

Flu Clinic Checklist



Medical supplies

Make sure you have plenty of medical supplies that can be packed in easy-to-carry containers.

- Flu vaccines that cover a range of age indications
- Needles and syringes
- Disposable gloves
- Alcohol prep pads
- Gauze pads
- Bandages
- Sharps container
- Scissors

Important location items

Make sure the location is easily recognized by, and has easy access for, participants. Signs with arrows will help people find their way to you.

- Appropriately sized tables for registration and vaccine administration
- Chairs for staff and participants
- Consent forms
- Wastebaskets
- Clipboards and pens (attached to clipboard or separate with your pharmacy's logo)
- Tape or pins to hang direction signs
- Snacks or give-aways appropriate for participants

Countdown to Flu Clinic

During pre-order process

- Inform distributor of clinic date (urgent need)

One week before

- Check vaccines and medical supplies
- Confirm space and furnishings
- Confirm volunteers, staff and assistants
- Send out appointment reminders with date, time and location to employer or community advocate

Two days before

- Confirm scheduled appointments with employer or community advocate
- Confirm receipt of vaccinations and medical supplies
- Pack non-perishable items in containers
- Create easy to read direction signs to the flu clinic location

The clinic day

- Set-up early so staff and supplies are ready
- Make sure direction signs to your location are placed in appropriate areas
- Empty safety containers and wastebaskets throughout the day

To order and restock flu vaccines, call Besse Medical at **800.543.2111**
or order online at <https://besseorder.amerisourcebergen.com>