

Basic Immunization Protocol Checklist – the Minimum Must-Haves

- Ensure proper training of staff
 - All qualified staff have completed KPhA training including
 - Vaccination Storage
 - Protocols
 - Injection Technique
 - Emergency Procedures
 - Recordkeeping
 - Current CPR certification
 - All qualified staff has completed (or annually reviewed) OSHA Bloodborne Pathogens standard training
- Determined which vaccines will be provided at your facility
- Established Policies for:
 - Determine the target population
 - Screening of patients
 - How to Administer Vaccines
 - Documentation requirements
 - Communications to physician and reporting requirements
- Gathered federally required documentation
 - Vaccine Information Statement (VIS)
 - Created record of vaccine administration which contains the following per VICP:
 - Patient name
 - Date of vaccine administration
 - Vaccine Manufacturer and lot number
 - Name, address, title of person administering the vaccine
 - Date of the VIS
 - Date the VIS is given to the vaccinee/legal representative
- Determined emergency precautions including specific protocols
- Created methods for reporting adverse events occurring after vaccination
- Established (or renewed) Physicians authorization for Standing Protocol