

POLICY AND PROCEDURE

SUBJECT/TITLE:	Off-Site Clinic
SCOPE:	Nursing Division
CONTACT PERSON & DIVISION:	Director of Nursing
ORIGINAL DATE ADOPTED:	10/17/17
LATEST EFFECTIVE DATE:	8/9/18, 6/11/19
REVIEW/REVISION DATE(S):	8/8/18; 5/21/19, 8/3/2020, 02/29/2024
REVIEW FREQUENCY:	Annually, or as needed
TOTAL # OF PAGES:	4
BOH APPROVAL DATE:	10/17/17, 6/11/19

PURPOSE

The intent of this document is to provide guidelines for optimal delivery of public services by providing services outside the Galion City Health Department (GCHD) office location. Adherence to this standard will:

1. Provide consistency, reliability and accessibility of services to the public.
2. Maintain vaccine in optimal condition through maintaining Vaccine Cold Chain.
3. Address procedures and standard operating guidelines for performing an Off-Site Vaccine Clinic

POLICY

The staff at the Galion City Health Department will provide services outside of the Galion City Health Department (GCHD) office to provide accessibility to health services to cater to the Galion City and surrounding communities. During off-site clinics, the staff at the Galion City Health Department will maintain proper storage of fragile vaccine and adhere to the standards addressed in the *Immunization Clinic – Clinical Process Policy and Procedure*. Off-Site Clinics will be available to public places and businesses with 3 or more individuals receiving vaccinations. Businesses with less than 3 individuals receiving vaccines are strongly encouraged to make an appointment at the GCHD for vaccines. Any individual unable to make an appointment at the GCHD will need prior approval from the Health Commissioner for implementation outside of the GCHD.

BACKGROUND

As part of a public health facility, the Galion City Health Department provides services to the public where the public can be best served. This includes going out into public places to provide accessibility of services.

In order to provide clinics outside of the department, fragile vaccine must be transported. Vaccine must be maintained between the temperature ranges according to the CDC *Vaccine Storage and Handling Toolkit* in order to maintain vaccine efficacy.

PROCEDURES & STANDARD OPERATING GUIDELINES

1. Preparations prior to clinic
 - a. The day before or day of it is expected to gather all needed supplies necessary for an Off-Site Clinic. Include the following supplies for transport:
 - i. Sharps container – make sure the container is adequately sized, containing necessary room for expected number of disposed sharps.
 - ii. Needles, syringes of appropriate sizes.
 - iii. Alcohol, gauze, Band-Aids
 - iv. Gloves
 - v. Hand sanitizer
 - vi. Disposable towels
 - vii. Emergency Kit
 - viii. Antimicrobial wipes
 - ix. Appropriate screening forms, VIS forms, After the shots, HIPAA forms

- x. Clipboards, pens (enough for clients and staff), highlighters
- xi. Money bag with appropriate change and receipt book (Located up front in safe #2)
- xii. Table and Appropriate number of chairs (for staff and clients) as needed.
- xiii. Vaccine Transport Temp Log
- xiv. Giveaways (Books, stickers, toothbrushes for kids, educational materials.)
- xv. Signage to advertise clinic.
- xvi. Trash can
- xvii. Digital Data Logger (DDL)
 1. Use the supplied ODH-back-up data logger.
- b. Vaccine (Prepare last)
 - i. Take only what is necessary for the clinic. If the exact number of clients to be served is known take a few extra to account for accidental waste.
 - ii. Check vaccine expiration date and if the vaccine needed is VFC PRIV or both.
2. Procedures for packing and transporting vaccine.
 - a. Vaccine potency must be protected by maintaining the cold chain at all times during transport.
 - b. During vaccine transport, the following guidelines must be followed:
 - i. An ODH-supplied data logger must be placed in the vaccine transport container with the vaccine.
 - ii. If vaccines are maintained in an insulated cooler, the temperatures must be checked and recorded **hourly**.
 - iii. The vaccines should not be left unattended. Stay with the vaccines at all times.
 - iv. When transporting vaccines in vehicles, use the passenger compartment not the trunk.
 - v. **For additional guidelines, see <http://www.immunize.org/catg.d/p3049.pdf>.**
 - c. Transport and Short-Term Storage Guidelines for Refrigerated Vaccines
 - i. Use the following procedures for packing vaccine when refrigerated vaccines need to be transported. These procedures should keep all vaccines (except varicella containing vaccine) within recommended temperatures for 8 hours during transport and/or temporary storage. It will also maintain recommended temperatures if the cooler is exposed to outside air temperatures as low as - 4°F for one of those 8 hours. The total time for transport alone or transport plus clinic workday should be a maximum of 8 hours (e.g., if transport to an off-site clinic is 1 hour each way, the clinic may run for up to 6 hours), unless guidance from the manufacturer differs.
 1. Assemble Packing Supplies
 - a. It is best to use hard plastic Igloo-type coolers or Styrofoam (Use in conjunction with the Packing Vaccines for Transport during Emergencies tool. This system is only to be used in an emergency.) Attach a "Vaccines: Do Not Freeze" label to the cooler.
 - b. "Conditioned" cold packs. Condition frozen gel packs by leaving them at room temperature for 1 to 2 hours until the edges have defrosted, and packs look like they've been "sweating." Cold packs that are not conditioned can freeze vaccine. Do not use dry ice. You can also condition frozen gel packs by running under warm water. Coolant materials such as phase change materials (PCMs) or frozen water bottles that can be conditioned between 4° C and 5° C (39° F and 41° F)
 - c. Use the ODH-supplied data logger.
 - d. Insulating materials such as bubble wrap and corrugated cardboard—enough to form two layers per container.
 2. Pack the Vaccine
 - a. Spread conditioned cold packs to cover only half of the bottom of the cooler.
 - b. Cover the cold packs on the bottom of the cooler with 2 layers of bubble wrap/corrugated cardboard on top of the conditioned ice packs.
 - c. Once vaccine is placed in the cooler, place the ODH-supplied digital data logger (DDL) probe in the center of the vaccine. Place another 2 layers bubble wrap/corrugated cardboard on top of the vaccine. It is acceptable for temperatures to go above 46°F (8° C) while packing.
 - d. Attach the DDL to the top of the cooler, tape may be needed.
 - e. Assure that the lid on the cooler is attached securely (tape may be needed).
 3. As soon as you reach the destination site, check the vaccine temperature.
 - a. The temperature must be between 35°F and 46°F (2°C - 8°C). If the temperature is below 35°F or above 46°F (2°C - 8°C), contact your ODH VFC representative or the VFC program

during regular business hours at 1-800-282-0546. Be sure to keep the ODH-supplied data logger with the vaccine.

- d. Transport and Short-Term Guidelines for Varicella-Containing Vaccine
 - i. **The vaccine manufacturer does not recommend transporting varicella-containing vaccines (MMRV, VAR, and VZV). If these vaccines *must* be transported (e.g., during an emergency), CDC recommends transport in a portable freezer unit that maintains the temperature between -58°F and 5°F (-50°C and -15°C).** Portable freezers may be available for rent. If varicella-containing vaccines must be transported and a portable freezer unit is not available, do NOT use dry ice.
 - ii. Varicella-containing vaccines may be transported at refrigerated temperatures between 36°F and 46°F (2°C and 8°C) for up to 72 continuous hours prior to reconstitution (refer to varicella-containing vaccines in CDC's *Vaccine Storage and Handling Guide*). If varicella-containing vaccines must be transported at refrigerated temperatures, follow these steps.
 - iii. Assemble Packing Supplies
 1. Use hard plastic Igloo-type coolers. Attach a label stating "Vaccines: Keep Frozen" to the cooler.
 2. Cold packs. **Do not** condition frozen gel packs because this vaccine should remain as cold as possible.
 3. Do not use dry ice.
 4. Use the ODH-supplied data logger from the freezer.
 5. Use 2 layers of bubble wrap/corrugated cardboard.
 - iv. Pack the Vaccine
 1. Spread cold packs to cover only half of the bottom of the cooler.
 2. Completely cover the cold packs on the bottom of the cooler with a 2-inch layer of bubble wrap. The bubble wrap is to be placed above the cold packs and below the vaccine.
 3. Stack layers of vaccine boxes on the bubble wrap. Do not let the boxes of vaccine touch the cold packs.
 4. Completely cover the vaccine with 2 layers of bubble wrap/corrugated cardboard.
 5. Spread cold packs to cover only half of the bubble wrap. Make sure that the cold packs do not touch the boxes of vaccine.
 6. Fill the cooler to the top with bubble wrap. Place the ODH-supplied data logger and the Emergency Response Worksheet form on top of the bubble wrap/corrugated cardboard.
 - v. Assure that the lid on the cooler is attached securely (tape may be needed).
 - vi. Record:
 1. The time and temperature when the vaccines are removed from the storage unit and placed in the container;
 2. The temperature during transport; and
 3. The time and temperature at the end of transport.
 4. Document the time the vaccines are removed from the container.
3. Preparing space for vaccine administration
 - a. Upon arrival, place signage outside of the facility to direct clients to the clinic. Set up table and chairs and follow procedure addressed in the *Immunization Clinic- Clinical Process P&P*.
 - b. Prepare a space for clients to fill out required paperwork and for vaccine administration.
 - c. Set up administration area with needed supplies within reaching distance (See supplies as listed above and refer to the *Immunization Clinic-Clinical Process P&P*).
 - d. Always keep all vaccine in the cooler removing only the needed vaccine at time of administration. Keep cooler and vaccine out of reach of clients.
4. Clinic Process
 - a. Once clients begin to arrive, have a staff member available to explain screening forms and provide VIS forms for clients prior to administration as addressed by the IAC. Inquire on insurance and bill appropriately if no insurance and paying cash/check.
 - b. Once the screening form is completed, the staff member(s) that are administering vaccine **must** review screening form assuring it is completed in its entirety and billing has been completed as appropriate.
 - c. Follow the *Immunization Clinic -Clinical Process P&P* for Standard Operating Guidelines for Clinic Process and Vaccine administration.
 - d. After administration, inform the client of adverse reactions and how to address reactions.
5. Clinic Wrap up

- a. At conclusion of the clinic, gather all supplies and dispose of trash in appropriate containers. Wipe all areas used for vaccine administration with antimicrobial wipes. Collect signage. (See *Immunization Clinic- Clinical Process P&P*)
 - b. Upon returning to department, Check vaccine temperatures and record on *Vaccine Transport Temperature Log* and return vaccine to appropriate storage ***immediately. This should be completed before any other activity upon return.***
 - c. Return receipt book and money bag to the Business Services Officer (BSO) or to safe #2 if after normal working hours.
 - d. Place completed screening forms and other accompanying forms for the BSO to review and bill.
 - e. Return all other supplies to their designated area and secure accordingly.
6. Billing and Invoicing
- a. Clients wishing to make a payment on the day of service can do so by reviewing vaccine prices and administration costs as provided by GCHD staff or located on the GCHD website. If clients choose to make a payment on the day of service, billing will be reviewed, and a receipt can be created by the GCHD staff.
 - b. For businesses wishing to host a private vaccine clinic for their employees a travel fee will be charged as described in the GCHD Fee Schedule.

CONTRIBUTORS

The following staff contributed to the authorship of this document:

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APPENDICES

Appendix A: Vaccine Storage and Handling Toolkit <https://www.cdc.gov/vaccines/hcp/admin/storage/toolkit/index.html>

Appendix B: Vaccine Management Plan (Q:/Policies & Procedures)

Appendix C: Immunization Clinic – Clinical Process (Q:/Policies & Procedures)

Appendix D: Vaccine Transport Temperature Log (Q:/Nursing/Influenza)

Appendix E: GCHD Fee Schedule

REFERENCE FORMS

CDC. (January 2023). *Vaccine Storage and Handling Toolkit* Retrieved from
<https://www.cdc.gov/vaccines/hcp/admin/storage/toolkit/index.html>

SIGNATURES

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03 / 08 / 2024
Date