

# ORGANIZING YOUR FLU CLINIC

## 1. PROMOTION

If you want a high percentage of your employees to receive a flu shot at work then promoting the flu clinic is important. Use multiple means of communication to get the message across; posters, announcements at meetings, E-mail. Emphasize the benefits of saving them time and trouble scheduling an appointment with their doctors. If the Company is paying, that is an additional benefit. Schedule it at a convenient time when the maximum number of employees is in the building. **Remember, for clinics less than 3 hours, schedule either morning or afternoon. We ask you to schedule one nurse for 4 hours rather than 2 nurses for 2 hours. This helps us staff our nurses more efficiently.**

## 2. REGISTRATION

**Make copies of the consent form and information sheet for all your interested employees.** Inform employees whom to contact to sign up for the flu shot and where to pick up the information sheet/consent form. Tell the employees to read the consent form carefully, consult their physician if necessary, and bring the consent form signed to the nurse when receiving the flu shot. **Our nurses will not be able to give a pregnant woman a flu shot even if her doctor approves.** She should arrange to get a flu shot at her doctor's office. Please call us with your final count of participation 10 working days before the flu clinic. If the nurse has picked up the supplies for your clinic we will not be able to add any more vaccine. Because flu manufacturers will not accept any returns of vaccine you must be very accurate in the number of shots requested. You will be charged additional nurse time if you schedule more hours than necessary for the nurse to do 20 people per hour.

## 3. SCHEDULING

Schedule employees according to specific times in order to eliminate lines and waiting. (Plan on 20 per hour) If you let people come when they choose you may want to consider different departments or work sections coming at set times. If you are expecting large numbers to participate then you may want to consider using two nurses at a time or scheduling a second flu clinic on another day.

## 4. ROOM SET-UP

A small conference room or large office is all that is needed with a table and chairs for the employee and nurse to sit. You may need more chairs for people who are waiting their turn. We will also need a waste basket for disposal of non-hazardous material, e.g. boxes and wrappers for the supplies. Hazardous containers will be used for the needles and brought back to Health Promotion Affiliates for proper disposal. The nurse will bring back the signed consent forms to our office, which will be kept on file for one year. Some companies choose to set up the flu clinic in a separate room to ensure greater privacy.

## 5. EMPLOYEE PAYMENT

Our nurses do not collect money. If the company chooses to have the employee pay then they should collect the money. HPA will invoice you when the nurse returns her consent forms.

**If you are ready to book your flu clinic, please mail the flu request form and directions with your minimum deposit of \$200.00 per hour scheduled. The deposit will be deducted from your final invoice.**

*If you have any questions please call Richard Rotondo or Anne Calhoun at (781) 449-2233.e-mail: [mca.hpa@verizon.net](mailto:mca.hpa@verizon.net)*