

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 at <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 2–8, 2018.

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 2–8, 2018.
- 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.