

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



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

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