

Today _____, I am working in registration at _____ Affiliated Physicians Vaccination Clinic. Prior to the event start time, program/site manager or OSS lead _____ completed a training on the registering a client for vaccination. I am aware of my responsibilities which include:

- Be attentive to clients and greet them
- No cellphone/Air Pod use
- iPads are for **company use only** and I am responsible for using personal log-in only
- Registration pledge is present at table
- Verify and confirm age and vaccine dose
- Verify and confirm appointment number, date and location
- Never cancel an appointment unless escalated to on-site leadership
- Verify ID and POV. If neither are present, I will escalate to on-site leadership
- Escalate early dose attempts and have paper consents on hand
- Escalate WHO approved vaccines to on-site leadership
- Use the translation application on the iPad if client is a foreign speaker
- Updated EUA / DOH attestation QR code present for client
- Use generic email address (vax@nyc.gov) when necessary
- Have discretion/accuracy when obtaining demographic information and having client confirm accuracy
- Verbalize all disqualifying questions and confirming acknowledgement
- I will not disqualify any client unless escalated and if disqualified I will use the appropriate DQ form
- Have appropriate wrist bands present for registration table (12+: green, 5-11: orange) and applying it to the correct client
- Maintain a clean and tidy registration area

Registration (Name and Signature)

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Site Manager/ OSS Lead (Name and Signature)

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