

PROCEDURE	
SUBJECT/TITLE:	Immunization Clinic - Clinical Process
SCOPE:	Nursing
CONTACT PERSON & DIVISION:	Director of Nursing
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PURPOSE:

The Galion City Health Department will provide immunization clinics for our community with the intent to advance the well-being and health through immunizations that can prevent childhood diseases and adult complications from these diseases. Proper protocols will be followed, including but not limited to; proper storage and handling of vaccines; proper needle disposal, and proper techniques in administration of vaccines.

The intent of this document is to provide a standard for operating the immunization clinic at the Galion City Health Department. Adherence to this standard will:

1. Provide a safe environment for our clients while in our clinic.
2. Ensure proper administration of vaccines.

PROCEDURES & STANDARD OPERATING GUIDELINES

1. Clinic Process-Set up
 - a. At the beginning of each clinic, wipe down the clinic area with disinfecting wipes intended for the use in healthcare settings. This includes all seating, exam table, doorknobs, vaccine prep table (vaccine storage room) and other equipment as needed.
 - i. Follow instructions on disinfectant wipes label. The disinfectant wipes should take at least 2 minutes to dry.
 - ii. Wear gloves when using the wipes as instructed on label.
 - b. Wash hands with antimicrobial soap and water. (See *Hand Hygiene Policy*.)
 - c. Unlock Immunization Refrigerator and Freezer. (Keys are located in the DON office).
 - d. Open cabinets remove needed supplies and restock as needed for the day. Check expiration dates on supplies as needed.
 - i. Supplies include:
 1. Syringes and needles
 2. Alcohol pads, gauze, and Band-Aids
 3. Disposable towels
 4. Hand Sanitizer and gloves
 5. Sharps Container
 6. Emergency Kit -**Check the emergency kit for expiration dates, and ensure kit includes:**
 - *Up-to-Date Medical Management of Vaccine Reactions in Adult Patients and Medical Management of Vaccine Reactions in Children and Teens.*
 - VAERS reporting form or directions to submit form online
 - CPR Mouthpiece

- Adult and Child sized airway kit
 - 3 ml Syringe and 1 ml syringe with 1" needle
 - Tongue depressors
 - Ammonia Inhalant
 - Epinephrine 1 ml/ml (SQ/IM) (with filter needle as needed)
 - Diphenhydramine 50/ml
- e. Set up laptop and start up Cure MD (Clinic, Office Hours, programs as needed) .
 - f. If using dry erase board, update with correct date for 19 years old thus no longer VFC eligible and should receive an adult state/317 or private vaccine.
 - g. Check with Triage Nurse for appointment schedule or print from Cure MD.
 - h. Prepare giveaways by reviewing the appointment schedule and providing age appropriate materials.
1. Preparing the vaccine
 - a. Diluents and reconstitution of Freeze-Dried Vaccines
 - i. Diluent are not interchangeable unless specified by the manufacturer.
 - ii. Some diluents contain an antigen, or an adjuvant needed for vaccine effectiveness. Even if the diluent is composed of sterile water or saline, use only the diluent supplied with the vaccine to reconstitute it.
 - iii. Never use a stock vial of sterile water or normal saline to reconstitute vaccines.
 - iv. Never administer vaccine reconstituted with the wrong diluent.
 - v. If an incorrectly reconstituted vaccine has already been administered, contact your immunization program* or the vaccine manufacturer for revaccination guidance.
 - b. Predrawing Vaccine
 - i. Predrawing vaccines can result in waste if more are drawn up than needed.
 - ii. Draw up vaccines only at the time of administration. Once vaccines are inside syringes, it is difficult to tell them apart, which can lead to administration errors. However, there may be rare instances when the only option is to predraw vaccine.
 - iii. Predrawn syringes must be stored at the manufacturer-recommended temperatures throughout the clinic day. If vaccines must be predrawn:
 1. Set up a separate administration station for each vaccine type to prevent medication errors.
 2. Draw up vaccines only after arriving at the clinic site or mass vaccination event. Drawing up doses days or even hours before administering them is not a best practice because general-use syringes are not designed for storage.
 3. Each person administering vaccines should draw up no more than one MDV or 10 doses at one time.
 4. Monitor patient flow to avoid drawing up unnecessary doses.
 - iv. Predraw reconstituted vaccine into a syringe only when you are ready to administer it. If a predrawn vaccine is not used within 30 minutes of being reconstituted, follow manufacturer guidance for storage conditions and time limits. A manufacturer may specify that an unused reconstituted vaccine can only be stored in the vial for a specified amount of time.
 - v. Discard any remaining vaccine in predrawn syringes at the end of the workday.
 - vi. Never transfer predrawn reconstituted vaccine back into a vial for storage.
 - vii. As an alternative to predrawing vaccines, use manufacturer-filled syringes for large vaccination clinics.
 2. Clinic Process
 - a. Before the client is escorted into the clinic room, prepare supplies for the expected vaccine(s) to be given.
 - i. This should include alcohol pads, syringes, needles, gauze and band-aides for expected number of vaccines to be given.
 - b. If information is received on the vaccinations to be given, prepare the vaccine(s):
 - i. Follow the Rights for medication administration during this process. Always ensure the 8 rights of Medication Administration is followed (see Clinical Reference Book).

- ii. Check client file for type of vaccine(s) to be given (VFC, PRIVATE)
- iii. Make sure the dose is appropriate for the client age (e.g. Quadracel is only for ages 4-6)
 1. make sure the adult dose is used as appropriate. (e.g. Hepatitis A and B have adult-only doses.)
- iv. Refer to the vaccine insert for instructions on proper vaccine administration.
 1. Be diligent in administering vaccines according to the indications as addressed per the vaccine manufacturer. (e.g. ProQuad is indicated for children 12 months through 12 years of age).
- v. Remove the vaccine(s) from the fridge/freezer, check packaging for VFC or PRIV sticker, inspect vial for clarity, expiration date, and need for diluent. Verify that the correct vaccine is pulled using the rights for medication administration and against the client's name, DOB and vaccine request by the triage nurse. If retrieving a multi-dose vial check date for when it was opened and for impending expiration date. Make sure to tally doses used/wasted. If opening multi-dose vial, date and write "tally" and begin a tally for doses "used" and "wasted" for doses that are wasted. If necessary, write "discard" and the date the vaccine must be discarded.
- vi. Vaccines should be prepared in a room other than a patient care area. Currently, the vaccines are prepared in the same room that the vaccine storage units are kept. Once vaccines are taken to the clinic room, perform the second rights of medication administration check.
- c. Once the client arrives to the clinic, seat the client and verify the name and birth date as well as having the client recite the name of vaccine(s) to be given. The vaccines to be given must be reviewed with the triage nurse. The triage nurse must check for correct vaccine, dose and expiration date. This must be the third check during the administration process. Review screening form making sure to question the client if necessary. Double check the client's insurance (VFC or PRIVATE) and the checked vaccine(s) listed at the bottom of the screening form matches what the client is to receive. Review paperwork making sure HIPAA form, Disclosure form and Declination form are complete and up to date. If client unable to state the names of the vaccine(s), review and inform the client of the vaccine(s) to be given according to the paperwork received from the Triage Nurse. Ask the client for any questions or concerns.
- d. Review entered screening form on Medisoft clinic. Edit and save screening form (Make sure to sign as your name).
3. Vaccine Administration
 - a. Before administering vaccine, follow the *Standing Orders* for each vaccine and the manufacturer's guidelines for vaccine administration (See *Standing Orders*). Review appropriate administration sites located in the *Clinic Reference Book*.
 - b. If the client is a child and anxious or not able to tolerate sitting still for administration, have the parent/guardian or a staff member assist in safely holding the client. Distraction is a great way to reduce anxiety for any client. For children, try focusing attention on a reward for receiving the vaccine (candy, book etc.).
 - c. *When administering vaccine, always administer oral vaccine first leaving the most painful for last (MMR, Dtap, HPV and PCV).
 - d. Clean site with alcohol and making sure to allow enough time for alcohol to dry. Begin cleaning the site from the desired location for administration and work in a circular motion cleaning from inside to outside of the desired site.
 - e. Perform hand hygiene by washing with soap and water or using hand sanitizer. It is best practice to wear gloves for vaccine administration. Administer vaccination. Make sure to place the safety over the needle immediately after administration to avoid any unintentional needle sticks and dispose of in sharps container **immediately**.
 - f. Use a gauze pad as needed and apply a Band-Aid.
 - g. Remove gloves and perform hand hygiene by washing with soap and water or using hand sanitizer after every client.
 - h. Offer support for reduction of anxiety. If possible, play music for the client. Deep breathing exercises can also reduce anxiety. Offering a pinwheel to children may help them to focus on deep breathing. Encourage

the child to take a deep breath and blow long and slow into the pinwheel. Offer a giveaway (candy, book, sticker, toothbrush).

- i. Clean area disposing of dirty needles, vials, and disposable towel if towel becomes wet or soiled between clients.
4. Enter information on the immunization records of both GCHD and client copies. If the client does not have their own record and proof of vaccination is requested, make a copy of the GCHD facility immunization record and stamp with the GCHD address after the vaccination is completed. Make sure to complete all 8-points including date, site, lot number, manufacturer, trade name, date of VIS, date given, and sign on the immunization record.
5. After administration of the vaccinations, it is recommended for clients to wait 15 minutes to monitor for syncope. Review with the client and parent/guardian possible localized and generalized reactions. Escort to waiting area. Monitor client and excuse the client after 15 minutes. This recommendation is written on the screening form. At the end of the clinic, place all supplies and equipment back in designated areas, and wipe clinic area as done at the beginning of the clinic. Lock fridge and freezer and all cabinets and drawers in the clinic.
6. Review charts for errors and completeness and return to the Triage Nurse.

Appendices

Appendix A: Clinic Reference Book

Appendix B: Standing Orders

Appendix C: Hand Hygiene Policy

SIGNATURES

Andrea Barnes

Andrea Barnes, RHES
Health Commissioner

03 / 08 /2024
Date