

Today _____, I am working as a flow monitor at _____ Affiliated Physicians Vaccination Clinic. Prior to the event start time, program/site manager _____ completed a training on the overall operation of the event. I am aware of my responsibilities which include:

- Assigned station at the beginning of shift must be held throughout shift unless told otherwise
- Greet all clients at all points of visit
- Identifying ADA/special needs clients promptly
- Screening COVID-19 positive patients at the entrance and escalating to clinical leadership for a formal DQ
- Must be standing and actively engaging clients when they are present
- No cellphone/Air pod use
- If assigned a walkie talkie, must use the device appropriately and must respond in an appropriate manner
- Able to escalate any suspicious activity on-site
- Having client verify and confirm their age/vaccine brand and locate the appropriate colored bracelet to separate minors from adults
- Walk clients over to each appropriate station: Entrance => Registration => Vaccination => Observation => Exit
- Checking POV before entering observation to make sure data was entered correctly
- Able to escalate any suspicious activity on-site

Flow Monitor (Name and sign)

Program/Site Manager (Name and sign)
