

VACCINATION CLINIC PLANNING CHECKLIST.

DISPOSABLES

01

- Vaccine and syringes
- Sharps bin
- Alcohol swabs and cotton balls
- PPE
- Hand sanitiser and disinfectant wipes



EQUIPMENT

02

- Vaccine storage units (refrigerators/coolers)
- Tables, chairs, and privacy screens
- Emergency medical kit
- Signage for directions and stations labels
- Laptops for registration and data entry

ON-THE-DAY OPERATIONS

03

- Arrange clear patient flow with entry and exit points
- Check and record vaccine storage temperatures
- Collect and safely store written consent forms
- Safely dispose of sharps and medical waste throughout the day