|  |  |  |
| --- | --- | --- |
| **Month** | **Lead** | **Activities** |
| **July / Aug** |   | * Determine Team Members
* Select Annual Theme
* Develop Promotional Items
* Develop Kick-Off event
* Communicate with vaccine supplier
* Create new user in NHSN, if needed
 |
| **September** |   | * Create logistics plan- who, when, where
* Order promotional items
* Create staffing schedules
* Monitor CDC influenza updates
 |
| **October** |   | * Train staff on paperwork, tracking, VIS
* Check receipt of vaccine and promotional activities
* Implement “kick off event” with lead message from physician or CEO
 |
| **November** |   | * Flu shot clinic in set location
* Additional Flu shot clinics in off hours and in all departments
* Monitor CDC influenza updates
 |
| **December to March** |   | * Promote flu vaccine again with first case in state, in county, in hospital
* Identify specific departments with low rates and identify improvements
 |
| **April** |   | * Complete data and ensure access to NHSN
* Determine effectiveness of the program and document
* Develop budget for upcoming ear
 |