

FLU CLINIC TOOLKIT: TABLE OF CONTENTS

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FLU CLINIC TOOLKIT: GETTING STARTED



Thank you for choosing Inova Well

Flu-related complications can lead to a loss in productivity and unscheduled absences. By choosing to vaccinate, you are taking a mindful step towards protecting yourself and others around you. Our clinics will create a cost effective and seamless process for you and your colleagues to receive a flu shot without waiting in long lines or going into the physician's office where many people may already be sick and contagious.

Do you have children between the ages of 6 months to 4 years of age? The CDC recommends that anyone over the age of six months receive the seasonal flu vaccine. You can visit us at our public hospital-based flu shot clinics on weekends between the months of September through December.

Our mission is to help you have a successful and well-attended flu shot clinic to ensure a healthy and well-protected environment during flu season. Enclosed you will find promotional and educational materials for use for your upcoming clinic.

If you have additional needs or questions, please feel free to contact us by phone 703-698-2440 or by email flu@inova.org.

What to Expect

Inova Well has been providing flu shots to the community since 1992. Our nurses are highly skilled and are re-trained annually on the most up to date practices published by the CDC and Virginia Department of Health. All clinics are facilitated by a licensed RN. Our goal is to make the process seamless and to protect you and others from getting and spreading the flu virus.

Flu Shot Certificates

If an employee is unable to attend the flu shot clinic, you may purchase Fight the Flu certificates for them to use at any Inova public clinic or urgent care center location.

Why purchase certificates?

- For companies with multiple locations, certificates eliminate the need to gather employees in one location to hold a work-site clinic.
- Smaller companies who cannot meet their participation requirement for any on-site clinic may purchase certificates to offer the flu shot benefit to their employees.
- Employees may receive the vaccination at numerous locations throughout the Northern Virginia area at their own convenience (only valid at Inova locations).

Visit www.inova.org/flu to get started.

Online Scheduling Available!

Contact us today if you would like online scheduling! Participants can schedule appointments online prior to your clinic.

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FLU CLINIC TOOLKIT: PLANNING AND SET UP

Prior to the Clinic

We encourage you to share the promotional material prior to your upcoming clinic to ensure a positive turnout.

- Use the sign-up sheet to schedule appointments—Pages 3-7
- Wall Poster—Page 8
- Distribute the educational material via email, put it in your newsletter, or post in your breakroom.—Pages 9-10
- Use email or your web based calendar to set reminders for your staff
- Invite family members over the age of 4
- Invite neighboring offices or communities to join your clinic
- Remind all participants to wear clothing that will allow easy access to the upper arm.

One of our staff members will contact you via phone or email 2-3 days prior to the clinic to confirm the details of the clinic, including the number of expected participants.

Setting Up

We do ask for your help with setting up. In order to facilitate your clinic effectively, we ask for the following pieces:

For the administrative area, we ask for 1 table and 1 chair.

For the immunization area, we ask for 1 table (3-6ft) and 2 chairs. Please also provide a small waste basket and extra chairs for those waiting to receive their shot.

If possible, we ask you to select an individual for administrative support. This individual will be assisting with distributing consent forms and educational materials as well as collecting payment, if necessary.

Our patient's privacy is important. Please be mindful of where the clinic is set up to ensure each patient's privacy.

Participants

All participants will be expected to read the fact sheet and sign the consent form prior to receiving the vaccination. It is also asked that all participants wait 15-20 minutes after receiving the shot before leaving the area in case an adverse reactions would occur.



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FLU CLINIC TOOLKIT: SCHEDULING APPOINTMENTS

INSTRUCTIONS FOR COMPLETING THE APPOINTMENT SCHEDULE SHEET

The appointment sheet is designed to help manage the flow of employees from their work area to the flu shot area. This will ensure that employees do not spend excessive time away from their desks, which can affect productivity.

Employees are asked to be on time so other employees are not inconvenienced.

- Each nurse can generally vaccinate about 25 people per hour. Please have participants sign up for a 15-minute window of time. Fill in all blanks for each time block, starting at the beginning of your clinic time.
- Each line represents one participant.
- **Do not schedule any participants for the 15-minute block of time that corresponds to the ending time of your clinic.** The nurse is expected to stop giving shots at that time. For example, **if your clinic is scheduled from 12:00 – 3:00, do not schedule anyone in the 3:00 – 3:15 time slot, the last available time will be 2:45 – 3:00.**
- **This is a general form and includes all times from 7:00 a.m. until 6:00 p.m.** Please note, your flu shot clinic is not scheduled for the entire time span covered by this form. It may be helpful if you cross out the appointment times on the sheets that are not available for your participants.
- If two or more nurses are assigned to your flu shot clinic, make copies of the appointment schedule so participants can sign up for these nurses, too. Follow the instructions above. (You will be informed if two or more nurses are assigned to your clinic.)
- **For clinics in excess of 4 hours, we must make sure the nurse has a 15-minute break.** Please block off time on the schedule to allow a break for the nurse mid-way through your program.

Scheduling Example

Your clinic is scheduled to start at 9:00 a.m. and end at 10:30 a.m. You cross out the blocks of time from 7:00 a.m. through 8:45 a.m. You cross out the blocks of time at the end of the clinic, starting with the time block labeled 10:30 a.m. You can have 6 different appointment times for participants and accommodate 43 employees without a problem.

| Time Frame | Name |
|------------|-------------------|
| 12:00 | John Smith |
| | George Washington |
| | Michael Jordan |
| to | |
| 12:15 | |
| | |
| | |

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FLU CLINIC TOOLKIT: SIGN UP SHEET

Flu Shot Clinic Appointment Schedule

Date: _____ Time Range: _____ Location: _____

| Time Frame | Name | Time Frame | Name | Time Frame | Name |
|----------------------|------|--------------------|------|--------------------|------|
| 12:00 to 12:15 | | 1:00 to 1:15 | | 2:00 to 2:15 | |
| | | | | | |
| | | | | | |
| | | | | | |
| 12:15 to 12:30 | | 1:15 to 1:30 | | 2:15 to 2:30 | |
| | | | | | |
| | | | | | |
| | | | | | |
| 12:30 to 12:45 | | 1:30 to 1:45 | | 2:30 to 2:45 | |
| | | | | | |
| | | | | | |
| | | | | | |
| 12:45 to 1:00 | | 1:45 to 2:00 | | 2:45 to 3:00 | |
| | | | | | |
| | | | | | |
| | | | | | |

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FLU CLINIC TOOLKIT: SIGN UP SHEET

Flu Shot Clinic Appointment Schedule

Date: _____ Time Range: _____ Location: _____

| Time Frame | Name | Time Frame | Name | Time Frame | Name |
|--------------------|------|--------------------|------|--------------------|------|
| 3:00 to 3:15 | | 4:00 to 4:15 | | 5:00 to 5:15 | |
| | | | | | |
| | | | | | |
| | | | | | |
| 3:15 to 3:30 | | 4:15 to 4:30 | | 5:15 to 5:30 | |
| | | | | | |
| | | | | | |
| | | | | | |
| 3:30 to 3:45 | | 4:30 to 4:45 | | 5:30 to 5:45 | |
| | | | | | |
| | | | | | |
| | | | | | |
| 3:45 to 4:00 | | 4:45 to 5:00 | | 5:45 to 6:00 | |
| | | | | | |
| | | | | | |
| | | | | | |

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FLU CLINIC TOOLKIT: SIGN UP SHEET

Flu Shot Clinic Appointment Schedule

Date: _____ Time Range: _____ Location: _____

| Time Frame | Name | Time Frame | Name | Time Frame | Name |
|--------------------|------|--------------------|------|--------------------|------|
| 6:00 to 6:15 | | 7:00 to 7:15 | | 8:00 to 8:15 | |
| | | | | | |
| | | | | | |
| | | | | | |
| 6:15 to 6:30 | | 7:15 to 7:30 | | 8:15 to 8:30 | |
| | | | | | |
| | | | | | |
| | | | | | |
| 6:30 to 6:45 | | 7:30 to 7:45 | | 8:30 to 8:45 | |
| | | | | | |
| | | | | | |
| | | | | | |
| 6:45 to 7:00 | | 7:45 to 8:00 | | 8:45 to 9:00 | |
| | | | | | |
| | | | | | |
| | | | | | |

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FLU CLINIC TOOLKIT: SIGN UP SHEET

Flu Shot Clinic Appointment Schedule

Date: _____ Time Range: _____ Location: _____

| Time Frame | Name | Time Frame | Name | Time Frame | Name |
|---------------------|------|----------------------|------|----------------------|------|
| 9:00 to 9:15 | | 10:00 to 10:15 | | 11:00 to 11:15 | |
| | | | | | |
| | | | | | |
| | | | | | |
| 9:15 to 9:30 | | 10:15 to 10:30 | | 11:15 to 11:30 | |
| | | | | | |
| | | | | | |
| | | | | | |
| 9:30 to 9:45 | | 10:30 to 10:45 | | 11:30 to 11:45 | |
| | | | | | |
| | | | | | |
| | | | | | |
| 9:45 to 10:00 | | 10:45 to 11:00 | | 11:45 to 12:00 | |
| | | | | | |
| | | | | | |
| | | | | | |

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Give Prevention a Shot!



Date:

Time:

Location:

Do your part to stop the spread of Influenza this season! An annual flu shot is an important step in keeping you and those around you healthy!



Are you healthy?
Help us fight the flu!



Preventing the Flu

The selection of which flu strains to use in the seasonal flu vaccine is a powerful combination of both science and forecasting. The World Health Organization (WHO) reviews flu virus surveillance, laboratory, and clinical studies to determine which strains to use in the vaccine. Information regarding the strains of the vaccine is provided by the Global Influenza Surveillance and Response system, which allows for the determination of the strains a year in advance.

Each year 36,000 people die from the flu, most of them being over the age of 65. Various complications can occur from having the flu including, muscle inflammation, pneumonia and worsening long-term medical conditions. While getting vaccinated is the single best way to prevent illnesses caused by the seasonal flu, there are other good health habits that can be put to use as well.

By taking a few quick and easy steps you can do your part to help prevent the spread of flu:

- Get vaccinated
- Stay home when you are sick
- Cover your nose and mouth when sneezing and coughing
- Wash your hands with soap and water
- Avoid touching your eyes, nose and mouth
- Clean and disinfect surfaces and objects
- Avoid close contact with people who are sick
- Drink plenty of fluids and eat nutritious foods
- Be physically active and get plenty of rest
- Avoid large crowds during the peak of flu season

Q&A about the Flu

- **Q:** Who should get the flu shot?
A: The Centers for Disease Control (CDC) recommends everyone 6 months and older receive a yearly flu shot.
- **Q:** Should pregnant women get the flu vaccine?
A: The CDC recommends the flu vaccine for women who are at least 14 weeks pregnant.
- **Q:** What is the period of contagiousness?
A: You are able to infect another person 1 day before symptoms develop and up to 5-7 days after becoming sick.
- **Q:** Can the flu shot cause the flu?
A: The flu shot cannot cause the flu. Soreness or redness may occur around the injection site but this should go away in a few days.
- **Q:** Is the stomach flu the same as the flu?
A: No. The flu is a respiratory disease and not a gastrointestinal disease.

Information adapted from The World Health Organization

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WHAT YOU NEED TO KNOW: THE FLU SHOT



Why Get Vaccinated?

Influenza, also known as the flu, is commonly spread through coughing, sneezing and close contact. The flu can strike suddenly and last several days. Some common symptoms include a sore throat, muscle aches, pneumonia and blood infections.

Data from the Virginia Department of Health states that each year the flu causes 200 million days of diminished productivity, 100 million days of bed disability, 75 million days of work absences and 22 million visits to healthcare providers for adults between the ages of 18 and 64.

The flu vaccination can reduce symptoms of the flu and flu-related hospitalizations. In addition, the vaccine can decrease doctor visits, missed work and school absences.

Trivalent vs. Quadrivalent

Have you ever wondered about the major differences between the Trivalent vaccine and the Quadrivalent vaccine? In previous years, flu vaccines only provided protection against three different flu strains. The three strains included an influenza A H1N1 strain, an influenza A H3N2 strain and one B strain. Experts had to choose one B strain, even though there are two different strains of B virus that circulate during the flu season.

The selection of which flu strains to use in the vaccine is a powerful combination of both science and forecasting. The flu strains often change on an annual basis and scientists cannot always accurately predict these changes. By adding another B strain to the vaccine, a wider range of protection against circulating flu viruses is provided. The Quadrivalent vaccine, first administered in 2013, now protects against four different flu strains; two influenzas A strains and two influenza B strains.

Fast Facts

- The flu is a contagious disease that spreads around the United States each year killing approximately 36,000 people, most deaths occurring in those over the age of 65.
- Unscheduled absences cost employers \$422 for every employee annually.
- Flu costs businesses around \$10 billion in direct costs for hospitalizations and outpatient visits.
- More people die from the flu than from any other vaccine-preventable disease.
- In the United States, the flu virus puts about 200,000 people in hospitals each year.
- It takes about two weeks after the vaccination for protection to set in.
- In the United States, the flu season can begin as early as October and as late as May.
- There is no live flu virus in intramuscular flu shots.

Information adapted from The Centers for Disease Control

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