

# Yearlong Flu Vaccination Program

At Brigham and Women's Hospital (BWH) in Boston, the influenza program never ends. The hospital works year-round to plan and provide influenza vaccination to staff. Here's a sample calendar:

## February/March

- Collaborate with pharmacy personnel to order the appropriate amount of influenza vaccine for the coming season.

## April/May/June

- Develop occupational health service budget for upcoming employee influenza program (EIP).
- Submit proposed EIP budget to management and secure required funding.
- Maintain ongoing communications with vaccine supplier regarding vaccine order (done by pharmacy).
- Order Centers for Disease Control and Prevention (CDC) educational materials on influenza for upcoming season.
- Monitor influenza updates from CDC regarding upcoming flu season (*Morbidity and Mortality Weekly Report* and [www.cdc.gov](http://www.cdc.gov)).

## July/August

- Conduct kickoff meeting of flu planning committee (OHS and infection control) for upcoming EIP.
- Select annual theme for EIP (e.g., Bee Wise — Immunize).
- Develop preliminary promotional and logistical plan for EIP.
- Maintain ongoing communications with vaccine supplier regarding vaccine order (done by pharmacy).
- Monitor influenza updates from CDC regarding upcoming flu season.

## September

- Conduct flu planning committee meeting.
- Refine promotional and logistical plan for EIP.
- Order promotional balloons, buttons, posters, and stickers.
- Make preliminary arrangements for per-diem nurse staffing during Flu Shot Week (first full week in November).
- Begin promoting EIP to employees via print and electronic communications.
- Begin receipt of influenza vaccine by pharmacy.
- Monitor influenza updates from CDC.

## October

- Conduct flu planning committee meeting.
- Provide training for nursing and administrative staff assisting with EIP.
- Continue promoting EIP to employees via print and electronic communications.
- Finalize logistics and staffing plan for EIP.
- Receipt of influenza vaccine by pharmacy.
- Receipt of promotional balloons, buttons, posters, and stickers.
- Monitor influenza updates from CDC.
- Be prepared to initiate EIP early if there are signs of an early season, as in Fall 2003.

## November

- Administer vaccinations to employees during Flu Shot Week (first full week in November).

- Monitor operations daily during Flu Shot Week; troubleshoot as necessary and identify opportunities for improvement.
- Conduct additional influenza clinics on main campus and off site, as required.
- Conduct flu rounds on nursing units.
- Continue influenza vaccination communications to employees.
- The CDC recommends that health care worker vaccination begin in October. Although Brigham and Women's Hospital holds their Flu Shot Week at the beginning of November, they offer influenza vaccine as soon as it becomes available each year.
- Monitor influenza updates from CDC.
- Once admission of patients with influenza to the health care facility begins, monitor nosocomial transmission of influenza, assess health care worker vaccination rates in those patient care areas with nosocomial transmission, and revisit with influenza vaccine cart.

## December

- Conduct additional flu clinics on main campus and off-site, as required.
- Offer influenza vaccine wherever and whenever providing OHS services to employees.
- Provide vaccinations in OHS clinics on walk-in basis.
- Offer influenza vaccine to all BWH employees exposed to patients with influenza.
- Critique completed on Flu Shot Week; identify opportunities for improvement.
- Monitor influenza updates from CDC.

## January

- Offer influenza vaccine wherever and whenever providing OHS services to employees.
- Provide vaccinations in OHS clinics on walk-in basis.
- Offer influenza vaccine to all BWH employees exposed to patients with influenza.
- Critique completed on employee vaccination campaign; identify opportunities for improvement.
- Develop preliminary estimates of vaccine order quantities for next influenza season.
- Monitor influenza updates from CDC.

## February/March

- Offer influenza vaccine wherever and whenever providing OHS services to employees
- Provide vaccinations in OHS clinics on walk-in basis.
- Offer influenza vaccine to all BWH employees exposed to patients with influenza.
- Finalize vaccine order quantities for upcoming influenza season and order from supplier via pharmacy.
- Monitor influenza updates from CDC.

## April/May/June

- Begin planning for next year's immunization program.
- Develop OHS budget for upcoming EIP.
- Submit proposed EIP budget to management and secure required funding.
- Maintain ongoing communications with vaccine supplier regarding vaccine order (done by pharmacy).
- Order CDC educational materials about influenza for upcoming season.
- Monitor influenza updates from CDC regarding upcoming influenza season.