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| **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 |