







Station 1 : Screening: Greet/Triage

Purpose: Meet and screen clients: direct those eligible for prophylaxis to Station Two. Direct symptomatic (ill) clients for medical treatment.

Staffing:

* Triage Unit Leader	#	
Clinic Support (greeters)	#	
Clinic Support (runners/supplies)	#	
Translators	#	
Triage/Screeners	#	
Security	#	

Supplies:





- Informational/directional signage,
- Traffic control resources,
- PPE (if indicated) and other infection control supplies (waterless hand cleanser, surface cleaners),
- Clipboard/Pens/notepaper/markers, flip chart & tripod for info/messaging
- Provide copies of clinic screening/prophylaxis dispensing information...client information. (PDAs ?)
- Job action sheets
- Copy of clinic floor plan, copy of briefing schedule, shift change procedures
- Pinnies or vests, nametags

Equipment: Two way radio (station leader), community EMS or other medical transport to medical treatment center. PDAs?

Station 2 : Registration/Forms

Purpose: Oversee client registration, provide Vaccine Information Sheet or other clinic dispensing information material to clients. Review completed forms for accuracy and completeness (this will also be reviewed in Triage/Review line). Indicate registration time on client form.

Staffing:

* Admin Unit Leader	#	
Admin. Support (forms/information)	#	
Translators	#	
Clinic Support (clinic Flow)	#	





Supplies:

- Registration forms
- VIS Forms
- Informational/directional signage
- Orange plate/sign to signal "supplies needed"
- PPE (if indicated) and other infection control supplies (waterless hand cleanser, surface cleaners),
- Clipboard/Pens/notepaper/markers/calculators/staples/tape
- Copies of clinic screening/prophylaxis dispensing protocol...client information.(PDAs ?)
- Job action sheets
- Copy of clinic floor plan, copy of briefing schedule, shift change procedures
- Pinnies or vests, nametags

Equipment: Two way radio (leader), PDAs

“STATION” 3 : Review/Briefing Line

Purpose: Assure that client forms are completed and that clients have copy of vaccine/medication information. Answer client questions relative to dispensing. If no contraindications noted, direct to ‘open’ Dispensing Station. If contraindications/medical concerns noted, refer to Special Needs Dispensing Station.

Staffing: Triage/screeners # 
Clinic Support (clinic flow) # 
Translators # 
Security # 




Supplies:

- Clipboard/Pens/notepaper/markers, chart & tripod for info/messaging
- Copies of clinic screening/prophylaxis dispensing protocol...client information (PDAs ?)
- Job action sheets
- Copy of clinic floor plan, copy of briefing schedule, shift change procedures
- Pinnies or vests, nametags

Equipment: Two way radio, PDAs?

STATION 4 A : Prophylaxis/Dispensing

Purpose: Administer vaccine or provide oral medication per medical protocol

Staffing: Dispensing Unit Leader # 
Dispensers/Vaccinators # 
Translators # 





Supplies:

- Informational/directional signage
- Flag to signal “ready for client”
- Orange plate/sign to signal “supplies needed”
- Immunization/medication supplies
- VIS Forms
- PPE (if indicated) and other infection control supplies (waterless hand cleanser, surface cleaners),
- Copies of clinic screening/prophylaxis dispensing protocol...client information.(PDAs ?)
- Clipboard/Pens/notepaper/markers, chart & tripod for info/messaging
- Job action sheets
- Copy of clinic floor plan, copy of briefing schedule, shift change procedures
- Pinnies or vests, nametags

Equipment: Two way radio, PDAs?

STATION 4 B : Special Needs Prophylaxis/Dispensing

Purpose: Review contraindications or other special needs. Provide special needs clients with recommended prophylaxis

Staffing: (Dispensing Unit Leader) # 
Medical evaluator # 
Dispensers/Vaccinators # 
Translators # 




Supplies:

- Informational/directional signage
- Flag to signal "ready for client"
- Orange plate/sign to signal "supplies needed"
- Immunization/medication supplies
- VIS Forms
- PPE (if indicated) and other infection control supplies (waterless hand cleanser, surface cleaners),
- Clipboard/Pens/notepaper/markers.
- Copies of clinic screening/prophylaxis dispensing protocol...client information.(PDAs ?)
- Job action sheets
- Copy of clinic floor plan, copy of briefing schedule, shift change procedures
- Pinnies or vests, nametags

Equipment: Two way radio, PDAs?

STATION 5 : Forms Collection

Purpose: Collect client forms. Provide hourly tallies of clients numbers: adult and pediatric meds/vaccines provided for status reports. Assure that clients retain vaccination/medication written information for follow-up if recommended by medical treatment protocol.

Staffing: Admin Unit Leader # 
Admin. Support # 
Translators # 

Supplies:

- Informational/directional signage
- Orange plate/sign to signal "supplies needed"
- Folders to collect forms
- Laptop computers for data entry
- Clipboard/Pens/notepaper/markers/calculators/staples/tape, chart & tripod for info/messaging
- Copies of clinic screening/prophylaxis dispensing protocol...client information.(PDAs ?)
- Job action sheets
- Copy of clinic floor plan, copy of briefing schedule, shift change procedures
- Pinnies or vests, nametags

Equipment: Two-way radios, PDAs?