

## ARE YOU READY? – Clinic Checklist

This list was created to enable you to assess your readiness to conduct a flu clinic. If you need additional assistance, call the Influenza Phone Bank at: 1-888-257-0990.

- Do you have an affiliation with a local provider?  
Who? (Names/credentials)
- Has the provider ordered vaccine previously?  
If **NO**, contact MIP ([www.immunizeme.org](http://www.immunizeme.org)) to process paperwork.  
Have you established a system of documentation for vaccination and ability to make four copies?
- Who is the clinic lead? (on-site administrator/coordinator to manage site logistics, paperwork e.g. MOUs, letters to parents, etc.). Schools should have the lead on-site, they understand the school culture and how best to communicate with parents, staff, etc.
- Have parent letters, permission form & vaccine info sheets (VIS) been sent yet? Available on line at  
<http://www.maine.gov/dhhs/boh/maineflu/schools/index.shtml>
- Where and when will the clinic be hosted...does your clinic have cold storage capacity?  
How will vaccine at the health care provider be transported to the clinic? (The cold chain must be maintained. Coolers with cold packs, freezer packs, and thermometers can be used. These do not have to be certified refrigerators for the “one day” clinics.)
- Have you estimated the number of vaccinations? (40% of students)  
Do you have standing orders ready for vaccine, epinephrine, diphenhydramine (Benadryl)?  
Do you have vaccine administration supplies and safe needle disposal and an emergency kit?
- Do you have enough vaccinators? Are they licensed/credentialed?  
Have you checked references and credentials for volunteers and providers?  
Have you secured volunteers to check folks in, staff an observation station, etc? A mass clinic might need 12 volunteers, smaller schools can probably do with 3-4.