**PHN “To Do List” for School Based Mass Clinics**

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|  | QRC | Done |
| Refer to http://www.phimsmb.ca to ensure you are following the current QRC. Changes can be made at any time. |  |  |
| Ensure you are in Fire Fox  |  |  |
| PHN to review all consents- Add any warnings or special considerations with accompanying notes Delete any warnings (ie MIMs warnings) that are not applicable- also copy the warning into a note when a warning is deleted | 1.63.20, 3.21 and 3.22Tip sheet |  |
| Ensure that you are added in the event as a provider (or you won’t be able to document) | 3.5 |  |
| Ensure the lot numbers are added to the event (or you won’t be able to document) | 3.5 |  |
| Add students not on the worksheet- add/update their occupation/language | 3.7 & 1.4 |  |
| Grant consent for each vaccine* Ensure all consents granted or refused for school based clinics are end dated for Aug.31 of the following year
* Verbal consents must be documented individually
* For all ‘NO’ consents, document as refused – remember a reason is required for all refused/no consents (ie: if ‘no’ because child was previously immunized –this can be noted in the ‘comments’ section) It will be updated when you complete the event status (QRC 3.9)
* If consent is missing leave as missing
 | 3.111.7 ( for ind) |  |
| Schedule the forecaster to run 2 days prior to the clinic date or as early to the clinic as possible so as the Lead PHN you can review for any changes in forecast. Investigate all “not forecasted” clients. (\* the forecaster is found in the Events Set-up screen) | 3.6 “Not forecasted” tip sheet. |  |
| Print the event worksheet once forecaster has been run prior to the immunization event to bring to the clinic. At the clinic, provide a copy of the event worksheet to each immunizer or copies for immunizers to share. Once the clinic is complete all copies should be gathered and placed in a WRHA confidential recycling bin at the CA office.  | 5.2 |  |
| Record immunizations provided – Delayed entry Provider recorded (for non-connected state)Direct entry Provider recorded (for connected state) | 3.143.15 |  |
| Lead role PHN to be responsible for adding warnings, special considerations and notes which occur during the clinics | 3.20, 3.21 and 3.22 |  |
| Update the event status  | 3.9 |  |
| Print and review Event Report once all documentation is completed (ideally within 2 weeks of the clinic) | 5.2 |  |
| Advise the clerk to close the event | 3.18 |  |