

## Checklist B: Setting Up Your Event (page 1 of 2)

This list is designed to make your Influenza Vaccination Event flow smoothly, safely, and efficiently, with proper protocol. Before each event begins, look this list over to ensure you haven't forgotten anything.

### Things to Do Before the Event

- ✓ Dates confirmed and prominently displayed on posters placed in various locales
- ✓ Brochures with holder displayed throughout locale
- ✓ Letters, e-mails, and other promotional material sent and followed-up
- ✓ Appointments pre-booked on event schedule
- ✓ Daily appointments filled in on the daily schedule—with approximately 15 minutes between patients
- ✓ Location clean and roped/curtained off for privacy
- ✓ *Important to remember:* Check cooler temperature twice a day

### Vaccine Necessities

- ✓ Vaccine
- ✓ Vaccination Information Statements (VIS) to give to each patient
- ✓ Alcohol swabs
- ✓ Latex gloves
- ✓ Disposal containers
- ✓ Band aids
- ✓ Refrigerator/cooler for storing vaccines
- ✓ Thermometer
- ✓ Paper towels
- ✓ Syringes
- ✓ Needles
- ✓ Bleach solution in spray bottle
- ✓ Cell phone (with extra batteries or recharger) and/or land phone
- ✓ Daily appointment schedule
- ✓ Cotton balls and/or 1" gauge pads

### Emergency Equipment

- ✓ Standing orders for medical emergencies
- ✓ Aqueous epinephrine USP (1:1000), in ampules, vials of solution, or pre-filled syringes (including Epi-Pens)
- ✓ Diphenhydramine (Benadryl) injectable (50 mg/mL solution) and oral in 25 or 50 mg tablets
- ✓ 1–3 cc syringes with 1", 1½", and 2" needles for epinephrine or Benadryl
- ✓ Pediatric and adult airways (small, medium, large)
- ✓ Sphygmomanometer (child, adult and extra-large cuffs) and stethoscope
- ✓ Pediatric and adult size pocket masks
- ✓ Back-up cell phone or access to an on-site phone
- ✓ Flashlight and extra batteries (for examination of mouth and throat)
- ✓ Wrist watch
- ✓ Alcohol swabs
- ✓ Tourniquet
- ✓ Tongue depressors

## Checklist B: Setting Up Your Event (page 2 of 2)

### Waiting Area Essentials

- ✓ Consent forms for patients to sign
- ✓ Form letter to patient's primary care provider notifying him/her that vaccine was given and the date
- ✓ Schedules of future events for pre-booking purposes
- ✓ Pens
- ✓ Patient education brochures: Myths & Facts About Influenza Vaccination
- ✓ Patient education flyers: Fast Facts About Influenza and Vaccination
- ✓ Chairs and tables
- ✓ Extra consent forms and primary care provider notifications

### General Supplies

- ✓ Calendar
- ✓ Scissors
- ✓ Stapler and staples
- ✓ Rubber bands
- ✓ Plastic tape
- ✓ Paper clips

### Optional Supplies

- ✓ Easy-to-read clock
- ✓ Magazines
- ✓ Coffee/Tea/Water
- ✓ Snacks
- ✓ Flowers
- ✓ Balloons and stickers
- ✓ Mints
- ✓ "Rewards" (candy, cookies, or fruit) for getting the influenza vaccine

### Things to Do After the Event

- ✓ Dispose of "Sharps" waste containers at end of each day
- ✓ Empty standard garbage cans
- ✓ Clean/straighten up event area
- ✓ Store vaccines overnight and/or long-term