

Checklist for Planning and Implementing a Flu Vaccination Clinic



The following checklist is to plan and prepare for an influenza vaccination clinic/vaccine-only event.

Identify Clinic Leader and Team

- Identify a leader and team to oversee the planning and implementation of the vaccination clinic.
- Assess and evaluate staffing capacity and determine if additional temporary staff, such as volunteers, are needed.

Plan Your Clinic and Workflow

- Plan your clinic and workflow. Consider the following:
 - How many patients do you anticipate?
 - Will your clinic be after hours or on a weekend?
 - How many staff will you need? Will staff need any additional training?
 - Will the clinic be indoor or outdoor?
 - Will the clinic co-administer other vaccines (ie, routine childhood immunization and COVID-19)?
 - Will the practice provide vaccination at the clinic for adult family members of the patient?
 - How will vaccines be prepared? Will doses be drawn up in advance?
 - What are the storage requirements for the vaccines that will be administered and how will you maintain required storage and/or keep track of expiration times?
 - How many stations will the clinic need for efficient vaccine administration?
 - Do you need to purchase any special equipment or supplies?

Train Staff

- Train all staff to promote vaccination and communicate vaccine benefits to patients and families.
- Review the basics of vaccine administration, information about the various vaccine products that will be administered during the clinic, and [infection prevention and control recommendations](#).
- Review the following training resources with the clinic team:
 - [Communicating with Families and Promoting Vaccine Confidence](#)
 - [Managing Injection Pain](#)
 - Patient Care Before, During, and After [Vaccine Administration](#)
 - [AAP Influenza Policy Statement and Technical Report](#)
 - [Pediatric COVID-19 Dosing Quick Reference Guide](#) (if co-administering vaccines)
 - [How Do I Safely Use a Multi-Dose Vaccine Vial](#)

Prepare the Clinic Space

- Map out a process that will provide an efficient workflow at the practice.
- Implement processes for co-administration if your practice will be co-administering COVID-19 vaccine and/or childhood immunizations.
- Designate areas for patient check-in/intake, vaccine preparation, vaccine administration, and in case of any medical emergency related to vaccination.
- Post signs to show the direction of the clinic.
- Provide special accommodations for children and youth with special health care needs.
- Check that all the physical spaces for the clinic are covered under your practice's general liability policy.



Obtain Necessary Supplies

- Check that there is a sufficient supply of vaccines for the clinic.
- Plan for supply needs and stock practice with supplies to administer vaccines as well as to handle medical emergencies.
- Have age-appropriate activities and/or stickers to hand out to children during the clinic.
- Assign a staff member to regularly check and replenish supplies.

Store and Handle Vaccines Appropriately

- Check that vaccines are stored and handled properly, maintaining cold chain.
- Designate a space for vaccine preparation.
- Check vaccine expiration dates/times and confirm the correct vaccine is selected before administration.

Set Up the Clinic Schedule

- Identify days and times to schedule the clinic during patient-friendly hours, such as hours out of the work and school day and, if possible, weekend hours.
- Determine the number of patients that can be reasonably vaccinated during clinic hours. Take into consideration the timing between patients, available, staff, and number of available doses.
- Identify a patient registration/scheduling process.
- Establish a plan for potential walk-ins and communicate the plan with all staff.

Identify Patients Who Need to Be Vaccinated

- Run a report from the electronic health record (EHR), practice management system (PMS), and/or immunization information system (IIS) to identify patients who will need to be vaccinated. Prioritize patients with chronic conditions or illnesses.
- Identify patients who are due for other vaccinations. Consider whether your practice will co-administer vaccines. If not, ensure there are processes in place to schedule patients for a separate visit.

Schedule Clinic Appointments

- Schedule patients after establishing clinic hours.
- Provide what pre-visit forms/information will need to be completed prior to the appointment.

Promote Getting Vaccinated and the Availability of Influenza Vaccine Appointments at the Clinic

- Promote vaccination and the importance of getting vaccinated.
- Promote vaccination clinic(s) through all available avenues.
- Display clinic poster at check-in, in waiting areas, and in the exam rooms.
- Provide educational handouts and resources to families about the importance and benefits of the influenza vaccine.
- Send vaccine reminders to your patient population.
- Evaluate EHR data to identify children who have not received all recommended vaccines. Notify families to schedule an appointment to catch up.
- Promote influenza vaccination to your patient population throughout the season.

This checklist is part of the new [How to Set Up a Flu Clinic](#) section of the AAP.org influenza patient care site where you'll find practical guidance on planning and implementing a flu vaccination clinic or vaccination-only event.

This document is available at <https://www.aap.org/en/patient-care/influenza/how-to-set-up-a-flu-clinic>.