* Registration

OHSU will validate patient registered for vaccination. We receive a waitlist from Public Health. Please direct scheduling questions to Public Health: **503-397-7247**

**30 Minutes** – Indicate patient needs extended observation.

Clinic Entry

**DOOR 2 -** Lobby

**DOOR 4 –** Conf.Rm

FLAG & DOT GUIDE

Blue to indicate ready for vaccination

Green to indicate patient under monitoring

Black to indicate patient done & Room to be cleaned

**FLAG DOWN** after room clean

VACCINE RUNNER

Leads-LIP will run & request additional vaccines to help prevent vaccine waste.

* + Eligible Patients are currently being contacted & registered through **Public Health via SignUp Genius**
  + Lists will be printed for validation at Check-in
* Welcome Screening & Check-in – Greeters & Check-in
  + Patients will be greeted outside of clinic & screened for COVID symptoms & Allergies
    - **30 Minutes – Give red card to indicate allergy risk**
  + Once confirmed, Check-in will check for active Chart or create new “lite” Registration
  + Add Appointment to Schedule
  + Check-in Patient & direct to Door 2 or Door 4
* Rooming & Scribing – Scribe
  + Scribe will pull from door for their pod
  + Room & Open Encounter: Validate info, inform of plan and ask to prep shoulder
    - **Questions will be addressed by LIP**
  + SCHEDULE Follow-up Vaccine in 4 weeks
    - **If unavailable, Patient must stop at Front Desk to add to Waitlist**
* Vaccination – Vaccinator/LIP & Scribe
  + Vaccinator/LIP will address any questions or concerns
  + Administer Vaccine
    - **SCRIBE** to Record administration in EPIC
  + Instruct patient about self-monitoring
    - **30 minute monitoring – Lead patient to Conference room for observation**
  + Record admin time on whiteboard
* Monitoring – Monitors & Triage
  + Monitors & Triage will check on patients
  + Callout for assistance or medical questions
  + Release patients after monitoring & clean room
* Discharge – Monitors & Front Desk
  + Patients will be exiting through **DOOR 3 – Follow Signs**
  + **Waitlist Patients** exit through Lobby to speak with Front Desk

**Clinic Role Today:**

*Monitor/Navigator*

1. Monitors will circulate through the clinic, checking in on patients that have received vaccines. They will offer water/juice/snacks to any individual feeling mild vasovagal symptoms, and alert LIPs for further evaluation.
   1. If concern for anaphylaxis the monitor will call LIP for immediate evaluation, and radio for one of the vaccine prep staff to bring epinephrine and benedryl. At time of evaluation by LIP, monitor will also be available to call EMS for assistance with transport and airway support as needed.

**Primary Responsibilities:**

* + Greet Patients on Arrival
  + Ask Covid screening questions

**Common Questions & Issues:**

* + I’m registered but my husband/son/daughter/friend also need it but aren’t registered, can they get a shot today?
    - They need to get on the waitlist and we’ll call and offer at the end of the clinic, if we have extras.
  + I’ve had X symptoms for awhile.. In response to Covid Screening
    - Check-in with LIP/Triage to determine if they need to reschedule