

EVEN BETTER VACCINE CLINICS

Advice from the community of LeadingAge members

In Advance – Preparing for the Clinic

Paperwork

- For Pharmacy Partnership clinic preparation, carefully download and read the many pieces of information and forms from the CVS/Omnicare or Walgreens website.
- If you can export data from your EHR and HR systems to Excel, use that, when possible, to complete staff and resident forms.
- Make sure that questions on the form are answered, legibly, in advance except for “are you sick today.” Make many copies of the forms – most information can be re-submitted for subsequent clinics.
- Gather resident forms by unit/ floor and alphabetize them or organize by room/ apartment if the external partners will be going room to room or apartment to apartment.
- Alphabetize all staff member paperwork.
- Make up packets with the employee Consent/Declination Form, V-safe Brochure, Pfizer Fact Sheet, and Notice of Privacy for staff and distribute well in advance.
- Create an alphabetized list of residents and one for staff members so you can check off who has been vaccinated.

Logistics Planning

- Do your best to get an accurate count of how many people will be vaccinated, so that the pharmacy partner does not bring too much vaccine. Once it is thawed it can't be refrozen. Pin down residents, POAs, and staff members.
- Just in case there are extra doses, have some additional folks lined up for vaccines.
- It takes a good bit of time for the pharmacy partners to set up, so plan for that as you are scheduling vaccinations.
- Think through space planning: Where will people queue? Where will people be observed for 15 minutes (and do you want to provide timers)? What signage will be helpful?
- Rehearse the walk-through for mobile residents and for staff.
- Determine what extra staff/ people to assist will be needed for clinic day to help with logistics, guiding pharmacy partners from room to room or apartment to apartment, copying forms, etc.
- Round up multiple clipboards for form fill-outs.
- Plan to have a copy machine within easy reach if you can.
- Consider limiting activities that day, cancelling meetings, limiting window visits, cancelling what can be cancelled.
- Consider doing testing and vaccinating on the same day.
- Plan for lunch and snacks for the pharmacy partners. Snacks during the 15-minute observation period for those vaccinated are always appreciated.

Setting the Tone

- Communicate, communicate, communicate!
- Create positive buzz and plan for ways to make it a celebratory environment.
- Address staff concerns about receiving the virus using CDC, IHI and LeadingAge resources
- Plan for pictures, social media posts, music, stickers, or other things to mark the day of hope.

Special considerations for Clinic Two

- Use colored bands or other visual symbol to define who needs dose one and who needs dose two.
- It is likely that some staff who chose not to be vaccinated in Clinic One will want to receive first doses at Clinic Two,

- Review what you learned from Clinic One and plan for the extra complications likely at this clinic.

CLINIC DAY IS HERE

Before the Pharmacy Team arrives

- Communication is vital - make sure staff members know the schedule - who is getting vaccinated, who needs to be up and dressed, who needs to remain on the floor (make sure therapy is aware as they like to whisk them away, and activities, also factor in any outside appointments).
- Residents take longer than staff - some may not know or remember they are getting vaccinated. Encourage staff to remind the residents it is vaccination day.
- Someone who knows the residents needs to guide the pharmacy partners. Make sure that all residents have name bands or badges on.
- Some members suggested taking the code carts and AEDs (if you have them) out on each unit and in the areas where vaccinations are occurring.
- Arrange observations areas and distribute timers, if using them.
- Set up these things as needed: signs (enter, exit, vaccination station, observation area), consent forms, pharmacy form, pens, tables, trash bins and biohazard bins, social distancing floor signs, hand sanitizer, disinfecting wipes.
- Set up staff vaccination area and have a sign in sheet (dose 1 / dose 2).
- Consider preprinted labels for staff or residents to use on the pharmacy form. Labels make sure that all information can be read. Staff are usually in a hurry and handwriting is sometime not legible. Resident handwriting is also often a challenge.

And, It's Show Time!

- Make it clear to pharmacy partners where to pull up and unload.
- The pharmacy partners bring a fair amount of equipment with them, so having a big cart for them at the front door would be helpful, if possible.
- Cheer, applaud, and make a fuss when the pharmacy team enters – morale improves immediately!
- Use the opportunity to record, celebrate, and share this historic day.
- Build in extra time in the schedule (at least an hour is recommended). Things take longer than you anticipate.
- Pharmacy partners don't all always arrive on time and they need to set up. Flex the schedule as needed.
- A staff member will need to go with the pharmacy partner from room to room or apartment to apartment.
- Have extra eyewear or face shields for them, just in case.
- Everyone will get into a rhythm and then things will go pretty smoothly.