

PLANNING GUIDELINES FOR OUTREACH IMMUNIZATIONS: FACILITIES USING A COMMUNITY PROVIDER

GENERAL PLANNING

The Alberta Health Services' (AHS) Provincial Partner Oversight Team (PPO Team) greatly appreciates your organization's commitment to providing annual influenza and COVID-19 immunization to your facility's residents and staff.

This document has suggestions that may help with organizing and implementing your immunization campaign when using a Community Provider (e.g., Pharmacy, Physician's office, Private OHS Company)

ON-SITE PLANNING/PREPARATION

1. Assign an Immunization Coordinator(s) to lead the program and liaise with the Community Provider.
2. Familiarize yourself with the influenza and COVID-19 resources available on the AHS website.
 - [Influenza Immunization for Health Professionals | Alberta Health Services](#)
 - [Immunization Program Standards Manual | Alberta Health Services](#)
 - [The Alberta Outreach Immunization Program Policy](#)
3. Identify a Community Provider:
 - Contact your facility's pharmacy provider or seek another community pharmacy that may offer outreach immunization services ***or***
 - Contact a community physician that may offer outreach immunization services ***or***
 - Contact a private OHS company that may offer outreach immunization services.
4. Share the Pharmacy Immunization Outreach Worksheet for the 2023-2024 Season with your identified community provider(s) and have them return the completed Worksheet. This Worksheet will help you complete the **required** PPO Survey.
5. Work with the Community Provider to plan and schedule immunization clinic(s) to be completed by the date(s) outlined in the [Alberta Outreach Immunization Program policy](#).
6. For residents who cannot provide their own verbal consent, arrange written consent from a legal guardian prior to the immunization clinic dates.
7. Discuss with community provider how immunizations will be offered - a central location or by going room to room.

8. Create a plan to educate all staff and residents on the importance of influenza and COVID-19 immunization.
9. Place posters in key areas promoting importance of immunization and outlining clinic dates/time. Education posters can be found on the PPO web page.
10. Emphasize the importance of immunization for visitors via family email, newsletters or with signage in key areas such as elevators/entrances.
11. Email immunization clinic reminders to staff.
12. Attend or review the 2023-2024 Influenza Immunization Annual Orientation. In some Zones this is offered during the Fall Forum presentation, which may also be recorded and posted by the program providing it.

ADVERSE EVENT FOLLOWING IMMUNIZATION (AEFI)

1. In the event of an Adverse Event Following Immunization (AEFI), the Provider who administered the vaccine is required to report the AEFI. For more information, please see: [Adverse Event Following Immunization Reporting | Alberta Health Services](#)

STRATEGIES TO PROMOTE IMMUNIZATIONS

1. Use the resources on the PPO Team Webpage regarding Vaccine Hesitancy and Vaccine Fatigue.
2. Consider displaying promotional materials (posters, clinic schedules, etc.) in resident and staff common areas. Encourage staff to support the campaign by sharing their reasons for getting immunized.

ADDITIONAL RESOURCES

[Influenza Immunization for Health Professionals | Alberta Health Services](#)