



Important Vaccination Day Requirements

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Room Set-Up

- Please ensure that a suitable consultation room and vaccinating area is provided. A meeting room is ideal. (Note: tearooms are not advisable)
- A screened off area for privacy is important if the room is open. At times, private consultation may be necessary as those with tight sleeves may be required to remove tops or shirts prior to vaccination.
- Two chairs will be required, one for the person being vaccinated as well as the nurse.
- It is ideal to provide a jug of water and cups in case the recipient feels faint.
- Please encourage recipients to wear suitable clothing to enable the top of the arm to be exposed.
- The vaccinator nurse will arrive 10 minutes prior to the booking time to set up equipment. The vaccinations should commence at the booked time.

Vaccinating Procedure

- A designated coordinator should arrange for employees to attend in **groups of 10, at 10 minute intervals** per vaccinator. All employees should be clearly notified of their particular time slot. The coordinator should also ensure **consent forms are read and signed prior to the vaccination.**
- Our vaccinator will be onsite for a designated time and will be continuing on to other appointments that day. The duration of your booking will depend on how many people you expect to be vaccinated. Therefore your assistance in minimising any delays would be greatly appreciated.
- Each person vaccinated **MUST** remain seated in an area within close proximity to the nurse for 10 to 15 minutes following vaccination. This is a requirement to accommodate the rare instance of any side effects or fainting, if they were to occur it would most likely be within this time period and the nurse needs to be able to respond immediately.

Thank you for your cooperation and assistance. We look forward to providing you with a professional and efficient vaccination service.