Ten Principles for Holding Safe Vaccination Clinics at Satellite, Temporary, or Off-Site Locations

During All Stages (Pre-Clinic, During the Clinic, and Post-Clinic)

1. Keep vaccines at the correct temperature at all times using proper procedures for vaccine transport, handling and storage. Document temperature monitoring at appropriate intervals during all stages. For further guidance: www.cdc.gov/vaccines/hcp/admin/storage/toolkit/storage-handling-toolkit.pdf

Pre-Clinic

2. Have vaccine shipped directly to the site. If direct shipment is not possible, transport vaccine using correct storage and handling guidelines.

3. Train staff to perform CPR and treat medical emergencies, including anaphylaxis. Ensure supplies are on site, including an emergency medical kit and infection control supplies, as well as enough Vaccine Information Statements (VISs).

During the Clinic

4. Always check for medical contraindications and allergies before vaccinating anyone. Provide VISs for all patients or guardians.

5. Follow manufacturers’ instructions and Advisory Committee on Immunization Practices guidelines for correct age and intervals (for vaccines that require more than one dose).

6. Follow manufacturers’ instructions for injection dose, site, and route.

7. Only use vaccines that are not damaged, not expired, at the correct temperature, and prepared using aseptic technique.

8. Follow safe handling of needles and syringes, including using a new needle and syringe for every injection. Dispose of all sharps in a sharps container.

9. Document every vaccination and give patients a copy.

Post-Clinic

10. Keep patient information secure and private. Record vaccinations in the Immunization Information System (IIS), if available.

For further guidance, refer to the full checklist: www.izsummitpartners.org/off-site-vaccination-clinic-checklist

This document is NOT intended to replace use of the checklist.