

Clinic Planning Tasks and Responsibilities

Task	Responsibility	✔
PLANNING & OPERATIONS		
Coordination/implementation of Plan		
Assignment of staff tasks/roles		
Clinic dates and hours of operations finalized		
Set-up system for booking and tracking appointments if COVAX booking is not yet available considering two appointments may be needed based on the vaccine.		
Coordinate system with Public Health to determine when populations are moved into the booking queue and the scheduling plan is activated		
Communications occur with populations (e.g., FAQ, informed consent materials, appointment booking details), as needed		
Update any applicable policies, procedures, etc.		
AEFI's reporting process finalized		
Ensure site security personnel		
Facility safety and flow plan implemented. E.g.: parking lot organization: reserved spaces, proper signage		
Facilities set-up for clinic flow, while considering social distancing requirements		
Create clinic process map and flow map of clinic space		
Clinic walk throughs, dry-runs to determine clinic flow and processes waste to be eliminated and efficiencies to be leveraged		
Prepare and/or print all materials to support clinics (e.g., Ministry's After-Care sheet for clients, any supportive materials needed for Immunizers, etc.)		
INFORMATION TECHNOLOGY		
Coordinate and set-up all software (COVax) and hardware needs (computers, cell phones, printers)		
Add additional infrastructure (e.g., phone lines, etc.)		
Assign IT staff to support all clinic sites and dates		

DATA MANAGEMENT		
Coordinate lists for COVax (if still required)		
Set-up, test and implement COVax system		
Designate a Data quality manager to liaison with the WDGPH COVax data team		
TRAINING		
Vaccine administration training completed		
Vaccine handling training completed		
Documentation training completed		
Support staff training completed		
Clinic process training completed		
Staff training scheduled, tracked, completed		
SUPPLIES		
Clinic supplies and PPE ordered		
Develop and implement system for tracking usage		
VACCINE		
Determine a plan for extra doses to avoid wastage according to Ministry guidance for extra doses		
Coordinate system for tracking vaccine usage and wastage, as back-up to COVax		
Establish a process for how to receive, store and distribute vaccine to Immunizers at clinic site, while maintaining proper cold chain requirements		
Establish vaccine area with monitored fridges or vaccine coolers if required, based on clinic model and vaccine type		
COMMUNICATION & EDUCATION		
Community communications plan created		
EVALUATION		
Real-time feedback process created		