

2016 State Employee Flu Vaccine Program Worksite Coordinator Checklist & Reminders:

✓ Task:	Date Complete
Review State Employee Flu Vaccine Program Worksite Coordinator Program Guidelines.	
Assess feasibility of hosting a flu vaccine clinic.	
25% of your worksite employees total at least 30 potential participants.	
Poll employees and use sign-up sheet to help determine potential participants.	
If less than 30 potential on-site participants, arrange to join with other small worksites in your area to schedule a clinic, or notify Flu Vaccine Program Coordinator by 7/31/2016 that minimum cannot be met.	
Determine whether management will allow other state employees to participate at your clinic site and advise Keri Rust (rustk@michigan.gov) if it was determined that restrictions are needed.	
Review the "Getting Started" section of the Program Guidelines and mark off each step as it is completed.	
1. Obtain the clinic location/room.	
2. Estimate the Clinic Goal.	
3. Request the clinic date(s) & timeframe(s).	
4. Verify the clinic reservation.	
5. Add the clinic to the Flu Vaccine Registration site.	
6. Advertise the clinic.	
7. Schedule appointments.	
8. Schedule volunteers.	
Review the "Leading up to the Clinic" section of the Program Guidelines and mark off each step as it is completed.	
1. 6 weeks before.	
2. 4 weeks before.	
3. 7 days before.	
4. 2-3 days before (clinic confirmation).	
5. 2-3 days before (security notification).	
6. 1-2 days before.	
Review the "Day of the Clinic" section of the Program Guidelines and mark off each step as it is completed.	
1. Set up early.	
2. Forms needed by VNA.	
2. Monitor the clinic.	
3. Retain a final copy of all logs maintained by VNA throughout the clinic.	
Review the "Reminders, Resources & Requirements" section of the Program Guidelines.	