

# Peer Vaccination Program

A convenient way for departments to increase vaccination rates.  
Designated staff within a department may vaccinate coworkers anytime.

## Eligibility Criteria:

- Department must have a designated medication refrigerator that has been inspected by Pharmacy
- Department must maintain a log of refrigerator temps to be checked twice daily
- Designated vaccinator must be a licensed nurse, pharmacist or PA

## Manager Registration:

1. Begin registration process [here](#).
2. Complete the Manager Form.
3. Select staff to be peer vaccinators.
4. Email instructions to designated vaccinators.



## Peer Vaccinator Registration:

1. Begin registration process [here](#).
2. Review Peer Vaccination Program training.
3. Complete registration form (link will be sent by Mgr).
4. Once you've received confirmation, begin giving flu shots.
5. Document flu shots using REDCap Documentation Survey.

## How to Order Flu Vaccine:

### Inpatient Departments:

- VUH, VCH, and VPH inpatient units/departments will purchase Flu Vaccine for the PVP via the [PVP Order Form](#) in REDCap.
- Orders can be completed by managers or their designee.
- Flu Vaccine orders must be received by noon on Friday and will be delivered weekly on Tuesdays.

### Outpatient Departments:

- OHO Clinics will order directly from the OHO pharmacy.
- All other outpatient departments/clinics will order directly from their regular pharmacy.

All medication should be stored in a designated medication refrigerator that has been inspected by Pharmacy.

## Reimbursement:

Documented vaccines on verified Vanderbilt employees will be reimbursed, at cost, not to exceed the OHC's cost, to the designated cost center. Note: We cannot reimburse for vaccine provided to non-employees.

## Peer Vaccinator Training:

### Peer Vaccination Protocol:

Ask 3 questions prior to administering the flu vaccine:

- Do you have a severe egg allergy?
- Have you had an allergic reaction to a prior flu shot?
- Have you had Guillian-Barrè syndrome?

If they answer "yes" to any question, do not vaccinate the employee.  
Refer them to the Occupational Health Clinic.

If the answer to all questions is "no", offer the Vaccine Information Sheet and administer 0.5ml flu vaccine IM in the deltoid muscle (do not use alternate sites).

- Activate your safety device!!!
- Document the vaccination (using link sent by your mgr.)
- DO NOT access eStar to document vaccine given to coworkers!!

OHC will upload the vaccine records into the OHC tracking system and eStar. Allow 1 week for records to be uploaded.

Click [here](#) to access Peer Vaccinator FAQs and the Vaccination Information Sheet for 2022.

## Documentation:

OHC will verify employment status for each employee and document vaccinations in Occupational Health Information System (OHIS). OHIS sends the vaccination information to eStar. **Do not access a coworker's medical record in eStar to document a flu vaccine.**

For complete program details, visit the [Health & Wellness Peer Vaccination Program website](#).

Questions? Contact Occupational Health Clinic at 615-936-0955

