**Vaccine Clinic Coordination Checklist**

# Before the Vaccine Clinic

## Planning

Identify partners that may want to co-host or collaborate on the clinic:

Identify lead clinic coordinator: ­­­­­­­­­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*This person will be the point of contact, and will be responsible for sending reminders, instructions and handling questions.*

Identify clinic location: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*Considerations: adequate room for waiting, social distancing, registering and vaccination; must be accessible for people with disabilities (i.e., accessible parking, entrances, and rooms) and easy to get to and move around inside with clear and direct paths of travel. Space for private vaccinations. Avoid harsh lighting and chaotic spaces.*

Identify clinic staff and volunteers:

* Monitoring traffic flow and waiting areas: ­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Screening individuals when entering: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Registration and consent forms: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Cleaning before and after the event: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Identify vaccinators for the clinic:

* Confirm whether vaccinators will be bringing all needed medical supplies (i.e., hazard bins, vaccines, gloves, consent forms, etc.).
* Determine whether vaccinators will handle registration/sign ups or clinic coordinator.

Prepare the clinic space:

* Determine entrance and exit points, and signage needs.
* Determine and label one-way foot traffic through the vaccine clinic while leaving space for clinic functions.
  + Screening
  + Registration
  + Health education table with someone who can answer pre-vaccination questions
  + Vaccine storage with proper storage equipment (most likely handled by the vaccinators/pharmacist)
  + Vaccination stations
  + Waiting area for post-vaccination observation (if applicable)

## Outreach and Marketing of the Clinic

Create flyer – ensure it is accessible.

*Include: date, time, location, vaccines offered, how to register, point of contact for questions, concerns, or accommodation requests. Ensure flyer is screen reader compatible, large font, and high-contrast.*

Flyer translations needed? What languages?

Disseminate through:

* Social media
* Organization websites, newsletters and contact lists
* Share with partners
* Post in community buildings (where allowed), i.e. local grocery stores, libraries, schools, or public offices

## Pre-Clinic Logistics

Request and confirm interpreters based on local community and target population (i.e., American Sign Language, Arabic, Portuguese, Somali, Spanish, French).

Share consent forms with pre-registered individuals.

Monitor registrations - update vaccinators prior to clinic with numbers of sign ups. Identify requests for accommodations (i.e., interpreters, private rooms, more time, or others).

Identify supplies needed and confirm inventory; order if needed. See ‘Non-Clinic Supplies’ below.

# On-Site Non-Clinical Supplies List

## General

Signage for parking areas, entrances, exits, path of travel, restrooms, registration, etc.

## Registration

Appointment schedule.

Signage for registration. Including: time, date, location, vaccines available, documents needed, and other information necessary.

Registration instructions – multiple copies printed out.

* Large-print (Font size 20 or larger)
* Point to communicate tool (example attached)
* Other languages as needed

Registration and consent forms (from vaccinators).

Vaccine educational materials explaining the process of vaccination (before, during, and after). Plain-language, at appropriate literacy levels.

Vaccine storyboards

Whiteboard and dry erase markers

Tablet with voice transcription apps/AAC apps

Mini magnifier

Clear masks

Clipboards

Pens

Tables and chairs (check if location will provide)

Wastebasket

## Vaccination Areas (non-clinical)

Tables and chairs (check if location will provide)

Privacy screens (check if vaccinators can provide)

More clipboards and pens

Cleaning supplies

Waste basket

Vaccine storyboards

# During the Vaccine Clinic

## Logistics

Have interpreters available at registration (i.e., ASL interpreter and other language interpreters).

Assign staff/volunteer roles, assist with registration if needed (depends on vaccinator preferences).

Help direct people where to go, minimize crowds in waiting areas.

Make sure vaccines and necessary equipment are in a private, sanitary area.

Provide social stories/story boards about the process of vaccination (before, during and after).

Have alternative prints and communication methods available or offered on request.

# After the Vaccine Clinic

Assist with clean up and disinfecting the area

Pack up supplies and bring home