



Team Lead Checklist

- 1. Call the Client 1-2 weeks prior to the event.** Contact information is found in Shiftboard.

"Hello! This is ___ from Pathways Wellness Program. I am the Team Lead for your immunization clinic coming up and I'm calling to confirm any last minute details. I'll be arriving at ___ which is 30 minutes before the clinic start time." Confirm Parking/Entrance/Day of Event

"Is there anything else that we should know"?

Any updated information should be reported to Colleen so that the shift in Shiftboard can be updated.

- 2. You will be contacted by the office to schedule a time to get your supplies.** Please respond promptly! Check that all supplies are correct and sign the Order Form. This will put vaccines INTO your inventory.
- 3. Arrive to the event on time** with all supplies and set up your table:
 - Tablecloth with Pathways Logo
 - Laptop, connected to the internet with TimeTap & SIIS
 - Clipboard with preprinted consent forms & pens
 - Give Immunization Clinician:
 - Vaccine Information Sheets
 - Vaccine Record Cards
- 4. Complete all tasks on the Clinic Summary Sheet**
- 5. Connect with the Site Contact** and identify ways we can work with them on other wellness programs.