



from the Immunization Action Coalition

# Vaccinating Adults:

# A Step-by-Step Guide



### STEP 5: ADMINISTERING VACCINES

Materials and Resources for You to Use

#### TOOLS FOR PROVIDERS

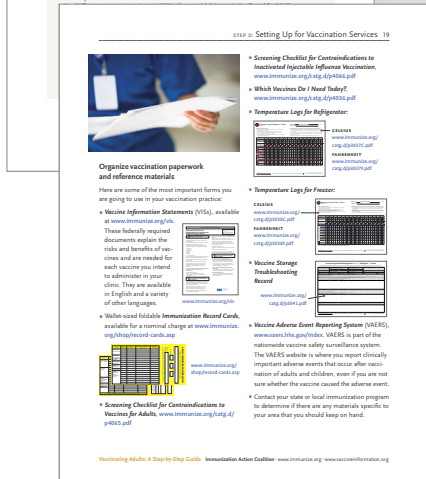
- Administering Vaccines in Adult Clinics, Retail, Site, and Health Care [PDF]
- How to Administer Intramuscular and Subcutaneous Vaccines [PDF]
- How to Administer Intradermal, Intradermal, and Intranasal Vaccines [PDF]
- Immunization Site Map [PDF]
- Immunization Techniques: Best Practices with Infants, Children, and Adults [PDF]
- Medical Management of Vaccine Reactions in Adult Patients [PDF]
- Rights of Medication Administration [PDF]
- Skills Checklist for Immunization [PDF]
- Summary of Recommendations for Adult Immunization

#### ADDITIONAL PROVIDER RESOURCES

- ACIP General Best Practice Guidelines for Immunization (GCI) [PDF]
- Know the "7 Rights" of Vaccine Administration [PDF]
- Recommended Adult Immunization Schedule, United States (CDC) [PDF]
- Recommended Adult Immunization Schedule - International [PDF]

#### INFORMATION FOR PATIENTS

- Vaccine Adverse Event Reporting System (VAERS) [PDF]
- Vaccine Injury Reporting Program (VIRP) [PDF]
- Vaccine Information Statements (VIS) and Translations [PDF]
- Vaccine with Diabetes: How to Use Them [PDF]
- VAERS Table of Reportable Events Following Vaccination [PDF]



### STEP 4: Setting Up for Vaccination Services



#### Screening Checklist for Communications to Inactivate Hypoallergenic Immunization

www.immunize.org/cfg/416102.pdf

#### Which Vaccines Do I Need Today?

www.immunize.org/cfg/416103.pdf

#### Temperature Log for Refrigeration

www.immunize.org/cfg/416104.pdf

#### Temperature Log for Freezer

www.immunize.org/cfg/416105.pdf

#### Vaccine Storage Troubleshooting Record

www.immunize.org/cfg/416106.pdf

#### Vaccine Adverse Event Reporting System (VAERS)

www.immunize.org/cfg/416107.pdf

#### Vaccine Injury Reporting Program (VIRP)

www.immunize.org/cfg/416108.pdf

#### Screening Checklist for Communications to Vaccinate for Adults

www.immunize.org/cfg/416109.pdf

#### Organize vaccination paperwork and reference materials

Here are some of the most important forms you are going to use in your vaccination practice.

#### Vaccine Information Statements (VIS)

These federally required documents explain the risks and benefits of vaccines and are needed for each vaccine you intend to administer in your clinic. They are available in English and a variety of other languages.

#### Wall-sized foldable Immunization Record Cards

available for a nominal charge at [www.immunize.org/immunization-cards.asp](http://www.immunize.org/immunization-cards.asp)

#### Screening Checklist for Communications to Vaccinate for Adults

www.immunize.org/cfg/416109.pdf

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#### Vaccine Injury Reporting Program (VIRP)

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#### Vaccine Adverse Event Reporting System (VAERS)

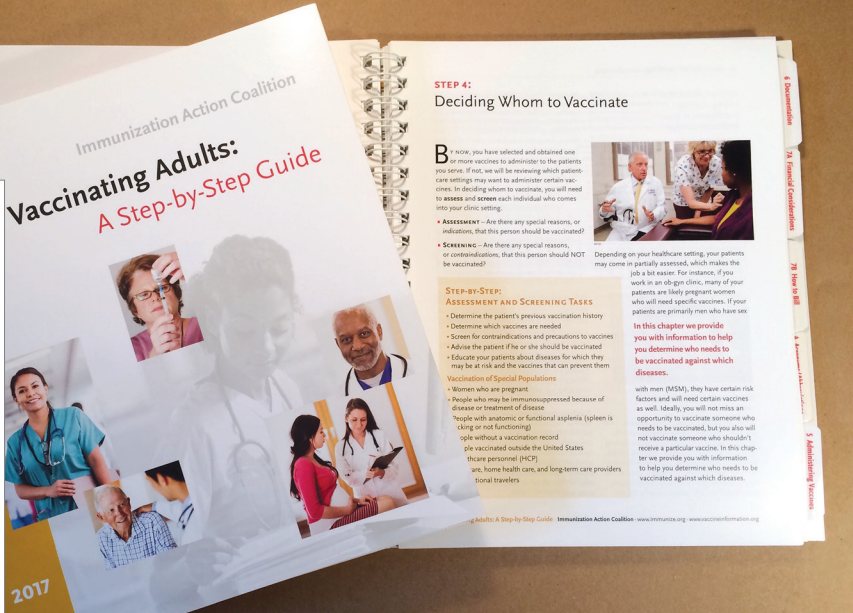
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#### Vaccine Injury Reporting Program (VIRP)

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## Vaccinating Adults: A Step-by-Step Guide

### STEP 4: Deciding Whom to Vaccinate

Now, you have selected and obtained one or more vaccines to administer to the patient you serve. If not, we'll be reviewing which patient care settings may want to administer certain vaccines. In deciding whom to vaccinate, you will need to assess and screen each individual who comes into your clinic setting.



- ASSESSMENT** - Are there any special reasons, or indications, that this person should be vaccinated?
- SCREENING** - Are there any special reasons, or contraindications, that this person should NOT be vaccinated?

#### STEP-BY-STEP ASSESSMENT AND SCREENING TASKS

- Determine the patient's previous vaccination history
- Determine which vaccines are needed
- Screen for contraindications and precautions to vaccines
- Advise the patient if he or she should be vaccinated
- Educate your patients about diseases for which they may be at risk and the vaccines that can prevent them

Depending on your healthcare setting, your patients may come in partially assessed, which makes the job a bit easier. For instance, if you work in an ob-gyn clinic, many of your patients are likely pregnant women who will need specific vaccines. If your patients are primarily men who have sex with men (MSM), they have certain risk factors and will need certain vaccines as well. Ideally, you will not miss an opportunity to vaccinate someone who needs to be vaccinated, but you also will not vaccinate someone who shouldn't receive a particular vaccine. In this chapter we provide you with information to help you determine who needs to be vaccinated against which diseases.

People who may be immunocompromised because of disease or treatment of disease. People with anatomic or functional asplenia (spleen is large or not functioning). People without a vaccination record (live vaccinated outside the United States, healthcare personnel (HCP), sex, home health care, and long-term care providers, international travelers).

This comprehensive, easy-to-use "how-to" guide for vaccinating adults provides:

- ▶ **Practical steps to help you implement or enhance adult immunization services in your healthcare setting, including**
  - setting up for vaccination services
  - storing and handling vaccines
  - deciding which people should receive which vaccines
  - administering vaccines
  - documenting vaccinations (including legal issues)
  - understanding financial considerations and billing information
- ▶ **Hundreds of web addresses and references to help you stay up to date**

The development of this guide was supported by the National Vaccine Program Office (NVPO) and the Centers for Disease Control and Prevention (CDC). Expert staff from NVPO and CDC provided early technical review of the content.

[www.immunize.org/guide](http://www.immunize.org/guide)

Available for Free Download or Purchase

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  - Suitable for double-sided printing
  - Download at [www.immunize.org/guide](http://www.immunize.org/guide)
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