



VACCINATION EVENT LOGISTICS

Here is a summary of what you can expect surrounding your influenza vaccination clinic:

A Minimum of 30 Days Prior: Schedule Your Clinic Dates and Times

PTA local unit leaders will sign up for their local event online at www.pta.org/flushotclinics or contact Flu Busters at (866) 782-3014

- * Each PTA unit should select the best date and time for its school calendar's schedule
- * Flu Busters will provide all materials necessary for a clinic; the only items we need for the clinic are a space such as a gymnasium or a library, tables, chairs and a waste basket

After Clinic Dates Are Established: Schedule Appointment Times by Participants

Students at your school, their families, and those in your community will be able to attend PTA clinics. Those wishing to participate will be able to sign up for their clinic date and time and pre-pay online or via telephone.

One Week Prior

Flu Busters will contact each PTA unit to confirm all aspects of the clinic and answer any questions at that time.

Before and During Your Clinic

Nurses will show up before your clinic start time to set up the flu shot administration area.

School contact should do the following:

- * Greet and direct nurses to the location where the clinic will take place
- * Have tables, chairs, and waste baskets for the nurses' use while conducting the clinic

Nurse is responsible for the following:

- * Collecting the signed consent form prior to each participant's vaccination
- * Collecting the form of payment for the shot being administered
- * Administering vaccinations
- * Having the location contact sign off on the customer satisfaction form at the clinics end
- * Packing all supplies, forms, and vaccine, and placing the provided return label on package for pick-up

After the Clinic

- * Your Flu Busters account team will call the PTA location to confirm that the clinic went well and to address any post-clinic questions
- * FedEx or UPS will pick up all supplies

Keys to a Successful Clinic

- * PTA units should schedule their clinics with plenty of time between the clinic scheduling and the actual event date in order for the community to have ample time to sign up for the clinic
- * PTA units should take advantage of all promotional materials provided online at www.pta.org/flushotclinics under the "promotions" tab. Marketing and media relations will substantially increase participation rate at each clinic location

For more information, visit www.pta.org/flushotclinics or call 1(866) 782-3014