



## Planning and Managing Employee Influenza Immunization Campaigns—a Year-Long Effort

*Here's a handy Monthly Planning Calendar of steps to follow in running your next employee influenza vaccination program.*

### July/August

- Set up an Employee Influenza Immunization Campaign Planning Committee
- Schedule and hold Committee kickoff meeting (monthly meetings thereafter)
- Determine campaign dates, theme, and preliminary promotion plan
- Work with your pharmacy to schedule vaccine deliveries with vaccine supplier
- Begin regular monitoring of influenza updates from Centers for Disease Control and Prevention (CDC) using *MMWR Morbidity and Mortality Weekly Report* and [www.cdc.gov](http://www.cdc.gov)

### September

- Prepare and order campaign communication materials (promotional items, flyers)
- Arrange “per diem” nursing and administrative staff for campaign week
- Provide training for nursing and administrative staff
- Finalize logistics and staffing plan for campaign week
- Monitor receipt of promotional items, such as balloons, stickers, pins
- Finalize and distribute campaign communication materials (posters, flyers, etc.)
- Begin receipt of influenza vaccine by pharmacy
- Continue campaign communications, CDC monitoring, and pharmacy receipt of influenza vaccine

### October

- Administer vaccinations to employees during first full week of month, monitor daily operations, and pinpoint ways to improve efficiency
- Administer vaccinations at other locations on- or off-site as required
- Continue campaign communications and CDC monitoring

### November

- Continue to immunize employees
- Continue administering influenza immunizations on- and off-site as needed

## **December**

- Encourage and offer vaccination to all unvaccinated office staff
- Analyze quantity of immunizations given, identify ways to improve participation

## **January**

- Repeat steps taken in December
- Develop preliminary estimates of vaccine order quantities for next influenza season

## **February/March**

- Continue offering vaccinations to those in need, including employees exposed to patients with influenza
- Determine vaccine quantities needed for next year's influenza season; place order with vaccine supplier to ensure ample supply

## **April/May/June**

- Develop campaign budget for fall influenza season
- Present budget and secure funding
- Coordinate and oversee communications between pharmacy and vaccine supplier
- Order educational materials from vaccine supplier and CDC for fall season