* 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-in 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:**

*Vaccination*

1. Vaccination team will consist of 3 people and assigned 5 rooms each: 2 Scribe/Navigators, 1 Vaccinator.
   1. **Scribe/Navigator teams will greet pre-screened patients at each door and escort to one of their rooms. Scribe navigator will open encounter in Epic and verify patient details, and enter charting notes and vaccine information. They will instruct patient to expose deltoid to prepare for vaccination. Scribe/navigator will also offer to schedule the patient for a repeat vaccination 4 weeks from day of vaccine. When scribe/navigator is ready for vaccinator, flip room flag to BLUE to signal vaccinator.**
   2. Vaccinator will come to room, make sure patient does not have further questions, verify identity, and complete vaccination for patient. Vaccinator will then flip flag to GREEN, and write vaccination time on hallway white board. Patient will be directed to self-monitor symptoms, and ask for help if any concerns. After 15 minute period, patient may leave building via signage, through lobby.
   3. Patients in medium risk group needing **30 minute** observation will be escorted to the conference room after vaccination. They will be told time of vaccination and asked to set timer on their phone/watch.
   4. **Scribe/Navigator or Monitor/Traffic Director will clean room and indicate it is ready by putting all room flags against the wall, signaling the room is ready for the next patient.**
   5. Note: depending on flow and bottlenecks, scribe/navigators with vaccine administration skills/training may ultimately be able to also administer vaccines if needed (i.e., an LIP on the team gets called away for other reasons).

**Primary Responsibilities:**

* + Greet Patients at Door 2 and/or Door 4 & escort to your team exam rooms
  + Charting & documenting vaccine administration
  + Screen for any Vaccine questions for LIP-Triage
  + **2nd dose Scheduling** – Schedule 4 weeks out @ same time/day, document in appt notes:
    - “2nd Moderna Dose”
  + Direct to Front Desk on discharge if they need a different time for Waitlist
  + Potentially administering vaccinations if LIP is pulled away

**Common Questions & Issues:**

* + At this time, we are only using Moderna – 2nd dose will also be Moderna
  + Make sure they have their Vaccine Admin documentation card – Suggest writing 2nd dose appointment time & date