

Your TOP TIPS for COVID-19 Vaccination Sites

COMMUNICATION

- Brief staff and volunteers at the start of everyday
- Keep staff updated on any changes and issues

DESIGNATE ROLES

- a site manager will ensure the day runs smoothly
- a lead clinician to support vaccinators
- marshalls manage patient and traffic flow
- admin teams input your data



RESOURCES

Large clock in all waiting areas
Map of your clinic for volunteers



PATIENT NEEDS

People with learning disabilities may need more time and information in different formats



EQUIPMENT

- Paper forms in case you lose WIFI
- Pre-populate consent forms, so patient only has to tick the screening questions and give consent
- Pre-printed stickers for vaccination cards inc. manufacturer, batch number and date

SIGNPOSTING

- Use signs to show the 1 way system in & out of building
- Poster showing the 'name of today's vaccine'



TEAMWORK

- Ensure everyone takes a break
- Provide refreshments for staff and patients



APPOINTMENTS

Have a dedicated call centre to book and cancel appointments