

VACCINE DRIVE-THRU CLINIC CHECK LIST

PLANNING

- Champion
- Staff
- Permission/License
- Location
- Layout
- Safety Plan
- Marketing
- Communication

SCHEDULING

- Templates
- Admin Team Organization
- Pre-Visit Screenings
- Insurance Verification
- Recall opportunities

THE CLINIC

- Staff Training
- Supplies and Materials
- Cold Chain Plan
- Set-Up
- Visit Check-In
- Administration
- Documentation
- Forms
- Emergency Preparedness
- Clean-Up

POST-CLINIC REVIEW