

Smallpox

Clinical Description &
Recommendations for a Vaccination Program

Smallpox Vaccination Clinics

A part of your planning will include organizing a vaccination operation in response to an outbreak of smallpox or, on a purely cautionary basis, as part of bioterrorism readiness. The first step in this process is to identify potential clinic sites. Consider the number of people who will be vaccinated and the size and layout of the facility when choosing a site. A clinic site located in close geographical proximity to the outbreak is preferred, and clinic operators must be prepared to relocate the entire operation to another site when the outbreak focal point changes.

Contemplate visiting and walking through the facility before making a final selection to ensure the facility meets the needs of the vaccination operation. Various factors should be considered when choosing a site: accessibility of the facility to major streets, restroom facilities, parking, refrigeration, heating/air conditioning, and protection from the elements if lines of people form outside.

Each clinic must also have a working phone, preferably with Internet connection so that forms can be accessed and data entered directly into the CDC Smallpox Data Management System. If available, walkie-talkies, cell phones, and pagers should be distributed to the clinic staff. A list of important phone numbers should be developed and distributed to all clinic staff.

The CDC recommends using schools for the vaccination sites. Schools offer an ideal physical structure that can meet most clinics needs. For example, schools are supplied with parking lots, long corridors, large classrooms, cafeterias, private offices, and other immediately available resources, such as tables and chairs. Other facilities within your community to consider when making your plan include churches, community centers, arenas, city hall, and shopping centers.

Once your clinic site is determined, announcements with information about the clinic should be released to the public. Utilize multi-media (television, radio, and newspaper) when making these announcements. Information should include which clinic individuals should go to. Consider using zip codes, letters, and school districts to designate an exact date or time for vaccination. Translators may be needed for certain populations and vaccination appointments may be necessary for this population to ensure language barriers are overcome. In addition, provide clinic location and directions, hours

of operation, and type of clothing that should be worn by the vaccine recipient. It should be made clear that those at the wrong clinic will not be vaccinated.

The following will occur when your clinic opens to the public.

Step 1: Orientation and Paperwork: (Highlight this area on the flow chart)

As vaccine recipients arrive, they are routed to the clinic entrance by security personnel who handle outside traffic flow and parking. Upon entering the building vaccine recipients are directed to a location where the greeter-educator briefs groups (up to 30) about what is going to take place during the clinic process, provides all required paperwork (preferably in packet form) and instructs the vaccine recipients how to complete the necessary paperwork. Time should be allowed for reading and filling in the required personal information (name, address, etc). The number of persons in the orientation briefings can vary to accommodate the rate at which people arrive. Multiple educator-greeters locations may be necessary, since people arriving after an orientation has begun will be directed to another location where another orientation will soon begin. Orientation locations can also serve as holding locations if bottlenecks occur along the clinic line. This method will insure a steady flow of vaccine recipients to the next step.

Step 2: Registration: (Highlight this area on the flow chart)

After orientation and completion of the paperwork, the clinic flow coordinators direct vaccine recipients to registration tables where staff checks each vaccine recipient's form for completeness and accuracy.

Step 3: Medical Assessment: (Highlight this area on the flow chart)

After the staff insures the paperwork is completed appropriately, clinic flow controllers will direct vaccine recipients to the medical assessment area. Here medical screening personnel will discuss with each vaccine recipient individually the medical conditions that would increase the likelihood of all adverse reaction to the vaccine and determine if any such conditions are present. Persons with suspected conditions will be directed to a separate station for an in-depth evaluation. Interviewers will also review the common reactions to the vaccine with each vaccine recipient, and will decide whether to vaccinate or not vaccinate after determining the likelihood that the person has been exposed to the smallpox virus or will be exposed. Each vaccine recipient will be asked to sign the consent form before proceeding further.

Step 4: Vaccination: (Highlight this area on the flow chart)

After medical assessment, vaccine recipients will be directed to the vaccination area. A vaccination assistant will help vaccine recipients expose their upper arm and cleanse the vaccination site if noticeably dirty. The vaccine recipient will then proceed to the vaccine administrator who will administer the vaccine and complete the necessary documentation. Immediately thereafter, a vaccination assistant will apply a bandage to the vaccination site and instruct the vaccine recipient on post-vaccination care of the vaccination site.

Step 5: Forms Collection and Exit: (Highlight this area on the flow chart)

Before leaving the clinic, vaccine recipients are routed to a forms collector stationed near the exit. This individual collects all required paperwork, answers any remaining questions and informs vaccine recipients that they are finished with the process.

(Display Flow Chart)

Clinics should have clearly marked entrance and exit points with adequate “waiting” space for groups of people seeking vaccination. (Highlight entrance and exit on flow chart) Security staff should be posted at both locations to maintain order. Additional security personnel can be directing parking. (Highlight security at entrance and security at exit on flow chart) The traffic flow within the clinic should be controlled and should follow a logical path from entry into the clinic to exit from the clinic. (highlight arrows going through the clinic)

If the clinic is being held in response to a smallpox attack, some persons may arrive at the clinic with a referral form indicating that they are a contact to a diagnosed case of smallpox. These persons must be given the highest priority and be escorted directly to a registrar who will orient them and expedite the paperwork, medical assessment and vaccination process. (Show highlighted areas to represent person flowing through the clinic) It is important to remember to alert security personnel and greeter-educators to the protocol for such referrals.

As you look at the flow chart you will notice the greeter-educators and registration staff are located in a separate room from the vaccine administration station. (Highlight the greeter-educator/registration staff room and the vaccine administration station) It is likely the registration and medical screening processes will be the most time-consuming clinic activities. (Highlight these two rooms) Ample staff should be assigned to move persons through these areas to keep a steady flow of persons to the vaccination areas.

Traffic in the area where vaccine is being administered should be kept to a minimum. The three steps of the actual vaccination process (site preparation, vaccination, and dressing application) will all take place in a relatively small space in the same area. Since some vaccine recipients may need to remove shirts or blouses to be vaccinated, the area should be screened for privacy if possible. If this is not possible, a changing room or area that is screened should be designated.

If possible, a medical emergency area should be located close to the vaccine administration area to provide care for individuals who may become sick during the vaccine administration. (highlight the vaccination room and Sick room to show how close they are to one another)

We hope this provides you with an overview of how to set up your vaccination clinic. For more suggestions please see the CDC Smallpox Response Plan and Guidelines.