

## DFM Policy & Procedure Manual

<input checked="" type="checkbox"/> Clinical Operations <input type="checkbox"/> Administrative <input type="checkbox"/> Other	Effective Date: 5/1/2009	<input checked="" type="checkbox"/> Original <input type="checkbox"/> Revision	Page <u>  1  </u> <u>      </u>	Policy #
<b>Title: Immunization Screening</b>				

Effective Date: May 1, 2009

**Scope:** All clinical care staff directly working with patients and giving immunizations.

**Purpose:** To provide staff working with patients at the University of Wisconsin Department of Family Medicine residency clinics screening questions to ask every patient prior to giving a vaccine.

**Guidelines:** When a patient is here for an office visit, urgent care or nursing only (including with a LPN or MA) appointment, the patient care staff should review the patient records to verify the patient does not have any over due immunizations. After review of the patient's records, if the patient is over due or scheduled to have an immunization, the following steps should be followed:

1. When the clinician has ordered the patient to receive certain immunizations, the clinical staff will check the medication against clinician's order and clarify any inconsistencies in the dose or drug against the clinician's order. Once this has been confirmed, assemble the needed immunizations and fact sheets.
2. Enter the Medication, lot #, Manufacturers name, Expiration date and where the injection is to be given in RECIN/WIR.
3. Enter the patient's information into the EPIC encounter (.medquest) and provide the appropriate documentation for the immunization needed.
4. Prior to administering ANY immunizations, the clinical staff will ask the following screening questions:
  - a. Verify Allergies
  - b. Past reactions to previous immunizations
  - c. Possibility of Pregnancy
  - d. Fever today
  - e. Weakened immune system or family member with weakened immune system. (HIV/AIDS or another disease that affects the immune system)
  - f. Any new medications taken in the past 24 hours?

If the patient has answered YES to any of the above screening questions, the clinical staff will consult the ordering clinician prior to giving the immunizations.

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**AUTHORIZATION:**

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**Vice Chair of Clinical Care Date**

**Date 5/1/2009**