



Flu Vaccination Coordinator's guide



Thank you for choosing Medisys as your flu vaccination partner

In this guide, you will find important information to simplify your life and to help make your vaccination campaign a success:

1. **How to plan and optimize your scheduling**
2. **Free tools to promote and track your campaign**
3. **How to prepare for each visit**

Please do not hesitate to contact the Medisys flu team at any point during your campaign if you have questions or if you require assistance:

MEDISYS FLU TEAMS

National Campaigns

1 800 499-1394 x3610
fluinfo@medisys.ca

Québec

418 681-0167
1 888 627-3224
grippequebec@medisys.ca

Montreal

514 499-2777 x3610
1 800 499-1394 x3610
flumontreal@medisys.ca

Ottawa

613 521-8313 x224
1 877 557-5550 x224
fluottawa@medisys.ca

Toronto

416 364-0246 x2282
flutoronto@medisys.ca

Calgary

403 233-7084 x100
1 800 661-1476 x100
flucalgary@medisys.ca

Vancouver

604 669-8188 x0
1 866 681-2400 x0
fluvancouver@medisys.ca

All other cities in Canada 1 800

499-1394 x3610
fluinfo@medisys.ca

**Our goal is
to simplify your
healthcare
experience**



1. Planning and optimizing your schedules

In order to reserve the appropriate amount of resources to deliver a flawless campaign, we will require certain information for each of your locations:

- Your preferred dates as well as any time restrictions you may have for each location (outside of regular business hours)
- Detailed addresses of all of your locations (including room numbers).
- The number of participants (per location)
- The name and phone number of the contact person at each site
- If anyone under 16 years of age may be registered to be vaccinated
- * We cannot guarantee service outside of regular business hours, but we will do our best to accommodate.

2. Free tools to promote and track your campaign


To simplify your on-site flu vaccination program, we have created an online booking tool that your employees can use to:

- **schedule their appointment**
- **change or cancel their appointment time, and**
- **receive reminders and instructions**

As the employer, you will have access to daily participation reports as well as a virtual communication plan to help maximize flu program participation rates.


For more information call the flu team.

**The key to
a successful
flu campaign
lies in its promotion**



DON'T GO VIRAL -
GET THE FLU SHOT.

**Protect yourself. Protect others.
Stay flu free this season.**



**We are hosting an on-site
flu clinic for our employees.**

Date:

Location:

Contact HR to schedule your flu shot.

st. john's québec montréal ottawa toronto calgary vancouver medisys.ca

Promotional poster

3. Preparing for your flu clinic

A Medisys nurse will contact each local flu coordinator the day before the visit to confirm their presence. Please contact us at any time if you have questions about your flu program or to confirm details. During your flu clinic, the nurse will meet with each participant to review their medical information and administer the vaccine.

The local flu coordinator is responsible for the following flu program elements in order to ensure the proper flow of events:

- Reserve a private room¹, equipped with:
 - a table
 - two chairs
 - a garbage can
 - a phone
- Provide a sufficient number of chairs outside of the private room for those waiting to be vaccinated and for those waiting after receiving the vaccine. For participants, please provide:
 - a table
 - pens
 - copies of the consent form/ medical questionnaire

For flu coordinators:

- **Please arrive at your location at least 30 minutes before the start of your flu clinic in order to greet the nurse and direct her to her room.**
- **Please provide the nurse with a copy of the day's schedule.**
- **Please make yourself available to the nurse during the clinic (contact participants who are late for their appointment, etc.).**
- **Please ensure that each participant waits at least 15 minutes near the nurse after being vaccinated and at least 30 minutes before leaving the building.**

¹If a private room is not available, folding screens can be used. Medisys requires a private area due to the fact that participants may discuss confidential medical information and possibly need to remove certain articles of clothing to vaccination.

