

# COVID-19 Immunization Clinical Orientation Checklist

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### Instructions

- All clinical team members preparing/administering the COVID-19 immunization or scheduled to work in the observation area must review the clinical content listed below based on assigned role
- Temporary team members will need to complete [an attestation form](#) either before their shift or upon arrival
- Only one attestation form is needed for each team member
- If a long-term/permanent vaccine employee, please complete [orientation validation tool \(OVT\)](#) with preceptor/leader

Objectives for all Clinical Roles	Completed
Identify resources for clinical knowledge -review <a href="#">COVID-19 Vaccine Clinic Education Program</a> (if Spectrum Health employee) -review <a href="#">Immunization Clinic Overview</a> (if non-Spectrum Health employee) -review <a href="#">COVID-19 Immunization Policy</a>	
Review standard work for assigned role -review COVID-19 <a href="#">Vaccination Clinic Scheduled Patient Visit</a> -review <a href="#">Team Member Open/Shift Change/Closing checklist</a>	
Identify appropriate emergency response plans (e.g. medical emergency, fire, etc.)	
Recognize clinical/site lead if assistance is needed	
If licensure is expired, inactive or has lapsed, CDC training modules are required due to <a href="#">federal waiver</a> -review <a href="#">modules in WorkDay</a> (if Spectrum Health employee) -review <a href="#">modules via website</a> (if non-Spectrum Health employee)	
<b>Objectives for Immunization Preparer</b>	
Demonstrate proper technique for drawing up the COVID-19 vaccine	
Demonstrate medication safety practices (review <a href="#">Labeling of Medication Policy</a> )	
<b>Objectives for Immunization Administrator</b>	
Utilize the screening questionnaire to verify patient is able to proceed with vaccination	
Demonstrate how to locate the deltoid muscle	
Demonstrate proper administration of vaccine	
<b>Objectives for Observation Role</b>	
Recognize change in patient status and anticipate risk	
Identify location and procedure for use of emergency equipment and Epinephrine (review <a href="#">COVID-19 Immunization Protocol</a> and <a href="#">Vaccination Clinic Emergency Response</a> )	
Understand how to administer Epinephrine if allergic reaction occurs (RNs/Providers only)	
Communicate how to document and follow up in the event of a medical emergency (e.g. utilize Clinical Documentation Record <a href="#">x20639</a> , <a href="#">document in chart</a> , <a href="#">complete ERS</a> )	