

**MOBILE DIABETES CENTER POLICY AND PROCEDURE**

**SUBJECT: FLU VACCINE ADMINISTRATION FOR ADULTS– STUDENT/FACULTY/HEALTH PROFESSIONAL**

EFFECTIVE DATE:

REVIEWED/REVISED DATE: **7/14, 7/15, 1/16, 1/17, 3/18**

**PURPOSE: To provide safe, effective Flu Vaccine administration to the under-insured and under-served in the community.**

**MAY BE IMPLEMENTED BY:** trained healthcare personnel and students. (Nursing clinical groups using the MDC: only students enrolled in NRS210 and above)

Responsibilities:

- a. Mobile Diabetes Center Flu Vaccine administration performed by trained healthcare personnel and students is intended to target at risk adults considered to be under-served and/or under-insured in the community.
- b. Flu vaccine administration with the Mobile Diabetes Center will be done by healthcare personnel and students trained in the proper use of equipment used for the specific vaccine offered.

**PROCEDURE:**

**Prior to beginning Flu Vaccine Clinic:**

1. Have faculty, healthcare personnel and students arrive ½ hour before the clinic starts.
2. All tables and hard surfaces to be used for Flu Vaccine administration will be wiped down with a disinfectant Clorox wipe located on the Mobile Diabetes Center
3. Set up supplies: alcohol wipes, syringes, gloves, hand sanitizer, MD order, emergency kit, sharps box.
4. Review with students and volunteers to hand sanitize and re-glove between every person.

5. Review MD orders i.e. Vaccine dosage and emergency Epi Pen order (check expiration date on Epi Pen).
6. Review the emergency protocol and procedure (see MD order).
7. Use correct procedure for filling syringes, checking the correct dose and administering the vaccinations.
8. Review with students how to use retractable and/or safety needles.
9. Determine if students/volunteers will draw up injections ahead depending on the number of people expected. Students/volunteers must administer the injection that they draw-up. Once vaccine is drawn-up it cannot be injected back into the vial. Vaccine must be kept cold (only can be at room temp for 30 minutes).
- 10. Faculty will check dose after student draws up the medication.**
11. Have students/volunteers review the documentation form and remind them to circle the injection site.
12. Review safety issues.
13. Ensure that students display professional behavior and dress.
- 14. IMPORTANT! Keep track of total number of shots given at each clinic site.**

#### **During Flu Vaccine Clinic:**

1. Faculty/students/volunteers must give participants a written copy of the current Vaccine Information Sheet (VIS) from the Center for Disease Control (CDC)
2. Faculty/students/volunteers must review questionnaire and consent forms prior to vaccine administration.
3. Injections: Follow standard medication administration guidelines for site assessment/selection and site preparation. The deltoid muscle is recommended for routine intramuscular vaccinations. For men and women weighing less than 130 lbs (60kg) a 5/8-1-inch needle is sufficient to ensure intramuscular injection. For women weighing 130-200lbs (60-90 kg) and men 130-260 lbs (60-118kg), a 1-1½-inch needle is needed. For women weighing more than 200 lbs (90 kg) or men weighing more than 260 lbs (118 kg), a 1½-inch needle is required.
4. Check-out for participants is required. There should be a Faculty/student/volunteer assigned as a rover to check participants out for safety purposes.
  - Instruct participants to remain seated for 5 minutes following administration for monitoring
  - Instruct recipients of flu vaccine to call 911 or go to nearest hospital emergency room if they present with severe allergic reactions when returning home

- **Severe Allergic Reaction on Site:** If recipient of flu shot has a severe reaction to the flu vaccination on site, give standard EpiPen dose IM (Epi-Pen 0.3mg per dose) – call 911 for medical assistance following EpiPen administration

**Upon Completion of Flu Vaccine Clinic:**

1. Recheck consent forms for injection site and nurse signature.
2. Clean-up, wipe down all tables and hard surfaces with disinfectant Clorox wipe.
3. Securely sharps box/container (see **BIOHAZARDOUS REGULATED WASTE MANAGEMENT** policy for disposal of full containers)
4. Turn in consent forms to Mobile Diabetes Center Coordinator.
5. Communicate to Mobile Diabetes Center Coordinator how many vaccines were given.
6. Communicate to Mobile Diabetes Center Coordinator about supplies that need to be restocked.