



Below is a quick overview and guideline on how to successfully host an onsite flu vaccination event. If you have any questions regarding your program, please call 503-258-9800 or email us at Nurse@getaflushot.com or director@getaflushot.com

All escalations should be forwarded to

Hassan Gholi 503-258-9800 or hassan@getaflushot.com

Flu Vaccination clinic Request

- Clinic address to include building name and room number where clinic will be held
- Day-of onsite clinic point of contact, name, email and best number to contact them
- Estimated participation insuring adequate staffing and supplies/vaccine
- Any special instructions such as parking, entrance location, access issues, etc.
- Email us via our portal: <http://www.getaflushot.com/request-service/>
- Or call us at 503-258-9800 and leave us your location/date and time of your clinic
- Email or phone call service requests will be answered within 48 hours
- Please give us a primary and an alternate day and time options. Once the clinic is confirmed and agreed it will be extremely difficult in changing the dates during the flu season
- Once the clinic is confirmed you will receive an email clinic confirmation along with VIS (Vaccine Information Sheet) and Consent forms
- To avoid scheduling confusion please avoid or minimize event changes after clinic confirmation

Client Pre-Clinic Responsibilities

GAFS will collaborate with the program coordinators to choose appropriate locations for the vaccination clinics. Because employee privacy and confidentiality is 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. GAFS will provide the clinical supplies and appropriate equipment to support the event. However, we do ask the client to provide sufficient tables, chairs, trash receptacles (for paper supplies only), appropriate lighting, and similar amenities for the number of staff in which GAFS will be providing. Please work with your representative to determine the appropriate amount number of tables and chairs for your event.

Tips for successful clinic:

- Advertise and remind the staff of your clinic date and time prior to and on the day of the clinic
- Bring your insurance card
- Distribute and Prefill the consent forms
- Dress appropriately so the nurse can reach the upper arm with ease
- You are welcome to setup your own privacy screen or area
- Please let GAFS staff aware of any special requests such as privacy or special needs in advance of the clinic date
- Notify GAFS staff of any location/room changes and any events such as fire drills in advance of the clinic
- Please see pictures below for vaccination placement location



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.

Getaflushot 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.