

COVID-19 Immunization Clinic: Your First Day Orientation Checklist



All Clinic Roles

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| Applies to: | All roles working at the COVID-19 Immunization Clinics who have not yet had previous pandemic immunization experience. |
| Purpose: | To support you on your first orientation shift, as well as subsequent shifts at any immunization clinic. |
| Instructions: | <ol style="list-style-type: none"> 1. Review this checklist carefully before your first shift. 2. Print it and bring it to your first day to support you in your onboarding experience. 3. Use this to write notes and questions as they come up*. |

| ORIENTATION TO YOUR FIRST DAY | | | |
|--|--------------------------|--|--------------------|
| Topic | | Tasks | Notes or Questions |
| Prior to arrival at your worksite | | | |
| Wellness Check | <input type="checkbox"/> | Complete the COVID-19 Health-Care Worker Self-Check and Safety Checklist before each and every shift. | |
| Onboarding Requirements | <input type="checkbox"/> | Review and complete the items on the Preparing for Your First COVID-19 Immunization Clinic Shift (https://intranet.islandhealth.ca/covid-19/Pages/preparing-first-covid-19-immunization-clinic-shift.aspx) intranet webpage. | |
| | <input type="checkbox"/> | Bring limited personal belongings, including water, a meal, and pens. | |
| Upon arrival at your worksite | | | |
| Personal Protective Equipment (PPE) | <input type="checkbox"/> | Don PPE. Note: Current PPE requirements include wearing a medical-grade mask and eye protection. If you don't have a medical-grade mask with you, please enter clinic via a main access point and get one from an Ambassador. | |
| | <input type="checkbox"/> | Review the BCCDC Infection Prevention and Control Guidance for Community Immunization Clinic (http://www.bccdc.ca/Health-Professionals-Site/Documents/COVID19_IPCCommunityImmunizationClinics.pdf) | |
| Communication | <input type="checkbox"/> | Report to <i>Clinic Lead</i> to explain you have arrived for an orientation shift. | |
| | <input type="checkbox"/> | Attend Safety Huddle <ul style="list-style-type: none"> ✓ Covers staff introductions, role introductions, and other safety & logistical briefings ✓ Learn communication mechanisms used at clinic | |
| <i>Immunizers only:</i> Education Checklist | <input type="checkbox"/> | Submit your completed Education Checklist. Note: For most roles, this will ensure you are compensated for completing your education requirements. | |

***Note:** This checklist is for you to keep track of your own learning; you do not need to share it with anyone.

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| ORIENTATION TO YOUR FIRST DAY | | | |
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| Topic | | Tasks | Notes or Questions |
| Immunizers only: Evaluation of Immunization Activities | <input type="checkbox"/> | <p>Demonstrate your skills and competency with the <i>Immunization Evaluator</i>, using the BCCDC COVID-19 Immunizer Skills Checklist (http://www.bccdc.ca/resource-gallery/Documents/Guidelines%20and%20Forms/Guidelines%20and%20Manuals/Immunization/Vaccine%20Info/COVID-19 Immunization Skills Checklist.pdf).</p> <ul style="list-style-type: none"> Once an <i>Immunization Evaluator</i> determines you've met the required skills, they will sign this form. <p>Submit your signed BCCDC Skills Checklist (linked above) to the <i>Clinic Lead</i>.</p> | |
| Work site orientation | <input type="checkbox"/> | <p>Refer to the Clinic Safety Binder Table of Contents (https://intranet.islandhealth.ca/covid-19/Documents/covid-19-mass-immunization-clinic-safety-binder-table-contents.pdf) as a reference for the types of resources available to you.</p> <p>Note: Your <i>Clinic Lead</i> (or designate) will provide a site safety orientation, specific to the clinic.</p> | |
| Belongings | <input type="checkbox"/> | Locate where to safely store personal belongings (including your meals). | |
| Downtime | <input type="checkbox"/> | Familiarize yourself with the downtime documentation process. | |
| Reporting | <input type="checkbox"/> | <p>Review the different mechanisms for Reporting (https://intranet.viha.ca/Pages/reporting.aspx) patient, staff or property incidents or near-misses.</p> <p>Note: All incidents are to be first reported to the <i>Clinic Lead</i> for immediate support.</p> | |

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