



Pledge for Organizations Implementing Vaccination Clinics Held at Satellite, Temporary, or Off-site Locations 2018–2019 Influenza Season

Our organization pledges to adhere to the guidelines and best practices of the Centers for Disease Control and Prevention (CDC) when implementing vaccination clinics that are held at satellite, temporary, or off-site locations. The pledge will be **reviewed and signed annually by an employee in an executive-level position** within our organization.

Completed pledges should be sent to the National Adult and Influenza Immunization Summit (NAIIS) [Clinic Pledge Coordinator](#). Pledging organizations are recognized on the NAIIS [Organizations Pledging Support](#) page.

As an organization, we pledge to:

- A. Follow best practices *at each vaccination clinic* held in a satellite, temporary, or off-site location, by implementing the [Checklist of Best Practices for Vaccination Clinics Held at Satellite, Temporary, or Off-site Locations](#).
- B. Adhere to all [manufacturer storage and handling guidelines](#) during vaccine shipment or transport and administration, including using a portable refrigerator or qualified container and pack-out if transporting vaccine and performing recommended temperature monitoring.
- C. Adhere to CDC vaccine [administration](#) and immunization [schedule](#) guidelines.
- D. Establish a plan to replace mishandled, expired, or damaged vaccine and have a documented plan to complete the clinic.
- E. Accommodate language or literacy barriers and special needs of patients/guardians to help make them feel comfortable and informed about the vaccination process.
- F. Provide all patients with [Vaccine Information Statements \(VISs\)](#) prior to immunization, as required by federal law.
- G. Designate a clean area for vaccine preparation and designate a qualified individual to oversee infection control.
- H. Ensure the presence of an emergency medical kit with epinephrine at the site and a designated trained health care provider, certified in CPR, who can administer treatment for allergic reactions and address urgent medical problems.
- I. Ensure all vaccinators are legally allowed to administer vaccines, per local jurisdiction laws and/or policies.
- J. Communicate immunization and emergency medical protocols to all staff administering vaccines.
- K. Encourage all employees to be up to date on their vaccinations, including annual influenza vaccine.
- L. Ensure staff who prepare and administer vaccines have been trained and have demonstrated competency in the following areas:
 - 1. Adhering to CDC guidelines for vaccine shipment or transport, storage and handling, preparation, administration, and documentation.
 - 2. Adhering to standard precautions, which include proper hand hygiene and safe injection practices when preparing and administering vaccines, and knowing the location of and how to administer epinephrine and clinical situations in which its use would be indicated.
 - 3. Reporting any needlestick injury and maintaining a sharps injury log.
 - 4. Reporting adverse immunization events to the [Vaccine Adverse Event Reporting System \(VAERS\)](#).
 - 5. Returning all patient medical information to an appropriate storage location.
 - 6. Disposing of all biohazardous materials properly.
 - 7. Documenting all vaccinations per local jurisdiction laws and, whenever possible, entering vaccination records into a state immunization information system (vaccination registry).

Printed Name and Title of Organization Executive: _____

Signature of Organization Executive: _____

Name of Organization: _____

Email address of an organizational contact: _____

Date: _____

This form is valid through the 2018–2019 influenza season. To continue to be recognized as a pledging organization, a new form will need to be signed prior to October 1, 2019 for the 2019–2020 influenza season. NOTE: Although we use the influenza season as the timeframe to help organizations keep track of when to renew their pledge, the pledge applies to **ANY TYPE of VACCINE** (not just influenza) given at satellite, temporary, or off-site clinics.