VACCINATORS

REPORT TO: Vaccination Supervisor
WORKSTATION: Vaccination Station

QUALIFICATIONS: Qualified to administer vaccine or dispense medication under state law or legally delegated and properly supervised.

MISSION: Dispense medicine/administer vaccine with the best possible care, consideration and education while maintaining the highest level of throughput efficiency possible.

Primary Responsibilities:
- To administer vaccine or dispense medication to clients who do not have identified contraindications.
- Vaccinate clients using appropriate administration method.
- Alert Vaccination Supervisor when supplies drop below specific assigned threshold quantities.
- Adhere to infection control procedures.
- Answer client questions within scope of training/qualifications.
- Report disruptions and changes in client flow, report to Vaccination Supervisor.
- Provide routine progress and/or status reports to Vaccination Supervisor as needed.
- Alternate roles with assisting role as needed
- Monitor colleagues and clients for signs of fatigue or stress. Notify the person you report to as appropriate.

Additional Assisting Duties:
- Maintain adequate pre-staging of workstation supplies and materials within reach of Medication Dispenser for maximum efficiency of client throughput.
- Assist the Medication Dispenser (for vaccinations) by:
  - Preparing needle and vaccine if needed.
  - Assisting with bandaging if needed
- Alternate roles with vaccinator/dispenser as needed

Standard Operating Procedures:
- Review forms to administer proper vaccine type.
- Vaccinate clients
- Document location where vaccine was administered
- Sign forms
- Collect forms