

# Checklist for flu vaccine campaign deployment



In this four-phase checklist, Cardinal Health Clinical Operations and Medical Affairs teams apply a staged approach to illustrate best practices to help ensure your flu campaign delivers maximum benefit to your community.

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## Recommended actions to support an effective flu vaccination campaign



### Assessment

**Click for additional CDC guidance<sup>1</sup> »**

1. Evaluate your institution's previous flu campaign to identify strengths and document areas for improvement.
2. Examine community factors such as the population you are vaccinating, the number of vaccines administered the previous year, and whether last year's number is likely to increase or decrease.
3. Assess healthcare worker (HCW)-related circumstances, including anticipated staffing needs, clinical workflow, opportunities to implement safety-engineered devices (SEDs), and options for training and education.
4. Consider safety-related issues such as the overall culture of safety, policy and procedure for minimizing flu exposures, needlestick injury (NSI) prevention and reporting practices, and means of evaluating and selecting safe injection devices.
5. Examine supply chain for issues related to availability of vaccine and essential supplies, as well as level of support needed from and provided by potential vendors.



### Planning

**Click for CDC flu prevention strategies<sup>2</sup> »**

**Click for CDC planning tool<sup>3</sup> »**

6. Garner support from administration and leadership teams.
7. Collaborate holistically on the flu campaign with a broad multidisciplinary team since leaders from all departments can provide valuable guidance.
8. Schedule a kickoff meeting to assign responsibilities and maximize coordination efforts.
9. Leverage influenza updates from the CDC, The Joint Commission and local Department of Health, and consider utilizing their flu clinic resources.
10. Consider approaches to optimize your flu clinic's outreach such as "drive-through" options and partnerships with clinics and public health agencies.



### Implementation

**Click for CDC staffing estimates<sup>4</sup> »**

**Download clinical insights for flu vaccine preparedness by Cardinal Health<sup>5</sup> »**

11. Ensure key patient-focused safeguards are in place, including patient allergy and contraindication checks, routine vaccine quality monitoring, and provision of valid documentation of immunization.
12. Reinforce and document adherence to all vaccine manufacturers' instructions, as well as clinician compliance with the "5 Rights."
13. Ensure the use of safety needles and/or safety syringes for vaccine injections and document in the exposure control plan.
14. Ensure continuous monitoring of sharps container fill levels and have replacements immediately available.
15. Make routine updates to staffing matrix to ensure sufficient coverage for activities including patient education, screening, counseling, and vaccination.
16. Maintain a continuous feedback loop with key stakeholders (Infection Prevention, Security, Environmental Services, etc.) to ensure a safe, clean environment of care.

## Recommended actions to support an effective flu vaccination campaign



### Evaluation

#### Evaluation of planning

- |  |                          |
|--|--------------------------|
| 17. Did the selected dates, times and location generally satisfy patient needs?                      | <input type="checkbox"/> |
| 18. Was the estimated number of patients accurate?   | <input type="checkbox"/> |
| 19. Were appointments offered and accepted at least two months before the vaccine clinic start date? | <input type="checkbox"/> |
| 20. Were vaccine logs prepared in order to meet documentation requirements?                          | <input type="checkbox"/> |
| 21. Was there an adequate patient registration/receiving area, with a place for charts?              | <input type="checkbox"/> |
| 22. Was the vaccination area adequate for both vaccine supplies and patients?                        | <input type="checkbox"/> |

#### Evaluation of promotion

- |  |                          |
|--|--------------------------|
| 23. Were promotional materials created, distributed and displayed to drive awareness?                  | <input type="checkbox"/> |
| 24. Was there a newly created or updated website to announce and promote the campaign?                 | <input type="checkbox"/> |
| 25. Were clinic patients consistently offered appointments?  | <input type="checkbox"/> |
| 26. Did post-clinic, "no-show" patients routinely receive a call to reschedule?                        | <input type="checkbox"/> |
| 27. Did interdepartmental collaboration and/or competition contribute to hitting target participation? | <input type="checkbox"/> |

#### Evaluation of execution

- |  |                          |
|--|--------------------------|
| 28. Were physician orders/standing orders available, complete and current?   | <input type="checkbox"/> |
| 29. Were current season vaccine information forms prepared and distributed?  | <input type="checkbox"/> |
| 30. Was a reliable system implemented to identify different vaccine types/doses?   | <input type="checkbox"/> |
| 31. Was the needed supply of needles and syringes, gloves, alcohol wipes, bandages, masks and sharps containers consistently maintained?                               | <input type="checkbox"/> |
| 32. Were labels/charts with vaccine administration date, vaccine name, manufacturer lot number, expiration date, injection site and vaccinator consistently available? | <input type="checkbox"/> |
| 33. If using an electronic medical record, did staff enter vaccinations correctly?   | <input type="checkbox"/> |

**Download a  
whitepaper on how  
safety-engineered  
devices can help  
decrease needlestick  
injuries by  
Cardinal Health<sup>6</sup> »**

You can rely on the Cardinal Health sales team to help with flu essential supplies.  
Contact your representative at **877.CARDINAL** or visit **cardinalhealth.com/fluessentials**

**References:** 1. Guidance for planning vaccination clinics held at satellite, temporary, or off-site locations. CDC Web site. <https://www.cdc.gov/vaccines/hcp/admin/mass-clinic-activities/index.html>. Reviewed September 24, 2020. Accessed May 10, 2022. 2. Prevention strategies for seasonal influenza in health care settings. CDC Web site. <https://www.cdc.gov/flu/professionals/infectioncontrol/healthcaresettings.htm>. Reviewed May 13, 2021. Accessed May 10, 2022. 3. Carias C, et al. Pandemic influenza vaccine campaign planning tool: user's manual. Centers for Disease Control and Prevention. <https://www.cdc.gov/flu/pandemicresources/tools/downloads/PanVaxManual.pdf>. Reviewed 2019. Accessed May 10, 2022. 4. Centers for Disease Control and Prevention. Large-scale vaccination clinic output and staffing estimates: an example. [https://www.cdc.gov/h1n1flu/vaccination/pdf/A\\_Wortley\\_H1N1\\_sample\\_clinic.pdf](https://www.cdc.gov/h1n1flu/vaccination/pdf/A_Wortley_H1N1_sample_clinic.pdf). Accessed May 10, 2022. 5. Naiman M, Schoepfel S, Kraft C. Clinical insights for flu vaccine preparedness. Cardinal Health. <https://www.cardinalhealth.com/content/dam/corp/web/documents/whitepaper/cardinal-health-sharp-safety-flu-preparedness-whitepaper.pdf>. Published August 2021. Accessed May 10, 2022. 6. Naiman M, Kraft C, Schoepfel S. A sharp improvement: how safety-engineered devices help decrease needlestick injuries. Cardinal Health. <https://www.cardinalhealth.com/content/dam/corp/web/documents/whitepaper/cardinal-health-monoject-sharp-improvement-white-paper.pdf>. Published December 2020. Accessed May 10, 2022.

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