

Vaccinator Assistant Job Aid

Activity	Procedure	Forms
Assist vaccinator with form completion and coordination.	<ol style="list-style-type: none"> 1. Review medical history and consent form placing PVN sticker # on sections A, B, C, and D. 2. Place PVN sticker # on smallpox vaccination record of Immunization. 3. Place PVN sticker # on patient's chart/folder. 4. Assure critical information is obtained and signatures are in place on medical history and consent form. 5. Complete Smallpox vaccine record of Immunization. 	<ol style="list-style-type: none"> 1. Medical History form 2. Smallpox Vaccination Record of Immunization 3. Consent for Vaccination
Supply maintenance.	<ol style="list-style-type: none"> 1. Ongoing assessment & restocking of necessary clinic supplies. 2. Prepare clinic area. 	<ul style="list-style-type: none"> •
Vaccine re-constitution	<ol style="list-style-type: none"> 1. Prepare vaccine in accordance with package insert. 2. Record reconstitution date on bottle. 	<ul style="list-style-type: none"> •
Vaccination Concluded	<ol style="list-style-type: none"> 1. Direct patient to site care education and follow up area. 	<ul style="list-style-type: none"> •