



# 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.
  - [Morbidity & Mortality Weekly Report](#)

### September

- Obtain the most recent vaccine information statements (VIS) from the [CDC website](#) and 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)

### 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)
- 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](http://www.michigan.gov/documents/mdch/3PlanCampaign_calen_220432_7.pdf)