

# Vaccinating Adults: A Step-by-Step Guide

## STEP 1: GETTING STARTED

|   |             |
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| <b>The Basics</b>   | <b>1–6</b>  |
| ▶ Why the emphasis on adult vaccination?  | 3           |
| ▶ How do I determine which vaccines adults need?  | 5           |
| ▶ The <i>Guide</i> does not discuss vaccines for children or travelers                  | 6           |
| ▶ Concluding thoughts   | 6           |
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| <i>Epidemiology and Prevention of Vaccine-Preventable Diseases</i><br>("The Pink Book") | 12          |
| <i>The Vaccine Handbook: A Practical Guide for Clinicians</i><br>("The Purple Book")    | 13          |

## STEP 2: SETTING UP FOR VACCINATION SERVICES

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| ▶ Seek out community resources   | 16           |
| ▶ Assign a vaccination coordinator and back-up for that person   | 16           |
| ▶ Plan workflow and workspace  | 17           |
| ▶ Determine how and where vaccines will be stored, and purchase appropriate vaccine storage and temperature monitoring equipment | 17           |
| ▶ Purchase vaccine administration supplies   | 17           |
| ▶ Purchase emergency response supplies   | 18           |
| ▶ Determine who can provide vaccinations in your setting   | 18           |
| ▶ Arrange for staff training   | 18           |
| ▶ Organize vaccination paperwork and reference materials   | 19           |
| ▶ Create standing orders documents for times when a supervising clinician is not available to write orders                       | 20           |
| ▶ Order vaccines – Yes, do this last!  | 21           |

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| • Open package immediately   | 30           |
| • Assess for proper storage conditions of the vaccine shipment upon arrival  | 30           |
| • Store vaccines immediately at the recommended storage temperature  | 31           |
| • Know where to place vaccines within the refrigerator or freezer  | 32           |
| ▶ Monitor and record temperatures at least twice each day  | 32           |
| • Choosing thermometers  | 33           |
| ▶ If there's a problem, take appropriate action right away; report power failures or other storage issues immediately! | 34           |
| ▶ Transport vaccines properly (and only when absolutely necessary)   | 35           |
| • Transporting frozen varicella-containing vaccines to an offsite clinic location                                      | 35           |

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| ▶ Determine which vaccines are needed   | 45           |
| ▶ Screen for contraindications and precautions to vaccines  | 45           |
| ▶ Advise the patient if he or she should be vaccinated  | 46           |
| ▶ Educate your patients about diseases for which they may be at risk and the vaccines that can prevent them | 46           |
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| • Women who are pregnant  | 48           |
| • People who may be immunosuppressed because of disease or treatment of disease                             | 48           |
| • People with anatomic or functional asplenia   | 49           |
| • People without a vaccination record   | 50           |
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