

## The vaccination flow from the staff perspective

Our vaccination teams consisted of 3 people (2 Roomer/Scribes + 1 Vaccinator) and were assigned to 4-6 exam rooms. This team's workflow was as follows:

- a. Roomer/Scribe greeted pre-screened people at each door and escorted to one of their rooms, opened vaccine encounter in the EHR, verified key details, entered chart notes and scheduled 2<sup>nd</sup> dose appointments (if applicable). Signaled when ready for vaccinator (we used room flags as described above, walkie-talkies or other communication devices could be used).
- b. Vaccinator arrived in room, asked if vaccine recipient had further questions, did a brief final allergy screen ("Any allergies to anything at all?" and then triage based on response), and completed vaccination. Vaccinator exited room and flipped flag to blue, indicating that the person in the room had received vaccine and was waiting 15 minutes. (If you choose to have people wait in another room, you will need to determine how they get directed to that space and who will do it. Best not to have the vaccinator spend time escorting people if you have a monitor or roomer who can do this task).
- c. People in medium risk group needing 30 minute observation were escorted to the conference room after vaccination. (We had our 30-minute monitoring room be the same location where RNs were drawing up vaccine doses).
- d. Roomer/Navigator or Monitor/Traffic Director cleaned room and indicate it was ready by putting all room flags against the wall.
- e. Note: Depending on flow and bottlenecks, roomer/navigators with vaccine administration skills/training (eg MA, medical student) may ultimately be able to also administer vaccines if needed (i.e., an RN or LIP on the team gets called away for other reasons).

