

## Flu & Tdap Clinic - Workflow Process

### Clinic Preparation - \* Paperwork is color coded; Tdap-Yellow and Flu-White

- Nurse ONE and Nurse Two will operate exactly the same, managing both FLU and Tdap vaccinations.
- Table Supplies
  - o Flu and Tdap CONSENTS
  - o Flu and Tdap VIS
  - o Pens
  - o Fliers – FLU/Tdap Vaccine Stations, QR CODEs and VISs
- Program Setup
  - o Tdap Consents and VIS on one side of the table, and Flu Consents and VIS on the other side.
  - o VACCINE TYPE STATION FLIERS – place on the CONSENT and VIS station accordingly.
  - o Create a waiting area with a few chairs. Each chair should be 6 feet apart, if possible.
  - o Setup supplies for both Tdap and Flu vaccination stations.
    - Table cloth
    - Alcohol wipes
    - Gauze
    - Band-Aid
    - Gloves
    - SHARPs container
    - Vaccine
    - Needles
    - Syringes
    - Barriers
    - Hand Sanitizer
  - o Always have supplies ready for use on a clean barrier, ready for the next patient.
  - o Place *Flu Shot Sign-In Sheet* and the *Tdap Sign-In Sheet* at the vaccination station.
  - o 'Clinic Location' and 'Date' must be added to the top of each sign-in sheet.

### Greeting Patients

- Always greet patients with a SMILE 😊.
  - ✓ “Hello, and welcome. Are you here to receive the Flu shot, **OR** the Tetanus/Diphtheria/Pertussis vaccine – which is Tdap, **OR** would you like both?”
  - ✓ “Great. Have you completed your CONSENT form(s)?” – pause until patient is able to provide you with the CONSENT.
    - If ‘Yes’, direct patient to the vaccine station.
    - If ‘No’, direct patient to the CONSENT and VIS table.
  - ✓ ‘What is your Full Name?’
    - Write patient’s **FULL NAME neatly and clearly** on the sign-in sheet.
    - Write **SIGN-IN number** from the sign-in sheet on the upper right-hand corner of Consent.

## Tdap Screening Questions

- Review the Consent Form Screening Questions with patient and confirm eligible for vaccination. Patient is not eligible for a Tdap vaccine at Affiliated Physicians' vaccine clinic if 'Yes' to any of the following, defer patient to speak with their PCP.
  - If patient is **severely allergic to any component of the Tdap vaccine**,
  - If patient has a **history of**
    - **Guillain Barre** (when the immune system malfunctions and attacks the body's own tissues and organs)
    - **Encephalopathy** (diffuse disease of the brain that alters brain function or structure), or
    - **Arthus-type hypersensitivity** (A local allergic reaction, when antibodies react to a chemical or protein in a person's blood, and antibodies get stuck in the walls of blood vessels in organs such as the heart, in joints, and kidneys) – to a prior dose of Toxoid containing vaccine.
  - If patient is **acutely moderately to severely ill** (with or without fever)

## Tdap Vaccine Side Effects, Risks and Benefits

- Review potential side effects, risks and benefits with patient.
  - **Side Effects:**
    - Soreness, redness, and swelling where the shot is given
    - Fever, muscle aches, and headache can occur
  - **Risks:**
    - There may be a very small increased risk of Guillain-Barré Syndrome (GBS) after vaccination.
    - As with any medicine, there is a very remote chance of a vaccine causing a severe allergic reaction, or other serious injury.
    - People sometimes faint after medical procedures, including vaccination. Tell me if you feel dizzy or have vision changes or ringing in the ears.
  - **Benefits:**
    - Tdap vaccine can prevent Tetanus, Diphtheria and Pertussis.

## Tdap Vaccine Information Statement (VIS)

- Confirm patient has reviewed the VIS and the Consent portion of the consent form. Request patient sign, giving Affiliated Physicians consent to treat, if has not already done so. If patient arrives with consent signed, confirm verbally it is patient's signature.

## Tdap CONSENT

- Confirm patient reviews the verbiage on Tdap consent form, and have patient sign. If patient with signed CONSENT, confirm verbally it is patient's signature. Clinician is the witness. Print and Sign your name.

## Tdap Demographic

- Review the Demographic Section with patient and confirm all information is accurate.

## Tdap Administration

- Complete strict hand hygiene, don gloves and prepare the Tdap vaccine.
- Prepare patients arm. Deltoid must be fully visible and landmarked to avoid causing SIRVA.
- Administer the Tdap vaccine. If getting FLU shot also, write the letter 'T' on the Band-Aid after applying.

## Tdap Documentation

- Complete clinical documentation on Tdap CONSENT form.

## FLU Vaccine

- If patient is getting the Flu Vaccine also, complete the Flu Shot Sign-In sheet line item with the same patient information.
  - o Write the Flu Sign-In Sheet line item number at the top of the Flu Consent Form.
  - o Provide QR code for VIS or provide access to VIS on-site.

## FLU Screening Questions

- Review screening questions with patient to confirm patient is eligible to receive a FLU vaccine dose.
  - o If patient is allergic to eggs, thimerosal, or any other component of the Flu vaccine, patient is not eligible to receive a Flu shot at Affiliated Physicians' Clinic and should be directed to follow up with their PCP.
  - o If patient has a history of Guillain-Barre, patient is not eligible to receive a Flu shot at Affiliated Physicians Clinic and should be directed to follow up with their PCP.
  - o If patient is currently feeling sick, evaluate the severity and disqualify if moderate to severe symptoms. Once patient feels better, he/she will be able to get vaccinated at an Affiliated Physicians vaccine clinic.
  - o If patient is suspected of having COVID-like symptoms, disqualify patient and patient may return at a later time when feeling better.
  - o If patient is pregnant, some states require patient to receive Thimerosal-Free vaccine. Confirm by state before vaccinating pregnant or chance of being pregnant woman.

## FLU Vaccine Side Effects, Risks and Benefits

- Review potential side effects, risks and benefits with patient.
  - o **Side Effects:**
    - Soreness, redness, and swelling where the shot is given
    - Fever, muscle aches, and headache can occur
  - o **Risks:**
    - There may be a very small increased risk of Guillain-Barré Syndrome (GBS) after inactivated influenza vaccine (the flu shot).
    - As with any medicine, there is a very remote chance of a vaccine causing a severe allergic reaction, or other serious injury.
    - People sometimes faint after medical procedures, including vaccination. Tell me if you feel dizzy or have vision changes or ringing in the ears.
  - o **Benefits:**
    - Influenza vaccine can prevent influenza (flu), which kills thousands every year.
    - If you do get the flu, your symptoms can be very mild if you have received the flu vaccine.

## FLU Vaccine Administration

- Prepare to give the Flu vaccine.
  - o Perform hand hygiene, don gloves and prepare the Flu vaccine.
  - o Prepare patients arm. Deltoid must be fully visible and landmarked to avoid causing SIRVA.

- Use strict sterile and aseptic techniques

### Extra Program Tips:

- 1) Do not pre-draw or pre-needle any vaccine. Must be done in front of the patient and must show the patient the type of vaccine they are receiving before administration.
- 2) Recommend and encourage patient to get one vaccine in the LEFT arm and the other vaccine in the RIGHT arm.
  - a. This allows patient to know which is causing the symptoms, should any arise.
  - b. If giving both vaccines in a single arm for a clinical reason or patient request, injections must be an inch apart and both given in the deltoid muscle.
- 3) If patient is getting both vaccines, administer the **Tdap vaccine first**. Since Tdap is given less frequently, we want to be able to monitor patient for adverse reactions while the FLU vaccine is being processed and administered.
- 4) Keep sign-in sheet out of eye-shot of patient to protect the privacy of others.
  - a. Place a blank sheet of paper over the sign-in sheet
- 5) The FLU sign-in number may not match the Tdap sign-in number and vice versa.
- 6) If participant brings pre-printed pre-filled CONSENT, accept CONSENT and make sure to sign-in patient on the correct sign-in SHEET. – and Keep the CONSENT with the appropriate paperwork. DO NOT mistake a white pre-printed Tdap CONSENT for a FLU CONSENT.
- 7) After each vaccination, encourage patient to inform clinical staff immediately if any adverse reaction occurs. If patient has a history of passing out, keep patient for observation.
- 8) SIRVA is ***Shoulder Injury Related to Vaccine Administration*** – **must landmark the deltoid appropriately to avoid administering the vaccine too high on the arm, which can cause serious injury to a patient’s shoulder.**
- 9) When finished with patients Consent form for Tdap or FLU, place face down under the appropriate sign-in sheet.
- 10) Vaccine shall remain in cooler until ready for use
- 11) Syringe, needles, gauze, and alcohol wipe, should be placed on barrier in between participants, to prepare for the next.
- 12) If patient age 65+ and getting the FLU vaccine, explain the vaccine available is the standard dose ONLY. If patient is looking to get the vaccine dose that is for 65+ patients, defer patient to PCP. (the 65+ dose is 3x the strength of the standard dose)

## Logistics – Paperwork

- *Tdap Sign-In Sheet, Consent, VIS, Standing Orders, Immunization Certificate, and Station Flier* is on **YELLOW paper.**
- *FLU Shot Sign-In Sheet, Consent, VIS, Standing Orders, Immunization Certificate, and Station Flier* is on **WHITE paper.**

Tdap Nurse ONE (1)	Flu Nurse TWO (2)
Tdap Immunization Certificate	Flu Immunization Certificate
Standing Order – Tdap	Standing Order – Flu
Standing Order – Emergency Medication	Standing Order – Emergency Medication
Tdap Consent	Flu Consent
Incident Report	Incident Report
AMA Form	AMA Form
Tdap Sign-In Sheet	Flu Sign-In Sheet
VIS – Tdap	VIS – Flu

### Additional Supplies:

(1) Flier for each Vaccine CONSENT and VIS station. – Color Code – **Tdap Yellow** and **FLU White**

Pens

E-Kit Supplies

+ usual FLU clinic supplies

### Station Setup:

One or Two Nurse Clinic Tables to be setup exactly the same way. Each Nurse is required to manage both Tdap and FLU.

