

PLANNING GUIDELINES FOR OUTREACH IMMUNIZATION: FACILITIES USING ON-SITE STAFF

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.

FACILITY PLANNING/PREPARATION

1. Assign an Immunization Coordinator(s) to lead the program.
2. Be aware of training and data reporting requirements.
3. Review the influenza and COVID-19 resources available on AHS website annually.
 - [Influenza Immunization for Health Professionals | Alberta Health Services](#)
 - [Immunization Program Standards Manual | Alberta Health Services](#)
 - [The Alberta Outreach Immunization Program Policy](#)
4. For residents who cannot provide their own verbal consent, arrange written consent from a legal guardian prior to the immunization clinic dates.
5. Create a plan to educate all staff and residents on the importance of influenza and COVID-19 immunization.
6. Place posters in key areas promoting importance of immunization and outlining clinic dates/time. Education posters can be found on the PPO web page.
7. Emphasize the importance of immunization for visitors via family email, newsletters or with signage in key areas such as elevators/entrances.
8. Arrange an area at the facility for the immunization clinics or organize supplies for a roving cart.
9. Order and ensure availability of immunization supplies (e.g., needles, syringes etc.)
10. Educate caregivers that residents may experience side effects after immunizations. [Information Sheets | AHS Immunization \(immunizealberta.ca\)](#)
11. Email immunization clinic reminders to staff.

DOCUMENT IMMUNIZATIONS/ REPORTING REQUIREMENTS

1. Document each resident and staff's immunization event as per your facilities' processes.
2. The Alberta Immunization Regulation specifies that immunization reporting must be submitted electronically to the Provincial Immunization Repository (Imm/ARI) no later than 7 days after the immunization. Please refer to requirements outlined in the Immunization Regulation and Alberta Immunization Policy [Alberta immunization policy | Alberta.ca](#)

VACCINE STORAGE AND HANDLING/COLD CHAIN

1. The Alberta Vaccine Storage and Handling Policy outlines the roles and responsibilities for staff and immunizers who monitor, handle, or administer provincially funded vaccines. Please refer to: [Vaccine Storage and Handling | Alberta Health Services](#)
2. A comprehensive vaccine storage and handling e-learning course developed by AHS is available on AHS MyLearningLink (MLL) and ABSORB Platform (for external partners).

VACCINE ORDERING

1. To order and receive influenza and COVID-19 vaccine, use the online Alberta Vaccine Inventory System (AVI). Vaccine orders will only be accepted through the AVI system. Please see: [AVI-Web Main Page \(alberta.ca\)](#)

VACCINE ADMINISTRATION

1. Identify a designated area to prepare and administer vaccine.
2. Follow process for providing immunization handouts/records to residents and staff.
3. Follow [Fit to Immunize Guidelines](#).

ADVERSE EVENT FOLLOWING IMMUNIZATION (AEFI)

1. Follow facility emergency/anaphylaxis protocols and access any needed emergency supplies.
2. In the occurrence 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.

3. Encourage staff to support the campaign by sharing their reasons why they get immunized.

ADDITIONAL RESOURCES

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