



# High Desert Health System POLICY AND PROCEDURE

POLICY NUMBER: 1075  
VERSION: 1

## **SUBJECT: NURSE VISIT/ NURSE-LED FLU CLINIC**

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**PURPOSE:** To reduce morbidity and mortality from influenza by vaccinating all patients who meet the criteria established by the Centers for Disease Control and Prevention's Advisory Committee on Immunization Practices (CDC ACIP).

To describe the process and scope of influenza vaccination of patients per the Nurse Visit/Nurse-Led Flu Clinic.

**POLICY:** Licensed nurses employed by High Desert Health System are authorized to administer Influenza vaccinations (flu vaccine) without a physician's order per the Standing Order written each year and as outlined in the Standing Order Form, Nurse Visit/Nurse-Led Flu Clinic (Attachment A), consistent with the Job Description and scope of practice for RN and LVN.

Policy, Standing Order Memo and forms are to be reviewed each year and revised as needed, per the CDC ACIP or other applicable recommending agency guidelines or regulations.

### **PROCEDURE:**

- I. Take the following steps in preparation for the Nurse Visit/Flu Clinic:
  - A. Acquire needed supplies:
    - Nurse Visit- Supplies for vaccine administration, including access to Emergency Medication Kit (E-Kit).
    - Flu Clinic - as outlined on Flu Clinic Checklist (Attachment B)
  - B. Arrange for appropriate staff:
    - RNs/LVNs to perform patient assessment, administration of vaccine and any other related duties
    - Nursing Staff for interpretation (or use telephone translation service).
  - C. Gather documents/forms needed for Nurse Visit/Flu Clinic:
    - Flu Vaccination Screening forms
      - Inactivated Influenza Vaccine (IIV-Injectable, Attachment E-1)
      - Inactivated and Live Attenuated Influenza Vaccines (IIV-Injectable and LAIV-Intranasal, Attachment E-2)

**Note:** Screening Forms (Attachments E-1 and E-2) are indicated for HDHS patients registered through Patient Financial Services (PFS) with an MRUN #.

- Vaccine Information Statements (VIS) for the current vaccine year in English and Spanish for Inactivated and Intranasal Vaccines as required.
- Vaccine Administration Log (Attachment D-1) as indicated for Flu Clinics.
- Standing Order for Administering Influenza Vaccine (Attachment A)

II. Nurse Visit/ Flu Clinic Day

A. Gather and ensure equipment and supplies needed are available, including access to the E-Kit. For Flu clinic follow the Flu Clinic Checklist (Attachment B).

B. Obtain the specific Influenza vaccines and doses needed for each group of indicated patients:

- Vaccines for Children (VFC)
- Adults
- Pregnant Women
- Latex allergy

C. Registration

- Patients receiving a flu vaccine per a Nurse Visit or Flu Clinic are to be registered by PFS or by Nurse for a “Nurse Visit”, or for the Nurse Only Clinic. (See Sections IV and VII.)
- Patient is to bring encounter form to the nurse.

D. Flu Vaccination Screening Form

- Screening Form (Attachments E-1 and E-2) - Patient/legal guardian to complete form. An interpreter will be used when necessary. Names of interpreter and nurse reviewing form are to be documented on the form.

E. RN/LVN is to implement a Standing Order (Attachment A) for the Nurse Visit/ Flu Clinic:

- Prior to vaccine administration, RN/LVN is to review Screening form, complete the Standing Order screening assessment and designation of dose as outlined below:

**Order 1:** Check applicable contraindication(s) or “None”. If patient has any contraindications do not administer vaccine, refer to Provider.

**Order 2:** Check applicable precaution(s) or “None”. If patient has any precautions, follow the vaccine order for precaution(s) noted.

**Order 3:** Screening Assessment. RN/LVN to designate and initial:

- “Vaccinate”, if no contraindications or precautions were noted, or
- “Do Not Vaccinate” as indicated for any contraindications or precautions noted. Patient is to be referred to designated Provider to determine whether vaccine may be given and when.

**Order 4:** Designate vaccine dose to be given per age group or precaution noted.

**Order 5:** Administer vaccine to patient, per indications of Orders 2-4.

F. Patient is to be observed for at least 15 minutes after receiving influenza vaccine in case a reaction occurs.

### III. Documentation

A. The “Standing Order” form also serves as the documentation tool for the nurse administering the flu vaccine. RN/LVN is to:

- Complete the documentation of:
  - Vaccine administered (or refused, or not available)
  - Vaccine Information Statement (VIS) type given (inactivated, intranasal), explained, questions answered, and edition date
  - Manufacturer, Lot number, expiration date, route, site.
- Sign Standing Order form with name, title, date and time.

B. Flu vaccine administered to pediatric patients is documented in the California Immunization Registry (CAIR) and additionally in medical record as required per clinic protocol.

C. Flu vaccine administered to adult patients is documented per the clinic protocol in CAIR and/or the medical record.

D. A completed Standing Order form (Attachment A) and Flu Vaccination Screening Form (Attachment E-1 or E-2) will be placed in the medical record in all clinical areas.

E. Personal immunization record card: On patient request, record the date of vaccination and the name/location of the administering clinic, or provide a copy of the record.

### IV. Registration

A. Patients receiving a flu vaccine per a Nurse Visit or Flu Clinic are to be registered by PFS or by Nurse for a “Nurse Visit” or for the Nurse Only Clinic.

Patient is to bring encounter form to the nurse. (See Section VII regarding DHS Non-HDHS patients).

**B. Flu Clinic:**

- Patients who receive a flu vaccine in a Flu Clinic and have an MRUN # may be listed on the Log, Attachment D-1, to be registered at end of the session by PFS.
- A completed Vaccine Administration Log is provided to PFS staff, who will:
  - Book the patient as a “nurse visit”, or as a visit for the Nurse Only Clinic, for a flu shot in Affinity (may be done by Nursing).
  - Log the patients out as “seen”.
  - Indicate on the log sheet that patients have been registered and logged.
  - Return the log sheets to nursing designee of corresponding clinic.
  - Nurse designee to verify that visits have been registered and logged.
  - Logs used for a Flu clinic are to be forwarded to Health Information Management (HIM) Department to be retained for 3 years.

**V. Vaccine Reaction Instructions:**

A. Observe for any allergic/anaphylactic or adverse reaction following vaccine administration.

B. In the event a reaction occurs:

- For a mild reaction (localized) implement nursing interventions.
- For a systemic reaction, call Provider and activate the Emergency Response Team

C. Document observations and actions in the medical record.

**VI. Vaccine Adverse Event Reporting System (VAERS):**

Report all adverse reactions to influenza vaccine, per the Pharmacy Department protocols, to the federal Vaccine Adverse Event Reporting System (VAERS) at [www.vaers.hhs.gov](http://www.vaers.hhs.gov) or (800) 822-7967. VAERS report forms are available at [www.vaers.hhs.gov](http://www.vaers.hhs.gov).

VII. Department of Health Services (DHS) Non –HDHS Patients:

A. Registration:

- Patients who have not yet registered in PFS and received an HDHS MRUN number should be registered in PFS prior to receiving vaccine. Protocol above may then be followed.
- DHS Non-HDHS patients registered in another DHS Medical Home may receive flu vaccine. Patient’s Medical Home designation may be verified by PFS.

B. The Consent/Screening Form (Attachment C) is to be used:

- Patient/legal guardian is to complete the top of the form, which includes name, address, and phone number, date of birth, gender, race and mother’s name, Medical Home location, provider name using a black or blue ink pen. Form is to be signed.
- RN/LVN or patient completes the section that contains vaccination screening questions. An interpreter will be used when necessary and sign at bottom of form.
- RN or LVN is to conduct the final review of screening questions and sign at bottom of Consent and Screening form, prior to vaccine administration.

C. Standing Order Form (Attachment A) is to be implemented and vaccine is to be administered per Orders 1-5 (see II. D. & E above).

D. Documentation:

- Vaccine Administration Log (Attachment D-2) is to be used.
- Vaccine administration is to be documented in forms, and in CAIR and/or the Medical Record (Affinity) per clinic protocol.
- Patient is provided, on request, a copy of the vaccine immunization record.
- On request, a copy of the forms may be forwarded by mail or fax to the DHS non-HDHS Medical Home.

E. The completed Vaccine Administration Log is provided to PFS staff, who will:

- Register the patient, if not yet registered, and book the patient as a “nurse visit”, or into the Nurse Only Clinic for a flu shot in Affinity (may be done by Nursing).
- Place the finance code on the Vaccine Administration Log.
- Log the patients out as “seen”.
- Return the log sheets to nursing designee of corresponding clinic.

- Logs are to be forwarded to HIM Department to be retained for 3 years.

**REFERENCES:**

California Nursing Practice Act. Retrieved January 19, 2013 from [www.rn.ca.gov](http://www.rn.ca.gov).

California Vocational Nursing Practice Act, retrieved July 4, 2013 from <http://www.bvnpt.ca.gov/pdf/vnregs.pdf> .

Title 16, California Code of Regulations, Division 14. Board of Registered Nursing Article 4. Grounds for Discipline, Disciplinary Proceedings and Rehabilitation, section 1443.5. Standards of Competent Practice. Retrieved January 10, 2013 from [www.rn.ca.gov](http://www.rn.ca.gov) .

Vaccine Information Statements obtained from [www.cdc.gov/flu](http://www.cdc.gov/flu).

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