**Clinic Checklist: Clinic Coordinator Role**

* **Prior to clinic:**
* Review the clinic schedule and staffing
* **At the beginning of clinic:**
* Record temperature of vaccine cooler on arrival on the Clinic Outreach form
* Determine list of individuals available for extra doses (waitlist)
  + Reviews staff assignment to vaccine preparation, administration, and aftercare
  + Plug in and connect to hub.
  + Sign out of iPad to external staff
  + Complete master signature list
  + Complete the vaccine inventory count with prep nurse and ensure correct on the Outreach Clinic form
* Assist with set up of Immunizers - ensure stations cleaned, supplies available
* Conduct a health and safety check - cords secured, stations 6 ft, proper PPE
* Ensure immunizers are familiar with the SMDHU [COVID vaccine directive](../../../Directives) for administration and the [AEFI report form](https://www.publichealthontario.ca/-/media/documents/A/2020/aefi-reporting-form.pdf?la=en) when assessing for adverse
* Ensure Emerg Bag has been checked and sheet signed
* Hold a quick team huddle to review clinic flow, updates, breaks
* **During clinic:**
* Continue communication with clinic manager as needed
* Record vaccine cooler temperature hourly and record on the Outbreak Clinic form
* Monitor the number of potential extra doses for the end of the clinic
* Monitor vaccine supply and move staff to vaccine preparation as needed
* Monitor and adjust clinic flow as needed
* Wipe down and sanitize clinic areas as needed
* Assist immunizers as needed
* Ensure immunizers have vaccine available either by immunizers picking up their own vaccine or deliver to the immunizer
* Ensure staff take breaks and ½ hour lunch they are intitled to.
* **At the end of clinic:**
  + Gather and lock paper consents if required due to COVAXON or power interruptions and make arrangements to have consent purolated via local HU office
  + Review COVAXON to ensure inventory and doses administered balance
  + Lock all paperwork in the transfer bag - code # 0273 or #0273 and place in bins
  + Place empty vials in a plastic baggie and place in the cooler
  + Complete [COVID-19 Vaccine Outreach form](../../../Mobile%20Immunization%20Clinics/Outreach%20Clinic%20Forms/COVID%20Vaccine%20Outreach%20Clinic%20Jan%202021_revised.docx) and save [here](../Outreach%20Clinic%20Forms)
  + Ensure Emerge bag has been checked and sheet signed (replace supplies as required)
  + Sign in iPad from external staff
  + Wipe clinic area with Accel/Optim wipes
  + Wipe iPads/laptops with equip wipes
  + Disconnect and disinfect the hub
  + return all supplies in the inventory room for locking
  + Lock all sharp containers and place in the BioHazard storage room
  + Debrief with clinic staff
  + Connect with facility staff to review any request or concerns.