



HOW A TYPICAL VACCINATION CLINIC WORKS

PTA affiliates interested in hosting a clinic at their school or another venue in their community are assigned a Flu Busters customer service representative who will help them schedule, promote, and host a *Let's Fight Flu Together!* vaccination clinic.

In the Spring; select a location and date in the fall for your clinic

- * Discuss holding a clinic with school officials, school nurses and other people who need to approve the flu vaccination clinic; obtain any required written approvals
- * Involve parent organizations within your school in planning, promoting and hosting the clinic, including the parent-teacher group, as well as parent booster groups for athletics, academics and/or the arts
- * Select the best date and time for your school's schedule and consider combining the clinic with an annual school-wide event such as a fall festival, parent-teacher conference dates, report card day, or other activity
- * Consider holding at least a portion of the event outside of regular school hours to encourage parents, grandparents, and other members of the community to attend
- * Identify a location within the school or community setting that is convenient for clinic participants; Flu Busters provides all materials necessary for a clinic; the clinic host needs to provide a space such as a gymnasium, a cafeteria or a library, tables, chairs, and a waste basket
- * Volunteers are very helpful at the event in welcoming participants, checking paperwork and other tasks that make the clinic a success, but are not required

schedule the clinic online or via toll-free telephone

Once a date, time and place have been selected and approvals granted, you are ready to schedule your clinic with Flu Busters. Sign up to host a PTA-sponsored flu vaccination clinic at your school or other community venue either online at www.pta.org/FluShotClinics or contact Flu Busters directly at **1(866) 782-3014**.

After Clinic Dates Are Established; plan and promote your clinic

- * Develop a timetable for promoting the event with families, school faculty and staff, the wider community served by your PTA
- * Identify a "Clinic Team Leader" who is responsible for coordinating clinic logistics with Flu Busters and ensuring that tasks are assigned and completed
- * Contact your local public health department to let them know about your clinic and explore ways to work together to ensure all children can receive vaccines at the event
- * Check with your school nurses and other qualified health professionals in your community to see if they are interested in administering the vaccines (school nurses can volunteer or be compensated for their time outside of normal school hours)
- * Request an insurance liability certificate from Flu Busters, if needed, and file with appropriate school officials
- * Explore the Flu Busters-PTA website (www.pta.org/FluShotClinics) for tools, information and resources you can use to prepare for and promote your clinic
- * Contact your Flu Busters representative if you have any questions or need additional assistance, or call Flu Busters directly at 1(866) 782-3014.

At the Beginning of the School Year Until the Day of the Clinic

- * Promote your *Let's Fight Flu Together!* vaccination clinic with both your school community and the community at large
- * Use "Back to School Nights", athletic events, and other activities at the school and in the community to promote the clinic
- * Talk with small businesses in your community about ways to encourage their employees and their families to participate in the clinic and to promote the event to the wider community
- * Keep in contact with your local public health department to keep them in the loop and identify ways in which you can work together to ensure that children get flu vaccinations

participants schedule appointment times

- * Participants in the clinic can pre-register at: www.pta.org/FluShotClinics or, by calling 1(866) 782-3014
- * Students at your school, their families, and those in your community can attend the *Let's Fight Flu Together!* vaccination clinics.
- * Encourage participants to sign up for their clinic date and time and pre-pay online or via telephone - it saves money, and allows them to choose between the injectable vaccine and the nasal mist vaccine (all nasal mist vaccines MUST be pre-registered and pre-paid; no extra nasal spray vaccine will be at any clinic)
- * Flu Busters requires that at least 70 people (50 if a volunteer nurse administers the vaccines) are signed up and paid one week prior to the clinic date. If the clinic is cancelled, all payments will be refunded or they can will be sent to another clinic.
- * The clinics can vaccinate "walk-ins" that have not pre-registered once the minimum has been met

One Week Prior to the Clinic

Flu Busters will contact each host PTA unit to confirm all aspects of the clinic and answer any questions. If the clinic minimums have not been met, your Flu Busters' representative will work with you on the next steps.

The Day of Your Clinic

- * Check the room where the clinic will take place: Is it clean and neat? Do you have several chairs, at least one table, and a wastebasket? How will traffic flow into and out of the room?
- * Use directional signs to help people get to the clinic
- * Greet the Flu Busters' nurse and escort him/her to the clinic site
- * Set up a table near the entrance to distribute information about upcoming school events and your PTA
- * Check with the nurse to see if there are ways you can help the clinic run smoothly
- * The Flu Busters' nurse will collect parental permission and other forms in addition to payment for any participant not pre-paying online or via toll free telephone before the clinic date
- * At the end of the clinic, the Flu Busters' nurse will collect all medical waste into proper disposal containers and pack up all the materials for the clinic (unused vaccines, permission forms, consent forms, etc) for UPS pick-up later in the day or the next day

The "Clinic Team Leader" is responsible for:

- * Displaying promotional and directional signs around the venue
- * Directing nurses to the location where the clinic will take place
- * Having tables, chairs, and waste baskets for the nurses' use while conducting the clinic
- * Completing a customer satisfaction form at the end of the clinic

Flu Busters' nurses are responsible for:

- * 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 complete a customer satisfaction form at the clinic's end
- * Packing all supplies, forms, and vaccine, and placing the provided return label on the package for FedEx or UPS pick-up

After the Clinic

- * Your Flu Busters customer service representative will call the Clinic Team Leader to confirm that the clinic went well and to address any post-clinic questions
- * UPS or FedEx will pick up all supplies

Keys to a Successful Clinic

- * Clinics should be scheduled in the Spring and no less than 60 days in advance to adequately promote the event and to allow families, school faculty and staff, and members of the community ample time to sign up for the clinic
- * Inform, engage and promote the clinic to students and their families, school staff and faculty, other child serving organizations, civic groups, churches, local small business owners, and others in your community.
- * The Flu Busters/PTA website (www.pta.org/FluShotClinics) is updated continually with resources such as fact sheets, forms, checklists, customizable promotional materials and ideas to help you promote your event
- * Contact Flu Busters for help if you encounter problems or need additional help at 1 866 782-3014



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