### Checklist: Out-of-surgery vaccine clinics

#### Setting regular day and session times for clinics

Liaise with the employer or institution having the clinic to establish the:
- Day and time of the clinic
- Estimated attendance at the clinic
- Payment details for the vaccine stock and clinic service being provided

Check with the clinic location that they have:
- Adequate floor space for the clinic, including enough space for patients to wait 15 minutes post-vaccination
- Adequate facilities, such as enough chairs for people and nearby toilet facilities

Ensure there is sufficient vaccine in stock for the clinic

Organise two nurses to run the clinic (or one nurse, one GP)
- If the clinic is a large one, organise a receptionist to attend as well to manage the appointment times and collect patient information
- Block out the nurse/GP time as attending an out-of-surgery clinic in the practice appointment book

#### Clinic preparation

Ensure all staff immunisations are up-to-date

Assign roles for the immunisation clinic. Arrange who will:
- Record patient details on arrival
- Check and record the vaccine cooler temperature every hour
- Prepare the vaccine
- Administer the vaccine
- Update the patient notes (if the clinic is occurring in a residential care facility)
- Update the vaccination clinic attendance tally sheet* (if using one)

Brief all staff involved in running the clinic on:
- What patient information is available for handout
- The Product Information of the vaccines being used, including the common adverse reactions
- The procedure for managing any contraindications to the vaccine identified during the pre-vaccination screening
- The procedure for managing anaphylaxis

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*Applicable to attendance tally sheet only

**View nurse resources**

**View nurse resources**
### Checklist: Out-of-surgery vaccine clinics

#### Clinic preparation continued

Ensure you have all the items you need for the clinic:

- Mobile number of a GP in the practice surgery (if a GP is not attending the clinic) if help is required at the out-of-surgery clinic
- Pens and paper (to make notes for patients on other health issues identified during the clinic, such as a high blood pressure recording that the patient may need to follow up with their own GP)
- Name/DoB/address cards for patients to complete
- Any patient information
- Alcohol swabs
- Cottonwool/tissues
- Jelly beans/lollipops
- Hand sanitiser gel
- Wet wipes (to wipe down area being used if necessary)
- Disposable gloves
- Anaphylaxis kit (check this is fully stocked) (NB: It may be helpful to create clinic and anaphylaxis kits solely for the purpose of out-of-surgery clinics so they can simply be replenished in readiness for the next clinic)
- Blood pressure cuff and stethoscope (in case a patient needs to be monitored)
- Portable oxygen
- Sharps container for disposal of used vaccine paraphernalia

Ensure only as much vaccine that are needed are packed, plus a few extra. Pack according to protocol:

- Insert ice/gel packs into the cooler a few hours before adding the vaccine stock and place some insulating material at the bottom of the cooler
- Pack freeze-sensitive vaccines in the centre of the container away from the ice/gel packs and freeze-tolerant ones closest to the packs – make sure no vaccine is directly in contact with a pack
- Place a minimum/maximum thermometer (and a freeze indicator if using one) in the centre of the packed vaccine
- Check and record the cooler temperature
- Surround the vaccines with more insulating material and insert an ice/gel pack on top if the cooler is large

#### Running the vaccination sessions

Check and record the minimum and maximum temperatures of the vaccine cooler on arrival and check the freeze indicator if one has been used

- Minimum and maximum temperatures should be checked and recorded at least hourly for the duration of the clinic

Hand out patient information on arrival about the vaccination and what they should expect

Ensure patients complete name/DoB/address cards

Go through the patient pre-vaccination screening checklist

[View patient resources](#)

[View patient resources](#)
### Checklist: Out-of-surgery vaccine clinics

#### Running the vaccination sessions continued

<table>
<thead>
<tr>
<th>Explain the risks/benefits of the vaccination to the patient</th>
<th>View patient resources</th>
</tr>
</thead>
<tbody>
<tr>
<td>Obtain and record patient consent</td>
<td>View patient resources</td>
</tr>
<tr>
<td>Administer the vaccine as soon as possible as per protocol:</td>
<td>View nurse resources</td>
</tr>
<tr>
<td>• Check the temperature of the vaccine cooler before reconstituting the vaccine</td>
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<tr>
<td>(NB: Reconstitution is not required for influenza and pneumococcal vaccines. However, if you are administering a vaccine that does require reconstitution, ensure that this is done immediately prior to administration ensuring that any diluents used are warmer than the vaccine)</td>
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<tr>
<td>• Shake the vaccine to evenly distribute its contents and check its clarity</td>
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<tr>
<td>• Administer the vaccine to the patient as per the Product Information</td>
<td></td>
</tr>
<tr>
<td>• Dispose of used vaccine paraphernalia in a sharps container</td>
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</tr>
<tr>
<td>Complete vaccination clinic attendance tally sheet (if using one)</td>
<td>View nurse resources</td>
</tr>
<tr>
<td>Document vaccination in patient records (if able to do this on site), including when any boosters are required</td>
<td>View nurse resources</td>
</tr>
<tr>
<td>Ask the patient to wait for 15 minutes post-vaccination in the assigned waiting area</td>
<td>View recall resources</td>
</tr>
</tbody>
</table>

#### Returning to your practice

<table>
<thead>
<tr>
<th>Leave the room/space used for the temporary clinic in good order</th>
<th>View nurse resources</th>
</tr>
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<tbody>
<tr>
<td>Make sure all patient documentation is up to date</td>
<td>View recall resources</td>
</tr>
<tr>
<td>• If the patient is a usual patient at your practice, update their new vaccination status in their medical records, including when any boosters are required, recording the visit as an out-of-surgery clinic appointment</td>
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<tr>
<td>• If the person is not a patient at your practice, send them a letter advising them to notify their GP on the vaccination they have had, including when any boosters are required (NB: If using practice software programs, it is possible to set up document shortcuts for repetitive typing tasks)</td>
<td></td>
</tr>
<tr>
<td>Keep a paper trail – file all out-of-surgery clinic documentation in one place</td>
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</tr>
<tr>
<td>Replenish the out-of-surgery clinic and anaphylaxis kits ready for use again</td>
<td></td>
</tr>
</tbody>
</table>

Disclaimer: This checklist is intended for use as a guide only, with the information based on published literature in addition to clinical experience gained from primary healthcare nurses and may not reflect the procedures followed in your practice. There may be other procedures and/or considerations relevant to this checklist that may not have been taken into account. Any use of this checklist available on www.communityimmunity.com.au is at the user’s own risk and Seqirus (Australia) Pty Ltd will not be responsible for any actions taken based on the use of this checklist. To the extent permitted by law, Seqirus (Australia) Pty Ltd excludes all liability arising howsoever from the use of this checklist.


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