

# COVID-19 Immunization Clinic: Your First Day Orientation Checklist



## All Clinic Roles

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

ORIENTATION TO YOUR FIRST DAY			
Topic		Tasks	Notes or Questions
<b>Prior to arrival at your worksite</b>			
Wellness Check	<input type="checkbox"/>	Complete the <a href="#">COVID-19 Health-Care Worker Self-Check and Safety Checklist</a> before each and every shift.	
Onboarding Requirements	<input type="checkbox"/>	Review and complete the items on the <a href="https://intranet.islandhealth.ca/covid-19/Pages/preparing-first-covid-19-immunization-clinic-shift.aspx">Preparing for Your First COVID-19 Immunization Clinic Shift</a> ( <a href="https://intranet.islandhealth.ca/covid-19/Pages/preparing-first-covid-19-immunization-clinic-shift.aspx">https://intranet.islandhealth.ca/covid-19/Pages/preparing-first-covid-19-immunization-clinic-shift.aspx</a> ) intranet webpage.	
	<input type="checkbox"/>	Bring limited personal belongings, including water, a meal, and pens.	
<b>Upon arrival at your worksite</b>			
Personal Protective Equipment (PPE)	<input type="checkbox"/>	Don PPE. <b>Note:</b> 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.  Review the <a href="http://www.bccdc.ca/Health-Professionals-Site/Documents/COVID19_IPCCommunityImmunizationClinics.pdf">BCCDC Infection Prevention and Control Guidance for Community Immunization Clinic</a> ( <a href="http://www.bccdc.ca/Health-Professionals-Site/Documents/COVID19_IPCCommunityImmunizationClinics.pdf">http://www.bccdc.ca/Health-Professionals-Site/Documents/COVID19_IPCCommunityImmunizationClinics.pdf</a> )	
	<input type="checkbox"/>	Report to <i>Clinic Lead</i> to explain you have arrived for an orientation shift.	
Communication	<input type="checkbox"/>	Attend Safety Huddle <ul style="list-style-type: none"> <li>✓ Covers staff introductions, role introductions, and other safety &amp; logistical briefings</li> <li>✓ Learn communication mechanisms used at clinic</li> </ul>	
	<input type="checkbox"/>	Submit your completed Education Checklist. <b>Note:</b> For most roles, this will ensure you are compensated for completing your education requirements.	
<i>Immunizers only:</i> Education Checklist	<input type="checkbox"/>		

**\*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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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 <a href="http://www.bccdc.ca/resource-gallery/Documents/Guidelines%20and%20Forms/Guidelines%20and%20Manuals/Immunization/Vaccine%20Info/COVID-19%20Immunization%20Skills%20Checklist.pdf">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)</a>.</p> <ul style="list-style-type: none"> <li>Once an <i>Immunization Evaluator</i> determines you've met the required skills, they will sign this form.</li> </ul> <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 <a href="https://intranet.islandhealth.ca/covid-19/Documents/covid-19-mass-immunization-clinic-safety-binder-table-contents.pdf">Clinic Safety Binder Table of Contents (https://intranet.islandhealth.ca/covid-19/Documents/covid-19-mass-immunization-clinic-safety-binder-table-contents.pdf)</a> as a reference for the types of resources available to you.</p> <p><b>Note:</b> 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 <a href="https://intranet.viha.ca/Pages/reporting.aspx">Reporting (https://intranet.viha.ca/Pages/reporting.aspx)</a> patient, staff or property incidents or near-misses.</p> <p><b>Note:</b> All incidents are to be first reported to the <i>Clinic Lead</i> for immediate support.</p>	

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