

## Vaccination Events: Sourcing & Staffing Team Members

Hospitals around the state are now standing up different types of vaccine clinics to give vaccines to as many individuals as supply will allow in accordance with DHEC guidelines. Some of these events are large scale drive-up events, others are smaller events held in various locations on a hospital campus.

Regardless of where the event is held, hospitals will need both clinical and non-clinical team members to staff the event. The guidance below is designed to help you consider key roles for team members and efficient processes for staffing any events.

Below you will also find several lists of individuals who are willing to help staff or volunteer at vaccination events. All you need do is reach out to access their availability and schedule them for assignments. There are also processes outlined below to show how other individuals can quickly be deployed to help as clinical team members to administer vaccines.

**Best practice.** Make sure you have a strong power source and high speed, reliable internet connection at any off-campus locations.

**Best practice.** If you have access to a process engineer, have him or her help map out the most efficient process for large scale events.

**Best practice:** Provide a strong clinical leader who is not involved in administering vaccines onsite to help problem solve or troubleshoot.

**Best practice.** For maximum efficiency at drive-up events, have two traffic flow patterns. One for individuals with appointments, one for individuals without appointments.

**Best practice.** Partner with faith based or other community-based organizations to be onsite to help individuals with the VAMS registration process.

**Best practice.** For every clinical staff person administering vaccines, plan for 1-2 additional administrative staff support persons.

**Best practice.** Since a large number of team could be students or volunteers, consider flexible shift assignments to accommodate the availability of volunteer schedules.

### KEY STAFF ROLES FOR DRIVE UP EVENTS

*Pre-check* - individual to confirm patient eligibility for vaccine. No clinical skills required.

*Traffic control* - individual to direct or control the flow of traffic into and out of parking lots or designated areas. No clinical skills required.

*Registration* – individual to document patient information in VAMS or other electronic system as well as provide direct assistance to people attempting to register. Some administrative or EMR experience necessary.

*Vaccinator* – individual to administer vaccine. Some level of clinical skill required. Vaccinators can be active or retired nurses, active or retired physicians, active or retired physician assistants, pharmacists, nursing/pharmacy/medical students, etc.

*Vaccine documenter* – individual to record time vaccine was administered and to complete vaccine ID card to give to patient. No clinical skills required.

*Monitor* – individual to monitor patients for any reaction to vaccine. Some level of clinical skill required.

*Site administrator* – individual to oversee all operations of the event.

#### KEY ROLES FOR WALK IN EVENTS

*Check in* - individual to check identification and patient eligibility for vaccine, confirm appointment time, provide necessary paperwork (if applicable). No clinical skills required.

*Registration* – individual to collect documentation, assist with creating email address (if applicable), document patient information in VAMS or other electronic system. No clinical skills required. Some administrative or EMR experience necessary.

*Vaccinator* – individual to administer vaccine. Some level of clinical skill required. Vaccinators can be active or retired nurses, active or retired physicians, active or retired physician assistants, pharmacists, nursing/pharmacy/medical students, etc.

*Vaccine documenter* – individual to record time vaccine was administered and to complete vaccine ID card to give to patient. No clinical skills required.

*Monitor* – individual to monitor patients for any reaction to vaccine. Some level of clinical skill required.

*Site administrator* – individual to oversee all operations of the event.

#### SOURCING VOLUNTEERS OR STAFF FOR VACCINE EVENTS

For **nurses with current active license**, [review the list of RNs](#) who have completed the SCHA Help Now Survey. Reach out to individuals in your service area to arrange for volunteer or staffing roles.

**Retired or inactive nurses** (whose license has been inactive for less than 5 years) can request a [temporary work authorization](#) to administer vaccines and monitor patient reactions. Individuals whose request has been granted will be posted on the [SC Board of Nursing website](#).

**Retired physicians or physician assistants** can complete a [temporary limited authority](#) through the SC Board of Medical Examiners.

**Certified medical assistants** can, [under appropriate supervision](#), administer vaccinations.

**Medical students** can, [under appropriate supervision](#), administer vaccinations.

**Nursing students** can administer vaccines if the vaccine administration is done as part of a clinical rotation associated with a nursing education program. If a nursing student is volunteering on his/her own time outside of a clinical rotation, he/she can help with administrative duties.

DHEC has become a central hub for collecting information on volunteers from around the state who can help with vaccines. They have contact information on individuals who can assist with both **clinical and administrative type roles**. Any hospital that would like to source volunteers from the DHEC list can contact Deb Beasley at DHEC at 803-414-1136 or [beasleds@dhec.sc.gov](mailto:beasleds@dhec.sc.gov).

Partner with **local technical college programs** in health information management, medical office administration, business, computer science or IT, etc. to use students to help with data entry and administrative skills.

Partner with local **Rotary Clubs, United Way, or other community-based organizations** to recruit volunteers for traffic control or general duties.

**If you have other best practices to share based on your events, please share those with Lara Hewitt at [lhewitt@scha.org](mailto:lhewitt@scha.org).**