

SKIIP 2018-19

School Kids Influenza Immunization Project

IMMUNIZATION CLINIC CHECKLIST



Months BEFORE THE EVENT

1. Get buy-in from school administrators for holding a SKIIP immunization clinic.
2. Sign up for SKIIP using the new online SurveyMonkey, go to the nurse invitation letter on the NMIC website, <http://hsc.unm.edu/programs/nmimmunization/schoolflu.html>
3. Form a SKIIP Clinic Team at your school.
4. Identify a SKIIP lead or site coordinator—typically the school nurse or public health nurse.
5. Connect to the Public Health Office (PHO) Nurse for your area. _____
_____ PHN name and phone #
6. Wait to set a SKIIP clinic date until the vaccine has been delivered to your PHO. You may set a *tentative* clinic date and time (no earlier than mid-October) and a back-up date with your school administrator(s); the clinic date cannot be confirmed until vaccine is in stock. Don't publicize the exact date of your clinic until your date is confirmed.
7. Choose a location within the school to hold your clinic, ensuring the room has an easy entrance and exit. The location should be a large, open space/room capable of holding several tables/chairs, have an emergency phone and a place to store vaccine on the event day. Reserve the room for your SKIIP clinic date.
8. Attend an in-person required SKIIP training; if that's not possible, then complete the SKIIP training online, contact your SHA or Maggie June for the link (6/26: Training is being updated and will be available in September).
9. Recruit volunteers, if you are interested in having help at your SKIIP clinic. The Parent Teacher Association is a good source for non-clinical volunteers—parents are helpful to retrieve students from their classroom and with crowd-control. If you would like clinical volunteers, it may be possible to arrange for Health Sciences Students, NM MRC Serves, EMT's, retired school nurses. Contact your SHA or Maggie June.
10. Review the current Department of Health, Public Health Division, Standing Order for Influenza Vaccine for SKIIP Participants located on the NMIC website above.
11. *Optional:* Determine if you will have incentives for students who return their consent forms or at the clinic for children who get vaccinated; obtain incentives.

For more information contact:

New Mexico Immunization Coalition, Maggie June, 505-272-3032 or mjune@salud.unm.edu



Two weeks BEFORE THE EVENT

12. _____ Distribute SKIIP packets to parents—letter to parents, consent form and Vaccine Information Statement (VIS). Once finalized, documents can be downloaded from <http://hsc.unm.edu/programs/nmimmunization/schoolflu.html>
13. _____ Develop a mechanism to assure that consent forms return from home to school. Utilize school automated phone message reminder or automated text to parents, school marquee, school newsletter, and website to remind parents.
14. _____ Assign a staff member to check consent forms for completeness, follow up on incomplete forms, and file forms appropriately.
15. _____ Qualified medical personnel must check consent forms for medical contraindications to receiving influenza vaccine.
16. _____ Publicize the SKIIP clinic via automated school notification system, website, school newsletter, school marquee, etc.



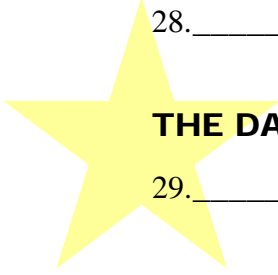
One week BEFORE THE EVENT

17. _____ Plan an orientation/training meeting for your staff and volunteers to discuss procedures, confidentiality, medical contraindications etc. and answer any questions related to the vaccine or clinic details.
18. _____ Assure that you have identified preceptors for health sciences student volunteers, communicate to volunteers/preceptors the arrival time, e.g. 20 minutes prior to the clinic start time to allow time to brief volunteers and set up.
19. _____ Develop a list with an approximate number of staff and volunteers. (vaccine administrators, form collectors, data entry, information table, persons reviewing forms, greeters, flow control)
20. _____ Allot time for set-up, breaks, lunch, clean-up, returning unused doses and ancillary supplies to the PHO, reflection and evaluation.
21. _____ *For volunteers:* Have a plan for volunteer parking; secure a place where volunteers can put their personal belongings; consider having snacks and water.
22. _____ Assure that staff and volunteers have proper identification, HIPAA training and background checks, as required by your school district.
23. _____ Clinical volunteers must register through NM MRC Serves.
24. _____ Develop a plan to notify students, parents, staff and volunteers in case of event postponement or cancellation.
25. _____ SKIIP Clinic Lead should confirm with PHO that sufficient vaccines and supplies are in stock to meet need. Talk to your PHO nurse about supplying a few extra doses in case late consent forms are received or in case of wastage.
26. _____ Have a plan for picking up and returning vaccines on the day of the event. Be mindful of opening and closing time restrictions for the public health office or VFC provider that is storing vaccines.

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27. _____ Remind teachers and front desk staff of the SKIIP clinic date and ask them to give you any consent forms they receive.
28. _____ *Optional:* Identify staff/volunteers that are willing to staff a table to provide information and answer questions about the vaccines on the day of the event.



THE DAY OF THE EVENT

29. _____ SKIIP Clinic Lead: pick up vaccine & supplies from the PHO at the scheduled time; review contents of cooler & supplies with public health nurse before leaving to ensure all the necessary vaccine and supplies are included; confirm drop off time with PH nurse for unused doses and supplies but no later than 4pm.
30. _____ SKIIP Clinic Lead: Ensure that the clinic room is arranged correctly and all needed supplies are in the room, (tissues and waste basket, etc.)
31. _____ Hold a “Just-in-Time” training for all SKIIP clinic staff and volunteers to outline how the clinic will run and the roles, and provide a brief review of NMDOH Standing Orders. Check that team is comfortable with how the event will operate.
32. _____ Identify person with a phone to call 911 in case of emergency and communicate to the clinic staff so everyone knows. The school nurse or other school personnel are probably best suited—they know the school address and directions.
33. _____ Designate an area and/or person for volunteer check-in.
34. _____ Prepare a sitting/waiting area with chairs for before and after administering vaccines.
35. _____ Prepare a station or section of your location for emergency preparedness (place to lie down, water, phone for 911, Emergency Kit with epinephrine, etc.)
36. _____ Create a plan for how students will be brought to the clinic—by homeroom, 1st period, etc. and who will retrieve students, or if you announce students via intercom.
37. _____ Identify who will do data entry for your school EHR. (NMSIIS and TransAct RX data entry will be done by NMDOH.)
38. _____ *Optional:* Have a snack/beverage station for staff and volunteers.
39. _____ After the clinic ends, copy consent forms for your student records. Return original consent forms along with any unused vaccine and supplies to the PHO no later than 4pm. Reconcile the number of consents and unused doses with the Vaccine Inventory Form. Unused doses **must** be returned to the PHO the same day.



AFTER THE EVENT

40. _____ Complete post-clinic survey to report doses used and provide comments regarding the clinic <http://hsc.unm.edu/programs/nmimmunization/schoolflu.html>

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