

Drive through vaccination clinic - Specific Site Requirements

This declaration must be completed if the site is will be operating a drive through vaccination clinic which receives **any of the COVID-19 Vaccines**.

The following requirements apply to all of the COVID-19 Vaccines	Yes / No	Comments
Prior to receiving vaccine doses		
1. A suitable site has been identified with sufficient space to manage traffic flow in consultation with local government requirements (i.e. diversions)	Yes / No	
2. Drive through vaccination clinic has sufficient space/ equipment to store, move and prepare vaccine doses on-site.	Yes / No	
3. Clear signage at entrance to ensure patients are not entering the site for COVID-19 testing.	Yes / No	
4. Drive through clinic vaccination area is protected from weather elements.	Yes / No	
5. Appropriate equipment and systems to monitor temperatures of vaccines stored at the drive through vaccination clinic according to national vaccine storage guidelines.	Yes / No	
6. Clear signage and guidance for traffic flow, entering and exiting the drive through vaccination clinic. This should include instructions on where to park for monitoring post-vaccination.	Yes / No	
7. Sufficient space for line up and registration.	Yes / No	
8. Separate area for consultations, for patients who wish to have a longer discussion.	Yes / No	
9. Planning should account for larger vehicles, i.e. a separate parking area should be considered as some patients may need to step out of their car to receive the vaccine.	Yes / No	
10. Staff safety procedures are in place to reduce needle stick injuries (including disposal bins next to vaccinator).	Yes / No	
11. Post-vaccination safety precautions and patient observation procedures are in place.	Yes / No	

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| 12. Ensuring implementation of clear protocols and communication for identifying patients who experience an adverse event, with abundant signage to inform patients what action, if any, they need to take (e.g. use their horn to get staff's attention). | Yes/ No |
| 13. Ensuring processes are in place for identifying patients at risk of post-vaccination events who require a longer observation period | Yes / No |
| 14. Signage and access for emergency situations / vehicle access. | Yes / No |
| 15. Process implemented to avoid staff exposure to vehicle exhaust fumes. | Yes / No |
| 16. Sufficient wireless network, IT equipment and IT support available on site. | Yes / No |
| 17. Vaccine storage and wastage requirements can be complied with, including the use of portable fridges or freezer to store and move vaccines. | Yes /No |
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By signing this document, I declare that have read the above Drive-through Site Requirements Checklist and confirm that my site will, prior to administering vaccines, meet all the requirements and implement all of the processes and procedures.

Name: _____

Signature: _____

Date: _____