

# Facility using community immunization providers

## Planning guidelines for Outreach Immunizations: Working with your community providers

### General Planning

The Alberta Health Services' (AHS) Provincial Partner Oversight Team (PPO Team) appreciates your commitment to providing the Outreach Immunization Program to your facility's residents and staff.

This document has suggestions that may help with organizing and implementing your immunization program when using a community immunization provider (such as a pharmacy or private OHS company).

### Facility Planning/Preparation

- Assign an Immunization Coordinator(s) at your facility to lead the program and liaise with the community provider.
- Identify a community immunization provider:
  - Contact your facility's pharmacy provider or seek another community pharmacy that may offer outreach immunization services **or**
  - Contact a private OHS company that may offer outreach immunization services.
- Share the Pharmacy Immunization Outreach Worksheet for the 2024-2025 season with your identified community immunization provider(s) and have them return the completed Worksheet to you. This Worksheet will also help you complete the PPO Survey.
- Work with your community immunization provider to plan and schedule immunization clinic(s) to be completed as outlined in the Alberta Outreach Immunization Program Policy.
- If you are having difficulty identifying an appropriate community immunization provider, contact the PPO Team at [congregatelivingjimmsupport@albertahealthservices.ca](mailto:congregatelivingjimmsupport@albertahealthservices.ca) for assistance.
- Familiarize yourself with the current outreach immunization resources available:
  - [The Alberta Outreach Immunization Program Policy](#)
  - [Seasonal Immunization Program Orientation Requirements | Alberta Health Services](#) found on [Influenza Immunization for Health Professionals | Alberta Health Services](#)
  - [Immunization Program Standards Manual | Alberta Health Services](#)

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## Education and promotion

- Discuss with community immunization provider how immunizations will be offered; a central location or by going room to room.
- Create a plan to educate all staff and residents on the importance of outreach immunizations. The [PPO webpage](#) has resources on immunization education and training resources.
- Place posters in key areas promoting the importance of immunization and outlining clinic dates/time. Education posters can be found on the [PPO webpage](#).
- Emphasize the importance of immunization for visitors via family email, newsletters or with signage in key areas such as elevators/entrances.
- Share outreach immunization clinic reminders with staff, for example send emails, provide reminders at staff meetings, or use word of mouth.
- Attend or review the Fall 2024-2025 Outreach Immunization Program annual orientation. In some Zones this is offered during the Fall Forum presentation, which may also be recorded and posted by the program providing it. For more information contact the PPO Team at [congregatelivingjimmsupport@albertahealthservices.ca](mailto:congregatelivingjimmsupport@albertahealthservices.ca)

## Consent

- It is the responsibility of all immunization providers to have a process in place to obtain informed consent from the individuals they are immunizing as per the Immunization Competencies for Health Professionals.
- For Alberta Health Services staff, please refer to the Informed Consent Standard information located on Insite and your zone specific standards.

## Adverse Event Following Immunization (AEFI)

- All unexpected reactions must be reported to the AHS AEFI team. Reporting of an unexpected reaction must occur **within 3 days** of the health practitioner determining or being informed that a resident or staff member has had an unreported AEFI. Report to the AHS AEFI team:
  - Connect Care users, complete the AEFI Report Form in Connect Care.

# Facility using community immunization providers

- Non-Connect Care users, complete and submit the Online Form: [Adverse Event Following Immunization Reporting](#).
- If unable to complete online, call 1-855-444-2324 (1-855-444-CDCI).
- Additional information on AEFIs can be found in the following resources:
  - [Adverse Events Following Immunization \(AEFI\) policy for Alberta immunization providers - Open Government](#)

## Strategies to address vaccine hesitancy

- Promote immunizations as an important component of staying healthy for both residents and staff.
- Use the resources on the [PPO Team Webpage](#) regarding Vaccine Hesitancy and Vaccine Fatigue.
- Encourage staff to support the Outreach Immunization Program by sharing their reasons for getting immunized with others.

## More information and resources

Contact the PPO Team at:

- [congregatelivingjimmsupport@albertahealthservices.ca](mailto:congregatelivingjimmsupport@albertahealthservices.ca)
- 1-855-444-2324