

Hello!

Thank you for choosing Careplus as your workplace flu clinic provider.

To help you organise the clinic, we have created this checklist of items to remember.

What clients should plan for on vaccination day:

- Plan for an appropriate room**
Each nurse must have access to a table with two chairs and a waiting area where vaccinated individuals can wait 15 to 20 minutes for the required observation period after receiving the shot.
Plan for a discreet and out-of-the-way area, where individuals feeling ill can rest and recover.
- Inform your employees**
 - Date and location of the flu clinic
 - For groups of 40 people or more, provide the access codes and instructions for the on-line registration system.
 - Promote the flu clinic. Careplus provides complementary information to inform employees and answer frequently asked questions.
- Managing registrations for the flu clinic**
 - If you plan on managing employee registrations manually, you are welcome to use the complementary spreadsheet schedule (1 person every 3 minutes). Please avoid leaving empty slots in the schedule to maximise the nurse's time.
 - If you are using the web based self-service registration service, please visit the director access regularly and review whether adjustments are required.
 - You must ensure that all employees obtain a copy of the medical file document. Employees must complete the form prior to the flu clinic and have it on hand for the appointment with the nurse.
- 3 or 4 days prior to the flu clinic**
 - Clients utilising the web based registration website should access and validate the number of registrations and make modifications to the schedule if required.
 - If the confirmed registrations vary more than 20%, you should inform your Careplus coordinator.
 - If necessary, plan for an assigned individual to collect the employee payment on vaccination day. (Must be exact dollar amount, no cheques).
 - Send a reminder to your employees. Help them remember to bring the completed medical file and wear a short sleeved shirt if possible.

A reminder for vaccination day

- ✓ Our nurse will arrive at least 15 minutes prior to the start of the flu shot clinic to prep accordingly.
- ✓ Each employee scheduled for a shot is required to bring the completed **medical file for vaccination**. Although the nurse will have a few on hand, it is recommended to have a few pencils and print-outs available, just in case.
- ✓ Our nurse will review the completed form, ask for explanations when necessary and will vaccinate the participants to the rate of 1 for every 3 minutes.
- ✓ Everyone receiving the flu shot should stay for the recommended 15 minutes for observation to ensure there are no adverse effects to the vaccine.
- ✓ The Careplus nurse will leave 15 minutes after the last patient receives the vaccine.
- ✓ In case of emergency (complications following the flu shot), the nurse will follow the proper emergency protocol (PIQ).
- ✓ If your employees are paying for the vaccine (in whole or in part), the company must be certain to provide assistance in collecting the payment. At the end of the clinic, the responsible individual and the nurse will balance out the participant list and collected funds. The cash amount should be enclosed in a sealed envelope and remitted to the nurse to complete the payment.