to arrive on-site 1 hour before event begins. <i>(Reference your assigned schedule.)</i><input type="checkbox"/> Ensure staff and volunteers receive their PPE (distribute PPE if they have not received any).
Shift duties during event: <ul style="list-style-type: none"><input type="checkbox"/> Ensure participants have a safe and easy experience navigating the site.<input type="checkbox"/> Support participants in escalating issues that are beyond basic Entry Point Control responsibilities.<input type="checkbox"/> Ensure Health Screening, Registration, Vaccination, and Observation Stations are set up with necessary supplies.<input type="checkbox"/> Support Non-Clinical Lead with supply distribution (if needed).<input type="checkbox"/> Ensure sanitization is maintained.<input type="checkbox"/> Bring any issues to Non-Clinical Supervisor.<input type="checkbox"/> Assist in keeping the flow of participants through the clinic, directing them to the correct station. Answer participants' questions.<input type="checkbox"/> Provide breaks and rotate with Registration and Observation, if needed and trained, and other duties as assigned.<input type="checkbox"/> Ensure staff and volunteers get breaks as needed.<input type="checkbox"/> Monitor Flow. If more than 50 participants are expected at the event, consider assigning a Flow Monitor. This position assists with keeping the flow of the clinic moving by directing participants to the correct stations; waiting area, etc. They answer participants' questions and can assist with providing breaks for staff in Registration and Observation.
End of event shift duties: <ul style="list-style-type: none"><input type="checkbox"/> Plan to stay after the event ends.<input type="checkbox"/> Coordinate with supervisor and your team to pack up equipment and supplies for assigned section.<input type="checkbox"/> Direct team members to inventory their supplies and identify what bin items need to be resupplied.<input type="checkbox"/> Direct team to break down tables, chairs, tents, and gather signboards for loading in the van.<input type="checkbox"/> Ensure that all equipment is accounted for and appropriately stored in their cases.<input type="checkbox"/> Supervise the loading of equipment into the vehicle, ensuring that all equipment is secure for transport.

Clinical Staff and Volunteers

Vaccine Supplies Preparer

Role Responsibilities
<i>Reports to Vaccinator Lead and Pharmacist Supervisor. Vaccine Preparer/Handler can do this role.</i>
Duties prior to start of event: <ul style="list-style-type: none"><input type="checkbox"/> Plan to arrive on-site 1 hour before event begins. <i>(Reference your assigned schedule.)</i><input type="checkbox"/> Assist with setting up tents, tables, chairs, and A-frame signs for the event.<input type="checkbox"/> Assist with setting up the Vaccination Area.<input type="checkbox"/> Ensure that proper infection control procedures are being followed before the events starts. This includes cleaning all tables and making sure that all staff have appropriate PPE.<input type="checkbox"/> Assist with setting up the technology needed in the Vaccination Area.
Shift duties during event: <ul style="list-style-type: none"><input type="checkbox"/> Report to Pharmacist.<input type="checkbox"/> Ensure Vaccine Prep clinical staff have a steady supply of syringe kits.

End of event shift duties:

- ☐ Coordinate with your supervisor and lead to pack up equipment and supplies for assigned section.
- ☐ Ensure that all equipment is accounted for and appropriately stored in their cases.
- ☐ Inventory supplies and identify what needs to be resupplied in bins.
- ☐ Break down tables, chairs, tents, and gather signboards for loading in the van.
- ☐ Ensure that all equipment is secure for transport, and load equipment into the vehicle.

Vaccine Preparer/Handler**Role Responsibilities**

Prepare vaccines for administration in accordance with guidance and recommendations. Duties include, but may not be limited to, transferring vials to Vaccinators, drawing doses, and preparing syringes in accordance with best practices. Must be trained/certified to prepare vaccines based on WA practice standards.

Must be medically trained/certified Pharmacy techs, nurses, etc.

Duties prior to start of event:

- ☐ Plan to arrive on-site 1 hour before event begins. *(Reference your assigned schedule.)*
- ☐ Assist with setting up tents, tables, chairs, and signboards for the event.
- ☐ Assist with setting up the vaccination area.
- ☐ Ensure that proper infection control procedures are being followed before the event starts. This includes cleaning all tables and making sure that all staff have appropriate PPE.
- ☐ Assist with setting up the technology needed in the vaccination area.

Shift duties during event:

- ☐ Prepare/mix vaccine and syringes by drawing doses using correct procedure from manufacturer.
- ☐ Distribute vaccinations, maintaining appropriate chain of custody.
- ☐ Monitor for potential waste (including expiration) and report as necessary to prevent waste.
- ☐ Write expiration time (1 hour) on label if NOT drawn up at the Vaccinator table.
- ☐ Assist and support Vaccinator, monitor for supplies, etc.
- ☐ Flex to support vaccine supply preparers as needed.
- ☐ Maintain vaccine inventory (i.e., document vaccine type, number of vaccines used, and what is left).
- ☐ Monitor the temperature and document in the temperature monitoring log per current guidelines.
- ☐ Ensure that proper infection control procedures are being followed.
- ☐ Distribute prepared vaccine to Vaccination Team for vaccinating participants.

End of event shift duties:

- ☐ Plan to stay around 15 minutes after the event ends.
- ☐ Collect any unused vaccines from the Vaccination Team stations and coordinate with the Pharmacy Supervisor on how to manage and document the unused vaccine supply.
- ☐ Collect the sharps containers from the Vaccination Team stations and coordinate with the Pharmacy Supervisor on how to manage the sharps.
- ☐ Gather documentation for the clinic and give it to the Vaccination Lead/Pharmacy Supervisor.
- ☐ Secure the remaining vaccine supply for transport.
- ☐ Coordinate with your supervisor and lead to pack up equipment and supplies for assigned section.
- ☐ Ensure that all equipment is accounted for and appropriately stored in their cases.
- ☐ Inventory supplies and identify what needs to be resupplied in bins.
- ☐ Break down tables, chairs, tents, and gather signboards for loading in the van.
- ☐ Ensure that all equipment is secure for transport, and load equipment into the vehicle.

Vaccinator

Role Responsibilities
<p><i>Vaccinators will prepare and administer vaccines in accordance with guidance and recommendation. Ensure Vaccinators are supervised by the Vaccinator Lead and/or independently licensed to provide vaccinations based on WA practice standards.</i></p> <p><i>Must be medically trained/certified. Includes nurses, medical assistants, nurse practitioners, doctors, students in health professions, physician assistants, pharmacy technicians, medics and EMTs.</i></p>
<p>Duties prior to start of event:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Plan to arrive on-site 1 hour before event begins. <i>(Reference your assigned schedule.)</i> <input type="checkbox"/> Help set up the Vaccination Area. <input type="checkbox"/> Get a vaccination supply bin for the assigned table. <input type="checkbox"/> Ensure that proper infection control procedures are being followed before the event starts. This includes cleaning all tables and using appropriate PPE. <input type="checkbox"/> Assist with setting up the technology at the vaccination station. <input type="checkbox"/> Log in to provided technology and systems.
<p>Shift duties during event:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Greet participants for the clinic and direct them to the Vaccination Area. <input type="checkbox"/> Review the registration information in your event's chosen digital registration system or on the paper registration. <input type="checkbox"/> Screen participant for eligibility to receive vaccine. Bring questions or concerns to Clinical Practice Supervisor. <input type="checkbox"/> Confirm if this is the participant's first or second dose. <i>(If relevant for vaccine/event.)</i> <ul style="list-style-type: none"> ▫ Note: If second dose, ensure that the vaccine being administered today matches participant needs. <input type="checkbox"/> Administer vaccine(s) using correct administration injection technique. <ul style="list-style-type: none"> ▫ Complete appointment in system. ▫ Provide participant with complete Vaccination Record/card with date, lot number, and type of vaccine administered clearly written. <i>(If relevant for vaccine/event.)</i> ▫ Explain any next steps/after care. ▫ Ensure patient has V-Safe information. ▫ Complete a label with the time that the participant can leave Observation Area. (15-30 minutes) ▫ Direct patient to Observation Area when IIS data entry is completed. <input type="checkbox"/> May fill other roles if needed.
<p>End of event shift duties:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Plan to stay around 15 minutes after the event ends. <input type="checkbox"/> Return any unused vaccine supply to the Vaccine Preparer. <input type="checkbox"/> Return sharps container to the Vaccine Preparer. <input type="checkbox"/> Coordinate with Vaccination Lead/IT/Tech Lead regarding the proper storage of all IT equipment. <input type="checkbox"/> Clean Vaccination Area and store unused supplies in the vaccination supply bin. <input type="checkbox"/> Dispose of garbage appropriately. <input type="checkbox"/> Coordinate with your supervisor and lead to pack up equipment and supplies for assigned section. <input type="checkbox"/> Ensure that all equipment is accounted for and appropriately stored in their cases. <input type="checkbox"/> Inventory supplies and identify what needs to be resupplied in bins. <input type="checkbox"/> Break down tables, chairs, tents, and gather signboards for loading in the van. <input type="checkbox"/> Ensure that all equipment is secure for transport and load equipment into the vehicle.

Observation Area Observer/Patient Exit Reviewer

Role Responsibilities
<i>Provides observation for adverse vaccine reactions in the Observation Area. Monitors time period for participant observation before they leave. Must be able to recognize anaphylactic reaction in the vaccine recipient. Ensures all recipients receive all necessary educational forms about their vaccination and specific vaccine received.</i>
Duties prior to start of event: <ul style="list-style-type: none"><input type="checkbox"/> Plan to arrive on-site 1 hour before event begins. <i>(Reference your assigned schedule.)</i><input type="checkbox"/> Assist with setting up tents, tables, chairs, and signboards for the event.<input type="checkbox"/> Set up chairs in the Observation Area with a clear view of the area where participants will be waiting for their appropriate time.<input type="checkbox"/> Ensure that proper infection control procedures are being followed before the event starts. This includes cleaning all chairs and making sure that all staff have appropriate PPE.
Shift duties during event: <ul style="list-style-type: none"><input type="checkbox"/> Work in partnership with EMS (if also on site) to observe and respond to post-vaccination adverse reactions, following EMS protocol for responding to anaphylaxis, and notify Clinical Operations Director and/or Clinical Practice Supervisor.<input type="checkbox"/> Monitor participants for signs of vaccination reactions, including itchiness, swelling (angioedema), and shortness of breath, and escalate concerns immediately.<input type="checkbox"/> Advise participants to rest for 15 minutes if no history of a prior adverse reaction; additional 15 minutes if needed (for a total of 30 minutes).<input type="checkbox"/> Identify and follow procedures to respond to participants with adverse reaction symptoms that require intervention.<input type="checkbox"/> Enter a record of any adverse reaction that requires intervention.<input type="checkbox"/> Participants will be assigned a wait time based on their medical history. Notify on-site EMS or the on-site medical provider of any reaction. Possible supplies include emergency kit, chairs for clients, and PPE.
End of event shift duties: <ul style="list-style-type: none"><input type="checkbox"/> Plan to stay after the event ends.<input type="checkbox"/> Coordinate with your supervisor and lead to pack up equipment and supplies for assigned section.<input type="checkbox"/> Ensure that all equipment is accounted for and appropriately stored in their cases.<input type="checkbox"/> Inventory supplies and identify what needs to be resupplied in bins.<input type="checkbox"/> Break down tables, chairs, tents, and gather signboards for loading in the van.<input type="checkbox"/> Ensure that all equipment is secure for transport, and load equipment into the vehicle.

EMS/EMT

Role Responsibilities
<i>Works in partnership with Observers to monitor and provide emergency medical care to event participants in case of adverse post-vaccination reactions.</i>
Duties prior to start of event: <ul style="list-style-type: none"><input type="checkbox"/> Plan to arrive on-site 1 hour before event begins. <i>(Reference your assigned schedule.)</i>
Shift duties during event: <ul style="list-style-type: none"><input type="checkbox"/> Provide support to participants who experience adverse post-vaccination reactions.<input type="checkbox"/> Advise participants to rest post-vaccine:<ul style="list-style-type: none">▫ 15 minutes for those with no history of prior reaction.▫ 30 minutes for those with history of adverse reaction(s), or as needed.▫ Communicate with Clinical Operations Director and Observer Lead on any issues.▫ Inform Observer Lead when taking breaks to ensure EMS/EMT staff coverage.

End of event shift duties:

- ☐ Plan to stay after the event ends.

Registered Nurse**Role Responsibilities*****May also function as the Vaccine Lead***

The RN can oversee the Vaccinators if not vaccinating, including monitoring safety of the administration of vaccine(s). Provide clinical information on questions from participants or serve as medical screener to address medical questions and ensure candidates can proceed with vaccine administration.

Duties prior to start of event:

- ☐ Plan to arrive on-site 1 hour before event begins. (Reference your assigned schedule.)

Shift duties during event:

- ☐ Duties and responsibilities as assigned.
- ☐ Oversee the Vaccinators (if not vaccinating), monitoring safety of vaccine administration.
- ☐ Can provide clinical information on questions from participants or serve as medical screener to address medical questions and ensure vaccinators can proceed with vaccine administration.
- ☐ Serve as Vaccinator for participants.
- ☐ Serve as Vaccine Preparer.
- ☐ Can also serve as oversight for staff working in the Observation Area to provide medical attention during the observation period.

End of event shift duties:

- ☐ Coordinate with your supervisor and lead to pack up equipment and supplies for assigned section.
- ☐ Ensure that all equipment is accounted for and appropriately stored in their cases.
- ☐ Inventory supplies and identify what needs to be resupplied in bins.
- ☐ Break down tables, chairs, tents, and gather signboards for loading in the van.
- ☐ Ensure that all equipment is secure for transport, and load equipment into the vehicle.

Clinical Registration Support/Medical Screener**Role Responsibilities**

Works alongside the Registration Area to assure that the Vaccinators can proceed with vaccine administration and address any medical questions. Must be qualified to screen patients based on WA practice standards of care.

Duties prior to start of event:

- ☐ Plan to arrive on-site 1 hour before event begins. (Reference your assigned schedule.)
- ☐ Assist with setting up stations for the clinic event (tents, tables, signs, etc.).
- ☐ Ensure your station has the following supplies:
 - No-touch thermometer
 - Hand sanitizer
 - Masks

Shift duties during event:

- ☐ Work in partnership with Registration to answer any medical and clinical questions that participants may have at the Registration Area.
- ☐ Ask all persons entering (public or staff) to step forward and have their temperature taken with a no-touch thermometer. (If needed)
- ☐ Ask participants to review screening questions for eligibility to receive the vaccine(s) that day.
- ☐ Serve as a greeter outside (as needed):
 - Welcome participants and share which vaccines are available that day.
 - Share current wait times with participants (if available).

- Encourage incoming participants to read the vaccine information sheets which contain details about the vaccine(s) being offered today, including ingredients.

End of event shift duties:

- ☐ Plan to stay around 15 minutes after the event ends.
- ☐ Coordinate with your supervisor and lead to pack up equipment and supplies for assigned section.
- ☐ Ensure that all equipment is accounted for and appropriately stored in their cases.
- ☐ Inventory supplies and identify what needs to be resupplied in bins.
- ☐ Break down tables, chairs, tents, and gather signboards for loading in the van.
- ☐ Ensure that all equipment is secure for transport, and load equipment into the vehicle.

Clinical Resource/Flex/Support/Runner/Float/Data Entry

Role Responsibilities

Assists with clinical roles based on WA practice standards of care and assists with providing breaks.

Duties prior to start of event:

- ☐ Plan to arrive on-site 1 hour before event begins. (Reference your assigned schedule.)
- ☐ Assist with setting up stations for the clinic event (tents, tables, signs, etc.).

Shift duties during event:

- ☐ Ensure there are enough supplies at each station.
- ☐ Coordinate between Pharmacist and Vaccinators, running appropriate vaccination dose between the different stations.
- ☐ Enter detailed data at the vaccination station, and handle documents to ensure participants' information is completed correctly and securely stored.
- ☐ Collect documents from participants.
- ☐ Enter demographic data.
- ☐ Enter vaccine administration data.
- ☐ Escalate any concerns to Lead/Site Manager.

End of event shift duties:

- ☐ Plan to stay around 15 minutes after the event ends.
- ☐ Coordinate with your supervisor and lead to pack up equipment and supplies for assigned section.
- ☐ Ensure that all equipment is accounted for and appropriately stored in their cases.
- ☐ Inventory supplies and identify what needs to be resupplied in bins.
- ☐ Break down tables, chairs, tents, and gather signboards for loading in the van.
- ☐ Ensure that all equipment is secure for transport, and load equipment into the vehicle.

Non-Clinical Staff and Volunteers

Registration and Administration Staff/Volunteers

Role Responsibilities

Validates that participants have an appointment and are scheduled to receive the vaccine that is being offered. Ensures each participant provides consent for vaccination and provides them with any needed forms including the EUA information sheet. Verifies second appointment is made prior to participants leaving the site (as applicable). Supports other critical record-keeping and documentation activities as directed by assigned Supervisor/Lead.

Duties prior to start of event:

- ☐ Plan to arrive on-site 1 hour before event begins. (*Reference your assigned schedule.*)
- ☐ Ensure station has Vaccine FAQ sheets available (EUAs).
- ☐ Assist with setting up tents, tables, signs, etc.
- ☐ Set up Registration Area with tents, table skirts, banners, and signage for the event.
- ☐ Set up the technology needed for the event, including but not limited to: Cradle Point hotspot (test for signal), laptops/iPads, printer and charging station.
- ☐ If needed, plug in iPads/laptops to the charging station.
- ☐ If needed, set up the solar panel for the charging station.
- ☐ Log into registration system on the laptops that will be used for the clinic.
- ☐ Set up the A-frame signs that direct the public to the registration area.
- ☐ Get the supply bin for Registration and make sure all supplies are ready to use.

Shift duties during event:

- ☐ Keep station sanitized and organized throughout shift.
- ☐ Ensure disinfectant wipes and hand sanitizer are available.
- ☐ Maintain stock of Vaccine FAQ sheets (EUAs) and direct each participant to the appropriate vaccination station when it is available for them.
- ☐ Verify patient information, help solve any registration issues and provide next steps in the process.
- ☐ Greet participants for the clinic and direct them to the Registration Area.
- ☐ Register participants in system or collect paper registrations as needed. Assist with on-site registration of participants for vaccinations.
- ☐ Assist other staff taking registration at the clinic as needed.
- ☐ Monitor the flow of the clinic.
- ☐ Assist with technology problems as they arise.
- ☐ Communicate with the Registration Lead throughout the event.

Check-In Steps (*change steps to what is needed for your event*)

- 1) Ask each participant for photo ID and review Intake Form; provide form to participants as needed.
 - *Note: If you identify a communication barrier, direct the participant to the language assistance table.*
- 2) Verify appointment date and time are correct in system.
- 3) Ask if participant has reviewed Vaccine FAQs. If not, provide a copy for them to review.
- 4) Ask participant if they are receiving their first or second dose and ensure the needed dose type matches what is available at the clinic today (dose and manufacturer).
- 5) After patient is checked in, direct them to a Way Finder who will guide them to the Vaccination Area. Then prepare for next patient.

End of event shift duties:

- ☐ Coordinate with your supervisor and lead to pack up equipment and supplies for assigned section.
- ☐ Ensure that all equipment is accounted for and appropriately stored in their cases.
- ☐ Inventory supplies and identify what needs to be resupplied in bins.
- ☐ Break down tables, chairs, tents, and gather signboards for loading in the van.
- ☐ Ensure that all equipment is secure for transport, and load equipment into the vehicle.

Entry Control Point (ECP) and Way Finder Staff/Volunteer**Role Responsibilities**

Ensures participants have a safe and easy experience navigating the site.

Duties prior to start of event:

- ☐ Plan to arrive on-site 1 hour before event begins. (*Reference your assigned schedule.*)
- ☐ Assist with setting up stations for the clinic event (tents, tables, signs, etc.).

<input type="checkbox"/> Ensure your station has the following supplies: <ul style="list-style-type: none"> <input type="checkbox"/> Hand sanitizer <input type="checkbox"/> Masks
Shift duties during event: <ul style="list-style-type: none"> <input type="checkbox"/> Ask all people entering (public or staff) to step forward and have their temperature taken with a no-touch thermometer <i>(if necessary)</i>. <input type="checkbox"/> If anyone entering requires assistance beyond basic entry control point (ECP) responsibilities, immediately escalate to Lead or Non-Clinical Supervisor. <input type="checkbox"/> Understand location of supplies and restock as needed. <input type="checkbox"/> Understand where to direct or bring participants if they would benefit from communication assistance such as translation services. <input type="checkbox"/> Observe and ensure safety expectations (e.g., sanitization) are maintained. <i>(If necessary for vaccination clinic.)</i> <input type="checkbox"/> Help those getting vaccinated find their way. <input type="checkbox"/> Distribute clipboards and pens with Intake Form to participants <i>(if necessary)</i>. <input type="checkbox"/> Instruct participants to complete form while waiting, before vaccination. <input type="checkbox"/> Clean and sanitize clipboards, pens, and surfaces after each use.
End of event shift duties: <ul style="list-style-type: none"> <input type="checkbox"/> Plan to stay after the event ends. <input type="checkbox"/> Coordinate with your supervisor and lead to pack up equipment and supplies for assigned section. <input type="checkbox"/> Ensure that all equipment is accounted for and appropriately stored in their cases. <input type="checkbox"/> Inventory supplies and identify what needs to be resupplied in bins. <input type="checkbox"/> Break down tables, chairs, tents, and gather signboards for loading in the van. <input type="checkbox"/> Ensure that all equipment is secure for transport, and load equipment into the vehicle.

Non-Clinical Resource/Flex/Support/Runner/Float/Data Entry

Role Responsibilities
<i>Reports to Site Manager. Collects information, ensures pre-filled forms are completed correctly, provides the EUA fact sheet to participants, serves as cleaners, runners, provides customer service, and performs other general tasks and roles as needed.</i>
Duties prior to start of event: <ul style="list-style-type: none"> <input type="checkbox"/> Plan to arrive on-site 1 hour before event begins. <i>(Reference your assigned schedule.)</i>
Shift duties during event: <ul style="list-style-type: none"> <input type="checkbox"/> Runner/Resource/Float for traffic, breaks, Guide/Flow Monitor <input type="checkbox"/> Ensure enough supplies are at each station.
End of event shift duties: <ul style="list-style-type: none"> <input type="checkbox"/> Coordinate with your supervisor and lead to pack up equipment and supplies for assigned section. <input type="checkbox"/> Ensure that all equipment is accounted for and appropriately stored in their cases. <input type="checkbox"/> Inventory supplies and identify what needs to be resupplied in bins. <input type="checkbox"/> Break down tables, chairs, tents, and gather signboards for loading in the van. <input type="checkbox"/> Ensure that all equipment is secure for transport, and load equipment into the vehicle.

Facilities Support

Role Responsibilities
<i>Reports to Facilities Liaison Supervisor.</i>
Duties prior to start of event: <ul style="list-style-type: none"> <input type="checkbox"/> Plan to arrive on-site 1 hour before event begins. <i>(Reference your assigned schedule.)</i>

<input type="checkbox"/> If needed, set up the generator or connect power cords to an acceptable power supply. <input type="checkbox"/> Resolve any standing water slip hazards. <input type="checkbox"/> Resolve ice patches and/or make snow paths (seasonally).
Shift duties during event: <input type="checkbox"/> Resolve power issues as needed. <input type="checkbox"/> Manage restroom facilities, resolve any issues. <input type="checkbox"/> Ensure lights are on if it is dark out. <input type="checkbox"/> Set up fans for air flow and/or to cool area <i>(if needed)</i> .
End of event shift duties: <input type="checkbox"/> Coordinate with your supervisor and lead to pack up equipment and supplies for assigned section. <input type="checkbox"/> Ensure that all equipment is accounted for and appropriately stored in their cases. <input type="checkbox"/> Inventory supplies and identify what needs to be resupplied in bins. <input type="checkbox"/> Break down tables, chairs, tents, and gather signboards for loading in the van. <input type="checkbox"/> Ensure that all equipment is secure for transport, and load equipment into the vehicle.

Site Supplies and Storage Support

Role Responsibilities
<i>Works with Clinic Event Director and both Clinical and Non-clinical Supervisors to ensure correct and sufficient vaccine supply, sufficient CDC cards, additional documentation, required clinical supplies, and appropriate PPE is available during operating hours.</i>
Duties prior to start of event: <input type="checkbox"/> Plan to arrive on-site 1 hour before event begins. <i>(Reference your assigned schedule.)</i> <input type="checkbox"/> Ensure that each section (Registration, Vaccination, & Observation) has their assigned bins of supplies.
Shift duties during event: <input type="checkbox"/> Duties as assigned.
End of event shift duties: <input type="checkbox"/> Coordinate with your supervisor and lead to pack up equipment and supplies for assigned section. <input type="checkbox"/> Ensure that all equipment is accounted for and appropriately stored in their cases. <input type="checkbox"/> Inventory supplies and identify what needs to be resupplied in bins. <input type="checkbox"/> Break down tables, chairs, tents, and gather signboards for loading in the van. <input type="checkbox"/> Ensure that all equipment is secure for transport, and load equipment into the vehicle.

Security

Role Responsibilities
Monitors and has authority over internal and external security of operations staff, and operational equipment and supplies, including pharmaceuticals. <i>*Could be the safety officer or other support staff depending on clinic size and location.*</i>
Duties prior to start of event: <input type="checkbox"/> Plan to arrive on-site 1 hour before event begins. <i>(Reference your assigned schedule.)</i>
Shift duties during event: <input type="checkbox"/> Work closely with Safety Officer on hazard and safety issues or conditions. <input type="checkbox"/> Can assist with traffic/crowd control and manage participant flow. <input type="checkbox"/> Serve as main point of contact for local law enforcement operating at the site.

End of event shift duties:

- ☐ Coordinate with your supervisor and lead to pack up equipment and supplies for assigned section.
- ☐ Ensure that all equipment is accounted for and appropriately stored in their cases.
- ☐ Inventory supplies and identify what needs to be resupplied in bins.
- ☐ Break down tables, chairs, tents, and gather signboards for loading in the van.
- ☐ Ensure that all equipment is secure for transport, and load equipment into the vehicle.

Parking/Traffic Control

Role Responsibilities
<i>Reports to Facilities Liaison Supervisor.</i>
Duties prior to start of event: <ul style="list-style-type: none"> <input type="checkbox"/> Plan to arrive on-site 1 hour before event begins. <i>(Reference your assigned schedule.)</i> <input type="checkbox"/> Set up tents, banners, and signage for the vaccination event. <input type="checkbox"/> Set up signage to guide participants to and through the clinic. <input type="checkbox"/> Set up banner and flags to advertise and effectively draw participants to the event. <input type="checkbox"/> Set up A-frame signs with the appropriate signage to direct the public to the clinic.
Shift duties during event: <ul style="list-style-type: none"> <input type="checkbox"/> Help participants navigate the drive through clinic or parking. <input type="checkbox"/> Duties as assigned.
End of event shift duties: <ul style="list-style-type: none"> <input type="checkbox"/> Coordinate with your supervisor and lead to pack up equipment and supplies for assigned section. <input type="checkbox"/> Ensure that all equipment is accounted for and appropriately stored in their cases. <input type="checkbox"/> Inventory supplies and identify what needs to be resupplied in bins. <input type="checkbox"/> Break down tables, chairs, tents, and gather signboards for loading in the van. <input type="checkbox"/> Ensure that all equipment is secure for transport, and load equipment into the vehicle.

Annex K: Staffing-to-Patient Suggestions

Up to 150 Patients	150 to 350 Patients	350 to 500 Patients
Clinical Staff		
1 Clinic Manager	1 Clinic Manager	1 Clinic Manager
1 Pharmacist/Vaccinator Lead	1 Pharmacist/Vaccinator Lead	2 Pharmacist/Vaccinator Leads
1 Vaccination Supply Prep	2 Vaccination Supply Prep	2 Vaccination Supply Prep
7 Vaccinators	7 Vaccinators	7 Vaccinators
3 Vaccination Handler Preparers	3 Vaccination Handler Preparers	5 Vaccination Handler Preparers
4 Registered Nurses	4 Registered Nurses	5 Registered Nurses
5 Medical Screeners	5 Medical Screeners	5 Medical Screeners
1 Clinic Flow/Reviewer	1 Clinic Flow/Reviewer	3 Clinic Flow/Reviewers
Non-Clinical Staff		
1 Supply/Facilities Liaison	1 Supply/Facilities Liaison	1 Supply/Facilities Liaison
2 Administrative Staff	2 Administrative Staff	4 Administrative Staff
2 General Staff & Volunteers	2 General Staff & Volunteers	3 General Staff & Volunteers
2 Observation Area Managers	2 Observation Area Managers	3 Observation Area Managers

1 Safety Officer	1 Safety Officer	1 Safety Officer
1 Registration Staff/Greeter	2 Registration Staff/Greeters	3 Registration Staff/Greeters
1 IT Support	2 IT Support	3 IT Support
1 Recipient Exit Area/Exit Reviewer	1 Recipient Exit Area/Exit Reviewer	3 Recipient Exit Area/Exit Reviewers
1 Security Officer	2 Security Officers	2 Security Officers
2 Interpreter & ASL	2 Interpreter & ASL	3 Interpreter & ASL
Total Staff = 37	Total Staff = 40	Total Staff = 56

This table is modeled as a general example. Numbers are subject to change based on your organization's vaccine demand and staffing capacity.

Annex L: Staff and Volunteer Check in Process

Staff and volunteers with an assignment

1. When staff or volunteers arrive, ask person for their name and government issued ID and/or employee ID.
2. Confirm their ID name matches scheduled assignment.
3. Verify Background Check is complete (*if required for assignment*)
 - a. Background checks should be completed and reviewed before the event.
 - b. If one was not completed before the event and the team is able to run a background check on-site, get the staff or volunteer's permission to be vetted and have them complete a form.
 - c. If a background check is required for the assignment and the individual is not willing to have a background check done, then they are unable to work at the event.
4. Check-in staff or volunteer electronically or manually.
5. Provide the necessary gear, PPE, and job action sheet for assignment.

Staff and volunteers without an assignment

1. When staff or volunteers arrive, ask person for their name, government issued ID and their sign-up confirmation to work the event.
2. Confirm their name, government issued ID, and sign-up confirmation with your records.
3. Check-in staff or volunteer electronically or manually.
4. Assign them to a role or position they are qualified to assist in.
5. Provide the necessary gear, PPE, and job action sheet for assignment.
6. Send them to check-in with their assigned lead.

Annex M: Forms

Staffing Roster Examples

“_____” Indicates filling in the blank with the name of the title role of the people you want contacted in case of complications.

In Case of Complications				
Responsibility	Name	Office Phone	Cell Phone	Email
Clinic Event Director				
Clinic Event Site Manager				
Safety Officer				
“_____” Supervisor				
“_____” Lead				
IT				
Information Immunization System (IIS)				
Etc...				

Pop-Up Clinic Roster		
Date: Volunteer show up time: Place: (Address)		
Role	Name(s)	Responsibilities & Duties
Clinic Event Director and/or Clinic Event Site Manager		<ul style="list-style-type: none"> • Direct all non-clinical and oversee all clinical operations of the clinic. • Ensure safe, effective operation of the pop-up clinic event to include staff morale/wellbeing and administration of the vaccine.
Safety Officer		<ul style="list-style-type: none"> • Assures scene and worker safety; monitor, investigate, and resolve or manage all safety considerations of pop-up clinic event operations at the event. (May be a medical staff member or a non-medical staff member) • Oversee staff present at the pop-up clinic event and help ensure protective measures; proper wearing and removal of PPE, and disinfecting of actively touched surfaces, materials, etc.
Clinical Practice Supervisor		<ul style="list-style-type: none"> • In charge of clinical operations. • Coordinate overall clinical aspects of vaccine administration to participants, ensuring quality control of vaccine administration as well as proper storage and handling of vaccines, sharps, and PPE use.

Vaccinators		<ul style="list-style-type: none"> • Reports to Clinical Lead. • Must be within WA scope of practice to provide vaccinations (depending on current outbreak/concern). Routinely RN, LPN, or pharmacist; MD, and DO are able to provide routine vaccinations; other health care staff if appropriately trained.
General Staff & Volunteers		<ul style="list-style-type: none"> • Reports to ____ • Collect information, review pre-filled forms for accuracy, provide the EUA fact sheet to participants, serve as cleaners, runners, provide customer service, and perform other general tasks and roles as needed.

STAFF

SITE ROLES	LICENSURE	AGENCY	WA IIS TRAINED	COULD BE VOLUNTEER	NOTES
Clinic Event Director					
Clinic Event Site Manager					
Pharmacist/Vaccinator					
Vaccinators					
Vaccination Preparer					
Registered Nurse					
Medical Screeners					
Entry Point Control/Way Finder					
Supply Manager					
Admin/Registration Staff					
General Staff & Volunteers					
Observation Area Manager					
Safety Officer					
EMS/EMT					
IT Support					
Facilities Liaison Officer					
Security Officer					
Interpreter & ASL					