**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.