

Guidelines for Large Scale Vaccination Clinics

Considerations and Guidance for State and Local Planning for Emergency, Large-Scale, Voluntary Administration of Influenza Vaccine

Introduction

The recommended guidelines for implementation of a voluntary vaccination clinic are meant to support existing emergency vaccination clinic plans that state or local public health authorities have developed.

Large-Scale Vaccination Clinic Organization and Personnel Estimates

The following section addresses the different activities needed for the administration of influenza vaccine as well as examples of personnel estimates for clinic staffing. The examples could be expanded or contracted, as needed, to address changes in vaccination administration goals for different population areas. The example staffing estimates were arrived at by: 1) review of previous large-scale-clinic models and publications, 2) computer modeling for clinic flow and output estimates with different example staff numbers. Parameters of low and high completion times for specific activities within the clinic were estimated within the model. The time requirement for these activities may differ depending upon the overall demands placed on the vaccine clinic delivery system and could require adjustment of staffing estimates. State and local planners should evaluate these activity time estimates and consider what staffing or flow adaptations may be needed to accommodate increases or decreases in activity time requirements.

The numbers shown in the tables below are examples of the human resources needed with the above clinic assumptions and configuration. Alterations in the assumptions regarding clinic activity time estimates and staffing requirements can be explored to determine ways to further maximize clinic output and human resource utilization. Although staff numbers may vary depending upon the assumptions and clinic output requirements, the general tasks that must be addressed within the clinic (patient education, screening, counseling, vaccination, etc.) would not change.

(e.g., physicians, nurses, and other staff) in such a manner that will maximize patient flow-through for target vaccination goals. Conversely, this software program may also be used to determine maximum vaccination output that may be achieved with different human resource estimates.

The example models as outlined assumes that clinics can be operating at near full efficiency to meet vaccination goals once the decision to offer voluntary vaccination is made. Planners may vary the vaccination rate per hour based on their own experience.

Vaccinations Administered Clinic Estimate with 4 Vaccination Stations

Vaccination Clinics (VC)	1 clinic site	More sites could be added to accommodate larger population bases
Vaccination Stations (VS)	<ul style="list-style-type: none"> ⌚ 4VS per shift ⌚ 1 vaccinator per station ⌚ 0.5 to 1 vaccine preparer per station (who can also alternate vaccinating) ⌚ 8 vaccinators/vaccine preparers per shift 	
Hours of Operation	At a minimum 16 hours/day	Consider expanding hours for higher daily output or to address overflow
Vaccination Delivery	<ul style="list-style-type: none"> ⌚ ~ 30 vaccinations per VS/hour ⌚ ~ 120 vaccinated/hr/VC ⌚ ~1900 per day/VC ⌚ ~19,000 vaccinated in ~ 10 days 	30 vaccinations per VS/hour allows for variations caused by vaccinator rotation, resupply requirements, completing vaccination card, and other considerations

Breakdown of Clinic Personnel for Vaccination Clinic with 4 Vaccination Stations

Position	Number per 8-h Shift	Number per 16-h Day	Experience
Forms (VIS) Distribution+	2	4	Nonmedical
Orientation/Information	2	4	Nonmedical
Medical Screeners	1	2	Medical: nurse
Clinic Flow; Reviewer/Forms Helpers	4	8	Nonmedical: to assist with forms completion, collection, and clinic flow
Vaccinators	4	8	RNs, LPN, others as dictated by state laws
Vaccine Preparer/Supply to VS	4	8	LPN, MT
Exit Review	2	4	RN or public health person for questions/instruction/observation and form verification
Medical Records/Data Entry	5	10	Nonmedical, vaccine info and doses administered data processed
Clinic Manager	1	2	Nonmedical Public Health/Imm Programs Personnel
Supply Manager	2	4	Nonmedical
Security	2	4	Non-public health resource
Translator (not counted in total clinic staffing estimates)	At least one per major language per shift	Unknown	Language fluency with training
Float Staff	1	2	Nonmedical volunteers
EMT	On call		Medical
IT Support	On call		Nonmedical
Total Personnel	29	58	(does not include translators)

Vaccinations Administered Clinic Estimate with 8 Vaccination Stations

Vaccination Clinics (VC)	1 clinic site	More sites could be added to accommodate larger population bases
Vaccination Stations (VS)	<ul style="list-style-type: none"> ⌚ 8 VS per shift ⌚ 1 vaccinator per station ⌚ 0.5 to 1 vaccine preparer per station (who can also alternate vaccinating) ⌚ 16 vaccinators/vaccine preparers per shift 	
Hours of Operation	At a minimum 16 hours/day	Consider expanding hours for higher daily output or to address overflow
Vaccination Delivery	<ul style="list-style-type: none"> ⌚ ~ 30 vaccinations per VS/hour ⌚ ~ 240 vaccinated/hr/VC ⌚ ~ 5000 per day/VC ⌚ ~38,000 vaccinated in ~ 10 days 	30 vaccinations per VS/hour allows for variations caused by vaccinator rotation, resupply requirements, completing vaccination card, and other considerations

Breakdown of Clinic Personnel For Vaccination Clinic with 8 Vaccination Stations

Position	Number per 8-h Shift	Number per 16-h Day	Experience
Forms (VIS) Distribution+	3	6	Nonmedical
Orientation/Information/	3	6	Nonmedical
Medical Screeners	1	2	Medical: nurse
Clinic Flow; Reviewer/Forms Helpers	7	14	Nonmedical: to assist with forms completion, collection, and clinic flow
Vaccinators	9	18	RNs, LPN, others as dictated by state laws
Vaccine Preparer/Supply to VS	8	16	LPN, MT
Exit Review	4	8	RN or public health person for questions/instruction/observation and form verification
Medical Records/Data Entry	8	16	Nonmedical, vaccine info and doses administered data processed
Clinic Manager	1	2	Nonmedical Public Health/Imm Programs Personnel
Supply Manager	2	4	Nonmedical
Security	4	8	Non-public health resource
Translator (not counted in total clinic staffing estimates)	At least one per major language per shift	Unknown	Language fluency with training
Float Staff	2	4	Nonmedical volunteers
EMT	1	2	Medical
IT Support	On call		Nonmedical
Total Personnel	53	106	(does not include translators)