



Checklist for Facility-Hosted Vaccine Clinic

A facility-hosted vaccine clinic for residents, staff, and the community can support your community vaccination rates and protect your residents from potential exposure to vaccine-preventable disease, promoting the need for a joint effort with the community. This toolkit walks you through the steps of partnering with your local pharmacy and/or local DOH to offer a vaccine clinic.

Pre-planning

Identify the vaccine provider.

You can partner with your local health department, pharmacies, a health system, or other medical providers. Visit [Vaccines.gov](https://www.vaccines.gov) to find a vaccine provider near you.

Discuss your facility-hosted vaccination clinic and identify roles and responsibilities with:

- Facility leadership team
- Pharmacy partner
- Local State/County Department of Health
- Local Emergency Preparedness agency
- Emergency Medical Services
- Local Health Systems (example local hospital)

Pick a date and location:

Can you offer the clinic outside in the parking lot? Do you have an available space within your building?

Items to consider:

- Will you limit participation to certain groups?
- Will you limit participation by age?
- Will you offer more than one vaccine?
- How will you refer people if you cannot provide a certain vaccine (try not to lose momentum if someone presents to your clinic.)

Toolkit

In the Communications section we offer:

- Cover letter describing the vaccine clinic
- Template of a letter to invite friends and families to the event with educational support
- Opportunity for IPRO QIN/QIO experts to host virtual educational event with your Resident and Family Councils on adult vaccination
- Sample social media posts
- Two fillable flyers to promote the clinic
- Newsletter blurbs and media alert to show facility commitment to supporting your community by improving vaccination rates to protect the residents and staff

In the Clinic Coordinator section, we offer:

Preparing for the clinic

- [Checklist of Current Versions of U.S. COVID-19 Vaccination Guidance and Clinic Support Tools \(immunize.org\)](#) This checklist, which is updated at least monthly, provides links to key COVID-19 vaccination resources.
- [Checklist of Best Practices for Vaccination Clinics Held at Satellite, Temporary, or Off-Site Locations \(izsummitpartners.org\)](#) This checklist is a step-by-step guide to help clinic coordinators/supervisors overseeing vaccination clinics.
- [CDC: During the Clinic Activities](#): this resource provides step-by-step instruction for vaccine storage and handling, general operations, and vaccination process, as well as planning, during the clinic and post-clinic activities to help guide a successful vaccine
- [Skills Checklist for Vaccine Administration](#): a self-assessment tool for healthcare staff who administer immunizations.

Screening tool to administer vaccine

- [U.S. COVID-19 Vaccine Product Information \(cdc.gov\)](#)
Print this checklist for recipients to fill out prior to administering vaccine.
- [Prevaccination Guidance for COVID-19 Vaccines Information for Healthcare Professionals \(cdc.gov\)](#) This guidance should be used to determine if COVID-19 vaccine can be administered or not, based on recipients' answers to the checklist questions. Laminate this tool and give to those who are administering vaccine.
- CDC: H-A-L-O Tool:
<https://www.immunize.org/wp-content/uploads/catg.d/p3070.pdf>
This easy tool helps make an initial decision about vaccinating adults.

Standing orders

- [Clinical Resources: Standing Orders Templates](#) (Immunize.org)
- [Steps to Implementing Standing Orders for Immunization in Your Practice Setting](#) (Immunize.org)
- [Using Standing Order for Administering Vaccines: What You Should Know](#) (Immunize.org)