



A Professional Health Care LLC Company, Established 1989
Community Immunization Provider since 1991

Overview and Guidelines for Onsite Flu Vaccination Events

Flu Vaccination Clinic Planning Checklist

- Select event date(s). Identify primary and alternate day and time options. Note: once the clinic is confirmed it will be extremely difficult to change dates during the flu season.
- Secure conference room/clinic space prior to submitting request (include ½ hour before and after clinic hours for set up/clean up).
- Provide clinic address with building name and room number (flu clinic will be held).
- Determine day-of onsite clinic point of contact(s), name, email and best number to contact them (including cell phone, if possible).
- Estimated participation – minimum 20 shots/event required. (Pro Tip! Estimates insures GAFS schedules adequate staffing and supplies/vaccine for the best clinic experience).
- Compile any special instructions such as parking, entrance location, access issues, etc.

Additional tips: Choose appropriate locations for the vaccination clinics. Because employee privacy and confidentiality are always a key consideration, we kindly request either a large room to accommodate several nurse stations (typically an employee lounge or conference room) or private screening rooms to hold more confidential vaccinations. Please provide sufficient tables, chairs, trash receptacles (for paper supplies only), appropriate lighting, and similar amenities for the number of staff GAFS will be providing.

Submitting Your Flu Clinic Request

- Email GAFS via our portal: <http://www.getaflushot.com/request-service/>
- Or, call GAFS at 503-258-9800
- Company name: _____
- Event location/address: _____
- Building/room number: _____
- Anticipated # of participants: _____
- Parking instructions: _____
- Day of event contact name/email: _____
- Day of event phone#/cell phone/room #: _____
- Special instructions/special needs: _____

GAFS Pre-Clinic Responsibilities

- ✓ Clinic requests will be answered within 48 hrs.
- ✓ Once the clinic is confirmed you will receive an email clinic confirmation along with VIS (Vaccine Information Sheet), Consent forms, and promotional flyer.
- ✓ To avoid scheduling confusion please avoid or minimize event changes after clinic confirmation.
- ✓ GAFS will provide the clinical supplies and appropriate equipment to support the event.

Questions regarding your onsite flu clinic program, please call **503-258-9800**
or email us at Nurse@getaflushot.com or director@getaflushot.com

Tips for Planning a Successful Clinic:

- Advertise and remind the staff of your clinic date and time prior to and on the day of the clinic.
- GAFS will email you a promotional flyer with your confirmation (or create your own).
- Set up your own privacy screen or area(s). Note: GAFS staff does not bring screens.
- Distribute and Prefill the consent forms.
- Notify GAFS staff of any location/room changes and any events such as fire drills in advance of the clinic.
- Remind co-workers to dress appropriately so the nurse can reach the upper arm with ease. Please see pictures below for vaccination placement location. Note: flu mist will not be offered at onsite clinics.



Day of Event and Post-Clinic Responsibilities

GAFS is responsible for all clinic set-up and break-down activities. GAFS Nurses and Admin staff will arrive on site approximately ½ hour prior to the scheduled clinic start-time and use this time to setup the screening stations based on the number of nurses assigned for the event. Each station will be staffed by a Licensed Nurse who will conduct the vaccination process. GAFS staff will then record the employee's vaccination information on the signed consent form.

GAFS will also provide educational materials explaining the vaccination that they received.

At the completion of each clinic, GAFS staff will remove all equipment, paperwork, bio-hazardous waste. Event paperwork and supplies are then transported to GAFS office for uploading, invoicing, and reporting.

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