

Vaccine Clinic Instructions for Public Health Reserve Corp Volunteers

THANK YOU for helping us to provide vaccinations for Hepatitis A and Flu at our clinic. You truly make it possible for us to provide these vaccines! A Public Health Staff person will be at each vaccine clinic as a resource and support for all the volunteers.

Vaccine doses and formulation:

- Dose and formulation of the vaccines offered will be determined by the availability of vaccine and may change from year to year. Monovalent Hepatitis A or Twinrix may be offered. Please review with patient which vaccine they are receiving to ensure consent.
- ***NOTE: Washington law requires pregnant women and children under age 3 years to receive only thimerosal-free vaccine; single-dose thimerosal-free Flu vaccines are available for pregnant women. Single-dose Hep A vaccines are also thimerosal-free.***

Paperwork

- Use the **Vaccine Documentation/Consent Form** to chart all vaccines. Only one form is required for each client and will document both vaccines. Please ensure that the form is completely filled out and signed by the client.
- Please assist your client in filling out the form to ensure it will be legible. Name, Date of Birth and a valid signature are required to receive a vaccination.
- Clients are not required to show proof of identification or health insurance, although this information can be helpful in completing the form.
- Review each of the Screening Questions on the form and clearly mark Yes or No. If a client answers “Yes” please make a note about the issue.
- The Clinical Use Only section of the form must include your Full Name and Emergency Preparedness Identification Number (if available).
- You must also provide each client with a separate **VIS- Vaccine Information Form** for Hepatitis A and Flu prior to them receiving the vaccine. There is a folder with the VIS in multiple languages if needed.

Prior to starting the Vaccine Clinic

- The PH Supervisor will complete a “Just in Time” training at the beginning of the clinic to observe your IM injection technique. This is a one-time assessment and does not need to be repeated annually.
- Review and complete all the training materials included/attached in this document.
- All staff and volunteers should have a quick huddle to review the process for the day, discuss contraindications/allergies for the vaccines being provided, verify correct VIS.
- The contraindications and allergies should be reviewed by both the people reviewing the consent/screening questions and the RN who is giving the injection.
- Please review the package inserts for the vaccines you will be providing, specifically the administration, contraindications and ingredients sections to know what allergies/contraindications to ask about.
- Ensure the VIS matches the vaccine being given. Due to a Hepatitis A vaccine shortage, we may be using different formulations of Hepatitis A, including Hepatitis A/Hepatitis B combo.
- Review the Emergency Guidelines and locate the Epi ampules, filter needles and injection needles.

- **If you need assistance, please check in with the supervising Public Health employee.**
 - **Immediately report any safety concern, clinical issue, error or near miss to the PH Supervisor.**

Immunizations Double Identifier Instructions

- Seattle and King County Public Health Nursing uses “Elsevier Skills” for assurance of a double identifier for clinical care within all Public Health sites. To assure standard work specific to “double identifier” please adhere to the “double identifier” instructions in each Elsevier skill set.
- When the term “double identifier” is referenced in Elsevier, Public Health requires use of two of the following client identifiers:
 - **Client “Name”**
 - **Client “Date of Birth”**
- If you are unable to complete a “double identifier” action, please consult with your supervisor to determine best approach to double identifier completion.

Providing Health Care to Homeless Communities

Public Health and Health Care for the Homeless Network utilize a Trauma Informed Care approach in the delivery of their services. This is considered a best practice for providing care for people living homeless.

Trauma-specific intervention programs generally recognize the following:

- The survivor's need to be respected, informed, connected, and hopeful regarding their own recovery
- The interrelation between trauma and symptoms of trauma such as substance abuse, eating disorders, depression, and anxiety
- The need to work in a collaborative way with survivors, family and friends of the survivor, and other human services agencies in a manner that will empower survivors and consumers

Additional Resources for Vaccines

- Get comprehensive [vaccine administration information](#) and Healthcare providers can earn free continuing education by completing the new vaccine administration e-Learn.
- Getting an annual flu vaccination is the best way to prevent the flu. CDC's [influenza website](#) offers a variety of free [educational materials](#) on the importance of flu vaccination, aimed at both health care providers and the general public.
- Stay current on vaccine administration best practices with CDC's new vaccine administration e-Learn <http://bit.ly/VAeLearn>