



2015 Facilitator Guide

Your nurse will need a space with one or two tables or empty desks, at least two chairs and a waste receptacle. If you have a large number of people, when possible, please schedule groups accordingly, by department, area, floor, bldg. etc. One nurse can do about 30 shots per hour.

FLYERS (Forms Page) – Make as many copies as you require. It can be helpful to use bright-colored paper as it draws attention to the sign. **We have found that information and notification regarding clinic dates and times significantly impacts employee attendance.** Post signs in places like break rooms, time clock areas, elevators and parking garages. If you have the ability to email notices, please send out multiple messages as reminders to your employees. You can e-mail them the consent form as well.

SIGN-UP SHEET & SIGN-IN SHEET (Forms page) - Use these forms for your own internal use to find out how many people we can expect and then to track who did show up.

CLOTHING – Please encourage people to wear clothing for easy access to their upper deltoid muscle at the top of the shoulder. Send a reminder the day before your clinic.

CONSENT FORMS – **Spanish and English consents can be found on the MHI website on the Forms page.** Please copy as many consent forms as your clinic requires. It is very helpful if you pass out these forms and have employees complete them prior to attending the clinic. We have found that attendance increases when the consent form is made available in advance. Please be sure to have plenty of copies available for use during the clinic as well. If individuals are to pay by cash, we request they pay by check or money order made payable to MHI. **NO CASH PLEASE!** Have people make the check out in advance along with their consent form. Thank you for your cooperation.

RESTRICTIONS

Children 6 months & up only with written parental permission.

FLUMIST needs to be ordered in advance. Ages 2-49.

CHILDREN ages 11 – 17 need written parental permission for the Tdap vaccine.

PREGNANT WOMEN need a written or faxed note from their physician.

IF YOU HAVE QUESTIONS, PLEASE EMAIL, CALL OR FAX:

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