

Timeline of Outreach: Community Pharmacy to Facility Partner

- ✓ **12/9 Educational Webinar**
- ✓ **12/9 Facility Survey 1: Due 12/15/2020**
- ✓ **12/10 Info Packet 1**
- ✓ **12/13 Info Packet 2**
 - **Vaccine Information Statement/Emergency Use Authorization Fact Sheet**
 - **Detailed Vaccine Information**

12/14 Facility Point Person Identified (Survey 2) Due 12/17/2020

Responsible to return consent forms, coordinate facility staff clinic volunteers, touch point for phone calls, or other immediate needs for Project Hug

12/14 Facility Backup Point Person Identified (Survey 2)

In case we cannot reach Facility Point Person

12/20 Clinic Days Scheduled for facilities scheduled to receive vaccine week of 12/28

12/22 Clinic Day Detailed Plan Info Shared

12/27 Clinic Days Scheduled for facilities scheduled to receive vaccine week of 1/4

Addition Timeline Guidance

7-10 days Prior to Clinic Date

- **Call from CP to Facility Point Person**
 - Confirm the three scheduled clinic dates
 - Discuss general vaccination plan and verify access to general information resources.
 - Confirm facility demographics for prep for facility:
 - Confirm # of nursing stations.
 - Confirm wing/room setups to map an efficient distribution plan.
 - Set expectations for facility including facility administrative support needs on clinic day, room with appropriate work surface to prep vaccine and complete necessary paperwork, etc.
 - Identify CP's on-site Project Hug Clinical Director.
 - Finalize LTCF on-site clinic preparedness.
- **The facility will be reminded to return key documents to each resident and staff member, which is due back to the pharmacy five days before the clinic.**
 - **Consent Form: The facility must obtain consent from all residents or legal guardians. (Return to pharmacy prior to clinic.)**

5 Days Prior to Clinic Date

- Consent Forms Due
 - All Consent forms will need to be returned to the pharmacy in a manilla file folder with:
 - ATTENTION: PROJECT HUG CONSENT FORMS from (Facility Name)
 - All Consent Forms for RESIDENTS and STAFF who will be receiving their first dose of vaccine @ **Clinic #1** must be returned to pharmacy **5 days** prior to your first clinic. NO EXCEPTIONS (Do to stringent reporting requirements)
 - Sort Resident Consent Forms by Room Number For Residents (As we will be administering room to room)
 - Sort Staff Consent Forms alphabetically by last name
 - Make a photocopy of the consent forms as a backup to keep on hand before sending back to Community Pharmacy
 - Collect all Consent Forms prior to sending back for each clinic.
 - Manilla folder with Consent forms can be sent back with Community Pharmacy delivery drivers.
 - All Consent Forms for RESIDENTS and STAFF who will be receiving their first dose of vaccine @ **Clinic #2** must be returned to pharmacy **5 days** prior to your second clinic. NO EXCEPTIONS (Do to stringent reporting requirements)
 - Community Pharmacy will return a copy of completed Consent Forms within 3 Days after final dose is given for staff and residents.

3 Days Prior to Clinic Date

- Pharmacy will schedule a call with facility point person.
 - Review patient and staff vaccine lists to identify any missing patients or staff.
 - Review the Clinic "Day-Of" checklist with facility point person.
- Final confirmation of the vaccine clinic start time

1 Day Prior to Clinic Date

- An email reminder will be sent to facility point person with COVID vaccine clinic specifics and any outstanding tasks.
- Pharmacy will schedule a call with facility point person.
 - Facility point person will confirm the final patient and staff vaccine roster.
 - Any last-minute needs of the pharmacy or facility will be communicated.
 - Review the "Day Of" checklist, schedule, and execution plan one final time.

*All three vaccination clinics will follow the same communication pattern with touch points at 7-10 days prior, 3 days prior, and 1 day prior.