

# Suggested Supplies Checklist for Adult Immunization Clinic

## Vaccines\*

- Hepatitis A
- Hepatitis B
- Hep A-Hep B (Twinrix®)
- Human papillomavirus (HPV)
- Influenza, trivalent injectable (TIV) (*in season*)
- Influenza, live attenuated intranasal (LAIV) (*in season*)
- Measles, mumps, rubella (MMR) and diluent
- Meningococcal and diluent
- Pneumococcal polysaccharide (PPV)
- Tetanus-diphtheria, adult (Td)
- Tetanus, diphtheria, and pertussis (Tdap)

Frozen

- Varicella and diluent
- Zoster (shingles) and diluent

Note: do not place diluent in container with dry ice.

For instructions on how to pack and transport vaccines, go to [www.immunize.org/catg.d/p3049.pdf](http://www.immunize.org/catg.d/p3049.pdf)

## Vaccine Supplies\*

- 2 “Sharps” disposal containers
- 1 box of 3 cc syringes
- 22–25g needles
  - 5/8";  1";  1½";  2"
- 1 box of latex gloves
- Alcohol wipes
- Spot bandaids
- Rectangular bandaids
- 1" gauze pads or cotton balls
- Oral thermometer
- Probe covers for thermometer
- Certified calibrated thermometer for vaccine cooler
- One cloth towel
- Paper towels
- Bleach solution in spray bottle

## Vaccine Information Statements (VISs)\*

- |   |  |
|---|--|
| <input type="checkbox"/> Hepatitis A      | <input type="checkbox"/> Meningococcal     |
| <input type="checkbox"/> Hepatitis B      | <input type="checkbox"/> PPV               |
| <input type="checkbox"/> HPV              | <input type="checkbox"/> Td                |
| <input type="checkbox"/> Influenza (TIV)  | <input type="checkbox"/> Tdap              |
| <input type="checkbox"/> Influenza (LAIV) | <input type="checkbox"/> Varicella         |
| <input type="checkbox"/> MMR              | <input type="checkbox"/> Zoster (shingles) |

## Emergency Kit\*

- Standing orders for medical emergencies
- Aqueous epinephrine USP (1:1000), in ampules, vials of solution, or prefilled syringes (including Epi-Pens)
- Diphenhydramine (Benadryl) injectable (50 mg/mL solution) and oral in 25 or 50 mg tablets
- 1–3 cc syringes with 1", 1½", and 2" needles for epinephrine or Benadryl
- Adult airways (small, medium, large)
- Sphygmomanometer (adult & extra-large cuffs) and stethoscope
- Adult size pocket mask with one-way valve
- Alcohol swabs
- Tongue depressors
- Flashlight with extra batteries (*for examination of mouth and throat*)
- Wrist watch
- Tourniquet
- Cell phone or access to an on-site phone

## Clinic Charts

- Immunization clinic standing orders and protocols
- Vaccination administration records (medical charts)
- Billing forms
- “Screening Questionnaire for Adult Immunization”\*\*\*
- “Summary of Recommendations for Adult Immunization”\*\*
- “Adult Immunization Record Cards” for patients
- Release of Information forms
- Notification of vaccination letter (*to send to primary clinic*)
- Vaccine Adverse Events Reporting (VAERS) forms
- List of clinics, phone #s, and other referral sources
- This “Suggested Supplies Checklist for Adult Immunization Clinic”\*\*
- Schedules with dates for future clinics

## Miscellaneous Office Supplies

- |  |  |
|--|--|
| <input type="checkbox"/> Calendar            | <input type="checkbox"/> Stapler/staples |
| <input type="checkbox"/> Pens, black and red | <input type="checkbox"/> Rubber bands    |
| <input type="checkbox"/> Files               | <input type="checkbox"/> Tape            |
| <input type="checkbox"/> Scissors            | <input type="checkbox"/> Paper clips     |
| <input type="checkbox"/> Pad of paper        |  |

\* Always check the expiration dates of all vaccines, medications, and medical supplies before using! In addition, be sure to check that you have the most current versions of the VISs. To learn more about VISs, visit [www.michigan.gov/immunize](http://www.michigan.gov/immunize)