

Central CT Health District

Serving Berlin, Newington, Rocky Hill & Wethersfield

Mass Dispensing Area #28

Emergency Preparedness Newsletter



FALL 2012



FLU CLINICS: Fall 2012 *TIME TO SIGN UP*

Flu season is approaching quickly. Hopefully, everyone is healthy and ready to assist us to deliver Flu and nasal vaccinations to members of the 4 communities served by the Health District. Primary dates are listed on the reverse side from early to late October. Secondary dates in early November will be scheduled if needed or to possibly use as a special emergency preparedness exercise. We expect to immunize those who are 4 years of age or older. As in the past, Pneumovax shots will also be available for those over 65 years of age or adults with certain medical conditions.

Volunteering at the Flu Clinics helps CCHD prepare for possible emergency health events during which medications or vaccinations would need to be dispensed to large numbers of people. Training will be provided prior to the Flu clinics. It is much easier to learn and plan when not in emergency response mode!

We hope to see many volunteers who have helped us in the past and hopefully a few new ones. If you are interested, please call or email Judy (see contact information).

MEDICAL*

Nurses
Doctors
Pharmacists
Pharmacy Technicians
EMS

NON-MEDICAL

Greeters
Forms Assistants/Screeners
Interior security/traffic flow
Supply Management
Volunteer Management

*For **CLINICIANS ADMINISTERING VACCINATIONS**, please provide a copy of current verification page of your **Liability Insurance** policy. **Professional licenses** are verified on CT DPH website.

VOLUNTEERS: Please send insurance information to Judy via:

- 860-721-2816 (phone)
- 860-721-2823 (Fax)
- Central CT Health District, 505 Silas Deane Highway, Wethersfield, CT 06109 – Attn: Judy Torpey or.
- judy.torpey@wethersfieldct.com



SEE OTHER SIDE for CLINIC DATES, TIMES & LOCATIONS

Central CT Health District



FLU CLINIC DATES: FALL 2012

<u>SITE</u>	<u>DATE & TIME #1</u>	<u>DATE & TIME # 2</u>
Wethersfield Community Center Rooms B1 and B2 30 Greenfield St.	October 2, 2012 Tuesday, 9:00am-12:00n	October 16, 2012 Tuesday, 3:00pm-6:00pm
Newington Sr. & Disabled Ctr. Gym & Multipurpose Rm. 120 Cedar Street	October 3, 2012 Wednesday, 1:00pm-4:00pm	October 19, 2012 Friday, 9:00pm-12:00n
Rocky Hill Community Ctr. Gym 55 Church Street	October 9, 2012 Tuesday, 9:00am-12:00n	October 23, 2012 Tuesday, 3:00-6:00pm
Berlin Community Ctr. Multipurpose Room 230 Kensington Rd.	October 11, 2012 Thursday, 9:00am-12:00n	October 25, 2012 Thursday, 3:00-6:00pm

NOTE: Volunteers should plan to report at least 1 hour before start of clinic for set-up and training. (i.e. arrive at 8:00 for 9:00 am clinic)

**If unable to attend as scheduled, please notify:
Central CT Health District Office 860-721-2818**

Central CT Health District

Just in Time Training Medical Flu Clinic Staff

Beginning of shift:

- ❑ Sign in at check-in area, update contact info if necessary.
- ❑ Obtain ID, vest, and form(s) pertinent to position.
- ❑ Receive status report from Section Supervisor i.e. vaccination, vaccine prep, other.
- ❑ Receive “Just-in-Time Training” i.e. briefing per JITT template.
- ❑ Assist with Set up and/or restocking of workstation.
- ❑ Review information related to vaccine/safety/screening/documentation etc.
- ❑ Complete vaccination form if flu shot needed/wanted.

During shift:

- ❑ Vaccine Prep: Prepare vaccine as directed including temperature control of the vaccine, accountability for vaccine, monitoring accuracy of dosage and sterile technique. Balance preparation with flow of clients.
- ❑ Vaccinators: Follow guidelines for injection techniques including screening of client’s form, site selection, addressing any concerns raised, referring unanswered issues to physician/nurse practitioner or other RN and documentation including type of vaccine, dose, route (IM), site, signature with professional license (MD, RN, LPN, RPh or other).
- ❑ Both: Report safety and flow issues IMMEDIATELY.
- ❑ Both: Observe adherence to medical protocols in properly securing, preparing and administering vaccines.
- ❑ Both: Locate Fire Exits, Fire Extinguishers, AED, phone [Dial 9-911 for Emergency]
- ❑ Both: Identify resources needed including staffing and supplies and share with the Supervisor.
- ❑ Both: Report concerns about any observed signs of stress or inappropriate behavior of workers or clients to an appropriate individual.
- ❑ Both: Observe confidentiality at ALL times.
- ❑ Both: Take rest periods as needed. Notify Supervisor prior to leaving assigned area.

End of shift:

- ❑ Brief Supervisor.
- ❑ Prepare and deliver briefing to the next person assuming this roll.
- ❑ Complete paperwork and hand in all appropriate documents.
- ❑ Turn in badge/identification, vest etc.
- ❑ Sign out at check out area.

TRAIN Connecticut

WWW.CT.TRAIN.ORG



Site offers links to courses based in Connecticut, other states and federal level such as FEMA. When you open the site, click on “Create an Account” and follow the directions. Make sure that you click the health district i.e. Central Ct Health District. MOST courses are **FREE** and will provide a certificate. The site creates an automatic Transcript for TRAIN. Connecticut courses – can add others you take, tracks status of current courses in which enrolled, creates certificate, offers option to provide evaluation feedback on courses and has quick links to sites & upcoming events. CALL Judye if any questions.

Central CT Health District

Just in Time Training Non-Medical Flu Clinic Staff

Beginning of shift:

- ❑ Sign in at check-in area, update contact info if necessary.
- ❑ Obtain ID, vest, and form(s) pertinent to position.
- ❑ Receive status report from Section Supervisor i.e. forms, safety/security etc.
- ❑ Receive “Just-in-Time Training” i.e. briefing per JITT template.
- ❑ Assist with Set up and/or restocking of workstation.
- ❑ Review information related to forms, traffic flow, and special issues.
- ❑ Complete vaccination form if flu shot needed/wanted.

During shift:

- ❑ Observe the Unit to identify issues which may negatively affect the process and suggest possible resolutions to the Section Supervisor.
- ❑ Report safety and flow issues IMMEDIATELY.
- ❑ Locate Fire Exits, Fire Extinguishers, AED, phone [Dial 9-911 for Emergency]
- ❑ Identify resources needed including staffing and supplies and share with the Supervisor.
- ❑ Report concerns about any observed signs of stress or inappropriate behavior of workers or clients to an appropriate individual
- ❑ Observe confidentiality at ALL times.
- ❑ Take rest periods as needed. Notify Supervisor prior to leaving assigned area.

End of shift:

- ❑ Brief supervisor.
- ❑ Prepare and deliver briefing to the next person assuming this role.
- ❑ Complete paperwork and hand in all appropriate documents.
- ❑ Turn in badge/identification, vest etc.
- ❑ Sign out at check out area.



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