Inpatient Areas

INSTRUCTIONS FOR REQUESTING/ADMINISTERING INFLUENZA VACCINE AND SUPPLY LIST 2017-2018

1. Contact OHS (984) 974-4480 or email OHS@unchealth.unc.edu) and let us know the number of doses needed for your staff and the date you would like to obtain flu vaccine kit.

2. When picking up vaccines and flu kits (see below) at OHS, you will be given an electronic mobile device (scanner). It is imperative that you enter all vaccines given to the staff into the scanner, as the information will be uploaded into the OHS database. **The vaccine you receive may only be used for hospital employees, hospital volunteers, and SOM credentialed staff.**

3. **You must complete the Sign-Out Sheet on the OHS refrigerator for the number of vaccines you are picking up and the number of the scanner you will be using.**

4. If a mobile scanner is not available on the day you administer the vaccine, the employee may go to the Flu Website and complete an online survey attesting to receiving the vaccine and recording the date received. The hospital Flu website address is: [http://news.unchealthcare.org/empnews/flu](http://news.unchealthcare.org/empnews/flu)
   a. Employee clicks on “Documentation” on the main flu web page
   b. Then click “Attestation form” under For Employees & Contract Workers
   c. Complete the online survey tool

5. You must give each HCP a “Seasonal Influenza Vaccine” documentation card as their proof of immunization. Peel off the vaccine label from the flu syringe and place it on the flu documentation card – if peelable.

6. If you give vaccine to any School of Medicine (SOM) credentialed employees, you can use the mobile scanner to enter their information – use their PID# if their badge does not scan and give them a card.
   - Alternatively, they must access the EH&S website [http://flu.unc.edu/](http://flu.unc.edu/) and electronically sign the attestation form online (do not use the hospital documentation form).

7. When using safety needles, dispose of them per hospital policy.

8. Refer to Nursing Procedure Manual for administering IM injections.

9. You **MUST** return the scanner to OHS within 48 hours.

**MOBILE SCANNER PASSWORD**

1=Vac1234 - 1st password that is entered
2=heels1

- Battery power cord is in the box with the scanner
- If you cannot scan an employee’s photo ID badge manually, enter their EID# or PID# in the box using the keyboard.
- If you still cannot enter them, try using their name and DOB.
Inpatient Areas

SUPPLIES FOR NURSE MANAGER FLU VACCINE ADMINISTRATION

<table>
<thead>
<tr>
<th>Vaccines</th>
<th># items</th>
<th>Need</th>
<th>Have</th>
</tr>
</thead>
<tbody>
<tr>
<td>Flu Vaccine to be refrigerated</td>
<td></td>
<td></td>
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**Administrative Office Supplies**

| Mobile vaccine scanner                        |         |      |      |
| Influenza Documentation cards                |         |      |      |
| CDC VIS available online (UNC Hospitals website). Must be offered to HCP. |         |      |      |

**Medical supplies**

| Safety needles                               |         |      |      |
| 2x2 cotton pads                              |         |      |      |
| Alcohol prep pads                            |         |      |      |
| Spot bandaids                                |         |      |      |

**Instructions for Nurse Managers:**

1. All flu vaccine is to be signed out (list on OHS refrigerator) when you pick up vaccine from OHS
2. Mobile scanner is to be signed out. Instructions for use will be given when you pick it up.
3. Flu vaccine is to be stored in a medication refrigerator (maintained at 35° to 46°F) if not given immediately
4. Return all unused vaccine to OHS staff.
5. Return sign-in sheets, if used, to OHS.
6. Any questions or concerns, please call OHS 984-974-4480
7. Healthcare personnel (HCP) who have previously been identified as having a **medical contraindication do not need** to submit their information again. Only HCP who are requesting a medical contraindication for the first time need complete the survey.