

Flu Season is Almost Here! Are You Ready?

Employee Immunization Awareness Campaign Checklist

July | August

- Create an employee immunization campaign committee comprised of individuals from various departments from facility
 - Prepare committee members to educate staff and leadership about the importance of immunizing health care personnel (HCP) against influenza during management meetings, departmental in-service training, and orientation sessions for new employees.
- Schedule and hold a committee kickoff meeting (monthly meetings thereafter)
- Determine campaign dates, theme, and preliminary promotion plan
- Order promotional materials as needed (such as balloons, buttons, posters and stickers)
- Gather educational materials on influenza
- Work with your pharmacy to schedule vaccine deliveries with the vaccine supplier
- Begin regular monitoring of influenza updates from the Centers for Disease Control and Prevention (CDC) and your state health department.
 - FluView: www.cdc.gov/flu
 - Morbidity & Mortality Weekly Report: www.cdc.gov/mmwr

September

- Obtain the most recent Vaccine Information Statements (VIS) from the CDC website <https://www.cdc.gov/vaccines/hcp/vis/current-vis.html> or your local health department
- Finalize logistics and staffing plans for campaign week
- Arrange “per diem” nursing and administrative staff for campaign week, if needed
- Provide training for nursing and administrative staff
- Distribute campaign communication materials (posters, flyers, etc.)
- Continue campaign communication, flu monitoring, and pharmacy receipt of influenza vaccine
- Plan an event during National Influenza Vaccination Week (NIVW) - Dec 3-9, 2017

October

- Administer vaccinations to employees, monitor daily operations, and pinpoint ways to improve efficiency
- Administer vaccinations at other on- or off-site locations as required
- Continue campaign communication and flu monitoring

November

- Maintain campaign communication and emphasize the need to continue vaccinating throughout the entire flu season
- Monitor vaccination rates, troubleshoot problems, and brainstorm ways to reach the employees who have not been immunized
- Continue administering influenza immunizations on- and off-site as needed
- Finalize plans for event during National Influenza Vaccination Week (NIVW) in December

December

- Maintain campaign communication and educate staff that it's not too late to receive the influenza vaccine
- Hold an event during National Influenza Vaccination Week (NIVW). - Dec. 3-9, 2017
- Continue administering influenza immunizations on- and off-site as needed
- Track and analyze immunization rates
- Identify ways to improve participation

January | February | March

- Continue campaign communication and educate staff that it's not too late to receive the influenza vaccine
- Develop preliminary estimates of vaccine order quantities for the next flu season
- Order vaccine

April | May | June

- Schedule a meeting of the employee immunization campaign committee
- Evaluate this season's efforts:
 - How many employees were immunized?
 - How does this compare with previous years?
 - Was the vaccine supply appropriate for the demand?
 - Reasons some employees chose not to be immunized
- Develop a campaign budget for the upcoming flu season
- Present budget to upper level management and secure funding
- Coordinate and oversee communication between pharmacies and vaccine suppliers

Adapted from "Planning and Implementing an Employee Immunization Campaign Checklist" by Michigan Department of Community Health (MDCH), www.michigan.gov/documents/mdch/3PlanCampaign_calen_220432_7.pdf

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