

## Covid 19 Vaccine Clinic Flow Information Sheet for Volunteers

Clinics will be set up with a separate entrance and exit with unidirectional flow while maintaining appropriate social distancing protocols and signage to promote safe clinic operations and reduce crowding.

Patients will proceed through multiple stations.

**Station 1- Screening-** the screener will take temperatures and ask a list of questions to determine ability to enter the clinic. The screener will also offer a mask to patients without them and request all entering the clinic to disinfect their hands.

**Station 2- Registration-** the Registrar will verify identification and register, check-in, or access the patient account and review a Pre-Registration Screening Questionnaire with the patient and enter responses into the computer system. The Registrar will also provide the following documents to the patient.

Fact Sheets for Recipients and Caregivers and Information about the COVID 19 Vaccine for Persons with Certain Health Conditions

**Station 3- Vaccination-** the vaccinator will verify ID, confirm that there are no contraindications, obtain consent, as necessary, and document in the computer system. They will also observe the patient for any adverse reaction and initiate medical management guidelines, if necessary

The vaccinator will provide the following documents.

After Visit Summary (AVS) and Recommendations for Vaccine Recipients, V-Safe Information Sheet, and Vaccination Card

**Station 4- Observation-** The observer will observe the vaccine recipient for signs of an adverse reaction for a minimum of 15 minutes after the vaccination.

In addition to the **Clinic Supervisor** and **Safety Officer**, other positions may include a **Clinic Runner** who will provide support to other clinic staff and a **Clinic Flow Monitor** who will direct patient flow to support social distancing.

Depending upon clinic type, patient volume, location, and available staff members any of the stations above may be combined to provide for clinic efficiency.

All staff/volunteers will be required to wear appropriate PPE. This will be provided at the clinic.

All staff will be expected to adhere to hand hygiene and regular cleaning/disinfecting of their workspace.

All staff/ volunteers may be asked to assist with set up and break down.

JIT (Just in Time Training) for the computer program and specific roles will be provided immediately before the clinic.

Additional on -line trainings or document reviews are also required to be completed before the clinic.

See website: NH Responds.