

Walgreens On-site Immunization Clinics

Preparation guide



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Preparing for your Walgreens immunization clinic

By partnering with Walgreens for vaccination, you're taking proactive measures to help ensure your participants and members are protected from vaccine-preventable illnesses. This guide will help your organization safely prepare for an upcoming immunization clinic.

1 | PREPARING FOR THE CLINIC



Coordination

Identify a clinic coordinator to work with your Walgreens contact on clinic site information, staffing, hours, entry requirements, etc.



Scheduling

Work with your Walgreens contact to set up the appointment scheduling tool.
Distribute scheduling link and instructions to intended participants.



Clinic setup

Follow clinic setup requirements to ensure safety and hygiene.

2 | DAY OF THE CLINIC



Immunization

Participants must follow health and safety guidelines to receive their immunization.*

Walgreens immunizers will administer the vaccines and keep records.



Follow-up

Participants may receive electronic reminders for subsequent doses, if necessary.

In case of an adverse event in response to the vaccine, report it to a Walgreens staff member to submit the event to [Vaccine Adverse Event Reporting System](#) (VAERS).

*Employers are responsible for ensuring vaccine recipients are the intended clinic participants.



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Clinic coordination

Assign coordinator

Assign at least one person as **clinic coordinator** to work directly with the Walgreens contact to plan each clinic.

Please ensure that the following information about the clinic coordinator is relayed to your Walgreens contact when they reach out via email and/or phone:

- Name
- Phone number
- Role/position
- Email address
- Best time to be reached

Clinic confirmation

Your Walgreens contact will need **all desired clinic addresses and dates for each clinic**, as well as **accurate estimates of number of shots** to be administered. You may be asked to **confirm participant count** at least 72 hours prior to clinic date to ensure ample supplies are brought to meet the demands for your clinic.

Your Walgreens contact will work with you to determine appropriate staffing, hours, clinic set up and any additional supplies required to serve your participants.

Clinic setup

Area must be:

- Well-ventilated and temperature controlled
- Clean
- Spacious enough for patients to sit and be monitored 15-30 minutes after immunization

Immunization area must allow for:

- Reception table with garbage bin and at least one chair for support staff
- Tables with two chairs for immunizer and participant
- Additional chairs for participants
- Non-fabric chairs preferred for proper disinfecting procedures

All participants are **recommended** to wear a face mask or face covering prior to arriving to the immunization clinic and for the duration of their visit.

Walgreens will bring adequate support staff needed to facilitate a clinic based on the estimated number of shots provided to us. Clinic setup may vary based on space provided. Your Walgreens contact can help you determine the best option for your site and participants.

Sample set up

● Walgreens Immunizing Team Member
● Walgreens Non-immunizing Team Member

Enter

Check-In

Check-In

Immunization
Station

Immunization
Station

Immunization
Station

Immunization
Station

Observe/
Flex

Exit

Waiting Area

Exit

Clinic management options

Immunization digital platform

1. The immunization digital platform facilitates clinic registration, appointment scheduling and reminders, clinic reporting, and supports immunization records.
2. Your Walgreens point of contract will provide a registration link and/or a quick response (QR) code to distribute to your participants. The digital platform leverages cellular connectivity; however, the clinic coordinator may share additional Wi-Fi network connectivity options.
3. For Long Term Care Facility (LTCF) clinics the assigned coordinator needs to ensure all staff and residents' registrations, consents and assessments are done prior to clinic date.*
4. It is recommended to complete registration steps and pre-immunization assessment questions prior to the appointment. Participants should review the Vaccine Information Sheet (VIS) within the digital platform ahead of the clinic so that the pharmacist can address any questions or concerns they may have.

Manual process

1. An option to use your own scheduling procedure can be utilized for this manual process to maintain your own workflow and keep your clinic organized.
2. A Vaccine Administration Record (VAR) form will be shared with your assigned clinic coordinator to share with participants. Save time by distributing forms to participants to complete prior to the clinic date. Our team will bring extra forms on-site as well.
3. A VIS will be provided at the immunization encounter and a Pharmacist will be available to answer any questions or concerns that may arise to help inform the participant.**

*LTCF Facilities: Standard procedures to obtain consent for patients who are unable to consent on their own should be used for facility documentation purposes. The vaccine recipient or their representative, durable power of health care attorney, person authorized to consent to the vaccination on behalf of the person, or legal guardian must complete the consent section prior to immunization

**For clinics that include other immunizations (e.g., pneumonia, shingles), your pharmacy team will provide the appropriate Vaccine Information Statements prior to your clinic(s).

Immunization overview

Participants will NOT be vaccinated and SHOULD NOT attend the clinic

- If they are feeling sick, have a fever, or are exhibiting any respiratory symptoms.
- Have been diagnosed with COVID-19 within the last 10 days.

Efficient vaccination

- If possible, wear clothing that allows the immunizer to easily access the shoulder area for a more efficient immunization process (i.e., short-sleeved shirt and/or easy to remove layers).
- Observation: All vaccine recipients will be asked to wait for 15 minutes post-administration.

Forms & records cards

- Participants **must complete** the **pre-immunization assessment** prior to arrival or at the clinic.
- Participants should bring their ID and insurance card to the clinic. If your clinic is direct-bill, an insurance card is not required to be presented by the participant.
- Participants should review the Vaccine Fact Sheet or VIS provided for additional information.
- If applicable, a Walgreens clinic team member will fill out an immunization record card. Vaccine recipient must keep this record and bring it to subsequent clinics, as needed.

Follow-up

Monitor for adverse events

- Report an adverse event (side effect in response to the vaccine), immediately to a Walgreens staff member to facilitate a report via VAERS. VAERS is co-managed by the CDC and FDA.
- Anyone can report an adverse event to VAERS, although Walgreens is happy to assist you, simply call your Walgreens point of contact.

Vaccine series completion

- In the case of multiple-dose vaccines, patients will receive documentation to indicate the next recommended follow-up dose.

Reporting

- When required, Walgreens will report the record of all vaccinations to your State Immunization Registry and the CDC.



Questions about our immunization program?

Contact your account manager with any questions.

