

FLU PROTOCOL FOR VNA PATIENTS
BRANCH OFFICES 2021-2022

1. Branch offices will stock all needed supplies for distribution of the vaccine for patient care.
2. Branch offices will email jpogodzinski@kaleidahealth.org. With the amount of vaccine required. Specify the type of vaccine requested (quad, high dose). Start your branch off with a bulk supply to get the program started
3. Pharmacy will provide the vaccine along with a new spreadsheet for tracking. Clinicians will fill out the spreadsheet at your branch each time they take vaccine for a patient. Clinician and/or branch manager will verify insurance is appropriate as listed on the spreadsheet.
4. **There will be a separate spreadsheet for employee Vaccines provided. These will be sent to HR for processing**
5. Clinicians will have the cooler and freezer packs ready, then the manager or branch representative will distribute the vaccine. Have consent and needle ready in a plastic bag.
6. Branch manager verify the spreadsheet has been filled out correctly then place entire bag in cooler.
7. You will be required to sign and date the spreadsheet which will be placed in a designated area of your branch until the consent is returned after the vaccine is injected.
8. The vaccine is to be kept COLD at all times until you actually administer it. Do not take more than what you need for the day. You CANNOT take the vaccine home with you and put it in your refrigerator.
9. Use the SNFLUN buddy code for each patient receiving the vaccine in order to track the number of patients who have been vaccinated.
10. Make sure every box on the consent form is filled in upon administration of the vaccine.
11. Keep the TOP COPY of each consent form and RETURN IMMEDIATELY TO THE BRANCH FOR PROCESSING. Patient Consents MUST be sent to the Erie office once a week, send to Pharmacy- Attn Jill. There are billing deadlines that must be met, or we cannot collect payment for the vaccine. Leave the remaining 2 copies of the consent with the patient.
12. Return the cooler to the branch office and return freezer packs to the freezer.

Any questions? Call or email Jill Pogodzinski @ 630-8251