

Vaccine Clinic Checklist

SPACE NEEDS	
	Pharmacy prep area
	Restrooms
	Place to eat
	Tables
	Chairs
	Outdoor heaters or space heaters
	Umbrellas or tents
	Extention cords
SUPPLIES FOR VACCINE RECIPIENTS	
	Hand sanitizer
	Vaccine cards (pre-fill out lot number, manufacturer, site, date), ample supply of pens to share (if needed)
	Informational handouts
	Snacks
	Wheelchairs
SUPPLIES FOR STAFF/VOLUNTEERS	
	Clipboard
	Laminated screening card (15-30 min wait)
	2-5 EpiPens and EpiPen instructions (some clinics have chosen to have Benadryl, Zyrtec, etc. available too)
	Clear protocol for what your team will do in an emergency, BLS and ACLS resuscitation instructions
	Pens
	Walkie-talkies
	Flags indicating “exam room ready” and “in use” (or another system you will use to communicate this info)
	Bright-colored vests for person in charge and traffic directors
	Traffic wands
	Masks
	Face shields
	Gloves/Gowns
	Sani-wipes
	Hand sanitizer
	Laptops and chargers (for registration, vaccinator, LIP, and monitor) and/or stationary computers
	Snacks
	Lap blankets
VACCINE SUPPLIES	
	Needles/syringes
	Band-aids
	Alcohol prep wipes
	Cotton swabs
	Sharps containers
	Labels
	Caddy to transport vaccines, alcohol swabs and band-aids, plus larger needles to vaccinator