**Community Clinic Checklist: Immunizer role**

* **Prior to clinic:**
* Bring computer and phone charged, along with any necessary cords/ mouse for use at clinic (SMDHU staff only - iPads provided for all external partners)
* Bring clean googles/ face shield
* Bring identification
* Confirm clinic location, start time, coordinator contact information
* **Clinic set up:**
* Access supplies needed via inventory clerk
* Check in with coordinator, introductions, and plan for day (huddle)
* Ensure Hub is set up
* Clean and organize workspace for flow as suggested by clinic coordinator
* Set tables for vaccination – sanitizer, sharps container, cotton, alcohol swabs, band-aids (only for number of vaccines to be given), opti-wipes and gloves as needed, garbage bags
* Sign out iPad as required
* Confirm computer/ID connection to hub and access to COVAXON (support staff who may be unfamiliar)
* Check emergency kit – notify coordinator of items missing
* **During Clinic:**
* Engage with client and review consent questions
* Confirm information in COVAXON (DOB, HC and postal code, Institution, reason for immunization)
* Immunize as per policy and directive
* Direct to aftercare
* Support coordinator as requested (vaccine prep, logistics, etc.)
* Consult with coordinator for issues/ medical consult
* Maintain clean work environment – IPAC
* Support other immunizers with challenging clients or administrative concerns
* Identify to coordinator if any concerns (noise or other)
* **At the end of clinic:**
* Clean up station, table & chairs wiped
* Clean and sign iPads back in if used
* All sharps bins locked and in specific tote
* Recheck emergency bag at end of clinic
* IPAC procedures for goggles, computers, cellphones and any other personal items at clinic
* Return all supplies to storage room
* offer support with administrative tasks (consents, reconciling)