



# Strike Team Onboarding

Christopher Broucek PHA II Strike Teams Coordinator



# Welcome!

- Welcome new Sunbelt Chicago Department of Public Health Contractor
- You are coming in at a very busy and exciting time in which our team is responsible for creating and maintaining mass vaccination clinics for the COVID-19 Vaccine. In this position you will be coordinating vaccination strike teams, assisting with IT support at mass vaccination clinics, supporting your fellow teammates.
  - Being apart of the CDPH Immunizations team means that all positions support the overall success of the Immunizations Department and flexibility is the key to the success of the position



# Immunizations Department Team

Deputy Commissioner: Maribel Chavez-Torress MPH, CHES

Medical Director of Pediatric Infectious Disease: Dr. Marielle Friccone

Medical Director of Communicable Diseases: Dr. Candice Robinson

Public Health Administrator III: Kevin Hansen (direct supervisor)

Clinical Coordinators: Van Quach and Anna Esquivel

MRC Volunteer Coordinator: Janita Caine

Project Coordinator: David Juen (coordination for VCMS and Mass Vaccination Operations).

COVID-19 Immunizations Project Manager: Alexander Mukanda

Public Health Administrator II Provider Enrollment: Gira Patel





# PHA II: Strike Team Administrator



- Job Description:
- Overview: At CDPH all employees are expected to perform their position as well as the ability to be flexible and adapt to what is needed of the team. In this role you will be responsible for coordination of strike events directed by your supervisor, the deputy commissioner, and medical director.
- Key Responsibilities:
- Lead Coordination of Strike Team Vaccination events under guidance of supervisor.
- Act as the main Person of Contact (POC) with strike facility liaison to set up dates, appropriate number of staff for said strike clinic, facilitate vaccination clinic flow.
- Proper set up and registrations via Vaccination Clinic Management System (VCMS)
- Strike Point of Dispensing (POD) Clinic Pre-Shifts and Post-Shot Hot Washes for Staff on site
- Proper data collection of each strike site to properly enter the correct logistical information into VCMS
- This description is not limited to any other job responsibilities





# Strike Team Overview

What is a Strike Team and Strike Team Operations



# What is a “Strike Team”

- A vaccination strike team is a public health strategy that is used to cover small samples of people within a population usually located in a facility for social benefice such as drug treatment centers, senior facilities, and other requested facilities deem appropriate by the medical director (Dr. Candice Robinson)
- These teams are not to be used on large facilities such as safety net hospitals or any other main hospital as they use resources.





# Strike Team Structure and Hierarchy

- Public Health Administrator II: Responsible for coordinating events located by the medical director and epidemiology team. You are the soul coordinator for vaccination strike teams so be aware of your time commitments.
- Vaccinators: At strike events you are endowed 1-2 sunbelt vaccinators (nurses) that will travel to said strike events
  - For COVID-19 vaccine 1 vaccinator will be prepping the vaccine and one will be administering.
  - If more staff is needed consult with Supervisor or Clinical Coordinators
- Clerks/Registrars: Depending on how big the event is, you will be endowed 1-2 registrars depending on the number of pre-registered individuals.





# Strike Clinic Event Operations

- Initiating the event
  - You will be directed by the medical director/supervisor when a strike clinic is needed, and they will give you information for the facility point of contact.
  - When coordinating strike events there is certain information that you need to collect that is identified on the strike teams spread sheet.
  - The most important information to collect is the survey date, confirmed dates, operational and clinic times, location, facility contacts (plant manager, HR manager, operations manager, etc..)
  - The survey of the facility needs to be done prior to scheduling the event, the survey of facility needs to be approved before confirmed the vaccination date.







# Survey Operations

- Once gathering all the information of the strike team clinic location, within the same week of confirming clinic dates, you must survey the site.
- Surveying is an imperative role to initiating the strike site location. Surveys are use to deem the sites appropriateness. Strike sites are different then mass vaccination sites because they are different
- Key details to identify
  - Clinic Space (e.g small room, separate area that is also public for persons to vaccinate)
  - Separate entrances and exits, if it does not exist how will flow of patient be determined to prevent crowding, overlapping of vaccination clients/patients
  - Location of bathrooms, emergency exits, and break areas for staff.





# Pre-Clinic Planning

- Once facility has passed survey check, necessary items that are necessary to be completed before the event
- Items to be accomplished before event
  - Identify staffing parameter (usually 1 vaccinator and registrar for 50-75 people per event)
  - Complete mobile vaccination pack [administrative materials](pack list is located in the vaccination room)
  - Identify vaccinator to complete the clinical material pack for the vaccination event one day prior to the event.
  - Create Event in Vaccination Clinic Management System (VCMS) created by David Juen
    - Items include to Staff Events, send facility person of contact (facility POC) client/patient registration power point.





# Important Training Documents

- Strike Team Client Registration: Located in Strike Team Modules Power Point
  - This is to be sent to Facility POC to use to instruct their staff how to register for the date of the strike team clinic
  - Please thoroughly understand how to train facility POC through this process.
- Building a Site through VCMS: Training by David Juen, Patrick Irving, Emma Gelman, or Christopher Broucek





# Administrative Clinic Pack

- Can be done by Strike Team Administrator or Clerk
- Tablets (iPads)
  - All paperwork that needs to be filled out has already been given to the vaccination client electronically when they register. Administrative items are back up in case of system failure.
- Items Needed to complete pack
  - Pens, Clipboards, Immunization cards
  - Thermometers (Temporal)
  - Face shields, masks, cava ripes
  - HIPAA Forms
  - Vaccine Information Statements (VIS)
    - In this case COVID-19 Vaccine uses Vaccination Fact Sheet





# Clinical Pack

- Items needed for Vaccinators
  - Table paper
  - Cava wipes
  - Sharps container
  - Band-Aids
  - Alcohol Wipes
  - Vanish Point Syringes ( 100 or more depending on pre-registration)
  - Hand Sanitizer (1 per person)
  - Gloves (2 per vaccinator)
  - Face Shields



# Administrative Overview

**Navigating during a pandemic**



# Introduction to Administrative Duties

- First and foremost, Kevin Hansen is your supervisor and is very good at directing to where you should go.
  - First step familiarize yourself with the MS Teams Strike Team workgroup. You will find all of my past work there. Though this material is important you must translate all other clinic materials





# Master Spreadsheet and Tablets

- Since you will be coordinating vaccination site, you must check out each tablet that is leaving the West Side CDC office even if you yourself is not going to said strike site.
  - This is located on the master spreadsheet under the iPad inventory checklist
  - This is crucial in keeping tack of where the iPads are at all times since you will be liable for them
  - You are given a total of 10 iPads that have been designated to the strike team.
  - This spreadsheet also contains many tabs that will be useful to organize your activities such as calendars, iPad inventory, confirmed sites, site list development, and vaccination lot information
  - This is just a rough introduction and feel free to alter/improve as you see fit.







# Weekly Meetings

- Monday
  - Community Vaccination: 3pm-4pm
  - Leader: Emily Zaran Sr Emergency Preparedness Manager
  - Meeting includes the topic of Strike Teams and will update the community vaccination workgroup on the ongoings of what clinics are in the works.
- Wednesday
  - Technology and Data: 11am-12pm
  - Leader: David Juen Project Coordinator Immunizations Department
  - Meeting Includes technology updates in terms of VCMS, this meeting you can bring issues in technology to light.
- Thursday
  - 1 )Healthcare Enterprise: 10am-11pm
  - Leader: Molly Gabaldo and Emma Gelman
  - Purpose of this meeting at the moment is primarily to ensure provider enrollment into I-CARE has been completed so providers can receive the COVID-19 vaccine
  - 2) All Hands Meeting with Dr. Arwady : 9am-10am
    - A meeting that focuses on all updates concerning coronavirus and the city of Chicago.
- Friday
  - Vaccination Fridays 9am-10am
  - This meeting encapsulates all workgroups and their updates
  - Currently on hiatus till future notice.

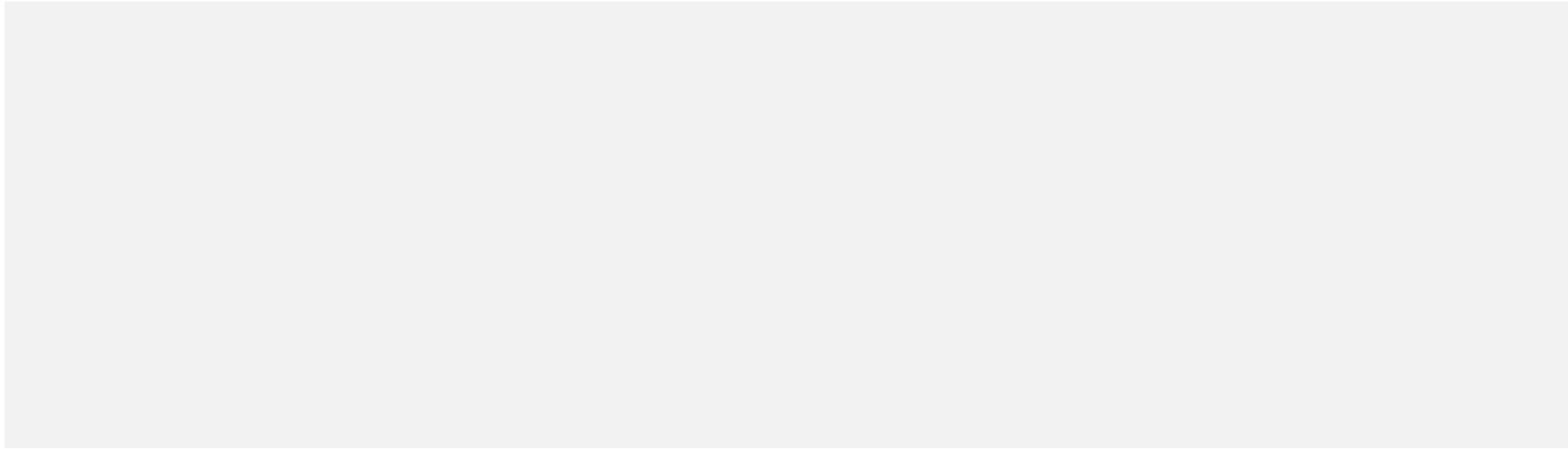




# Final Welcome

- This power point is a general overview from the previous strike team administrator Christopher Broucek, my email for questions concerning forward motion in this program is [Christopher.Broucek@cityofchicago.org](mailto:Christopher.Broucek@cityofchicago.org) and [cbroucek@mcw.edu](mailto:cbroucek@mcw.edu). Good luck during this interesting, exciting, and confusing time!
  
- Welcome to the team!





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