



**OCCUPATIONAL HEALTH SERVICES
FLU LIAISON VACCINATION PROGRAM**

Liaison vaccination program

The Liaison Influenza vaccine program offers a convenient way for departments to increase vaccination rates. By designating staff to vaccinate coworkers, Occupational Health Services can expand access to the flu vaccine throughout the health system. We encourage departments with the ability to provide flu vaccines to participate in the program.

Requirements:

- The department /unit/clinic must have a designated medication refrigerator that utilizes the TempTrak monitoring system.
- Vaccinators must be trained in administering intramuscular injections. Roles include nurses, medical assistants, pharmacists, PAs, and physicians.

To designate a liaison, contact Daisy Demlow at daisyv@med.umich.edu .



Occupational Health Services has implemented Enterprise Health, a new medical record health system, replacing HealthRx. Liaisons will be able to continue administering flu vaccines and document them in Enterprise Health.

Occupational Health Services is limiting who can be designated the liaison role since a license must be purchased for each liaison. **Only employees that are qualified to administer flu vaccines can be assigned the liaison role in Enterprise Health. The person entering the flu vaccine in Enterprise will be recorded as the vaccine administrator.**

Flu vaccines should be entered into Enterprise Health at the time of administration, or soon after.

Flu vaccines will no longer go to MiChart but will be sent to MCIR (the state registry). MiChart patient records will update when the immunization inquiry is visited within the chart and will display immunizations from MCIR.

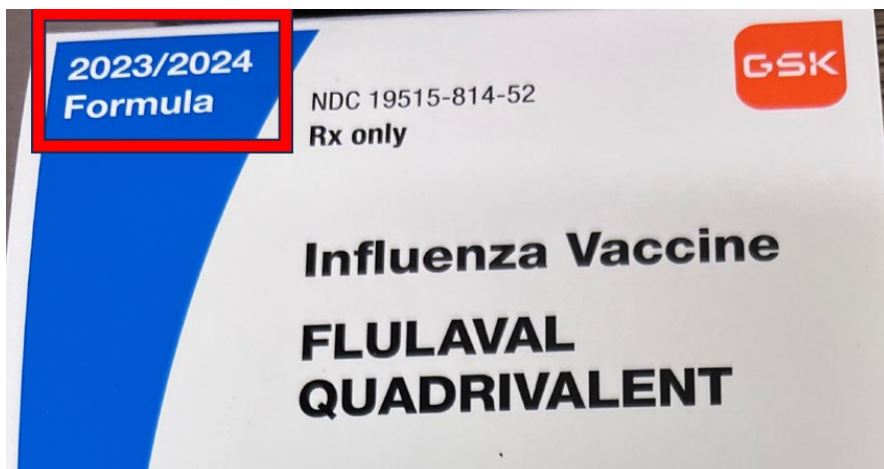
Medical Record Numbers (MRNs) are no longer required to receive a flu shot. The only requirement is a badge.



IMPORTANT!

CHECK YOUR OMNICELL / FRIDGES BEFORE PICKING UP OR RECEIVING FLU VACCINE FROM OHS TO ENSURE THAT YOU DO NOT HAVE ANY FLU VACCINE FROM LAST FLU SEASON.

THE BOXES LOOK THE SAME AS LAST YEAR SO BE SURE TO CHECK THE UPPER LEFT CORNER FOR THE 2023-24 FORMULA.



Obtaining Flu vaccine from Occupational Health Services

For University Hospital, CVC, Cancer Center, Children Women's Hospital, UH South, and Taubman Outpatient clinics

- Flu vaccine can be picked up from Occupational Health Services, 3rd Floor Med Inn during office hours 8:00am – 4:00pm.
- Do not attempt to order flu vaccine for employees from B2 Pharmacy.
- High Dose Flu vaccine (for 65+ y.o) and FluBlok (egg-free) are available to pick up upon request. These will only be distributed by doses needed due to limited supply. FluMist is only available at OHS by appointment.

For offsite locations including primary care and specialty care centers

- Click on the [2023 Employee flu vaccine order link](#) to place an order for flu vaccine to be delivered to your site.
- Do not attempt to order flu vaccine for employees from B2 Pharmacy.
- High Dose Flu vaccine (for 65+ y.o) and FluBlok (egg-free) are available to pick up upon request. These will only be distributed by doses needed due to limited supply. FluMist is only available at OHS by appointment.

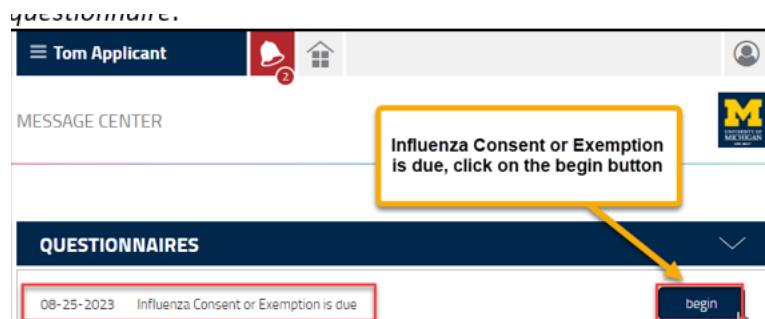
STEPS FOR EMPLOYEES TO FOLLOW IN ORDER TO RECEIVE A FLU VACCINE FROM A LIAISON

BEFORE an employee can receive a vaccine from a department flu liaison, they will need to complete the Influenza Questionnaire in their [Enterprise Health Portal](#)

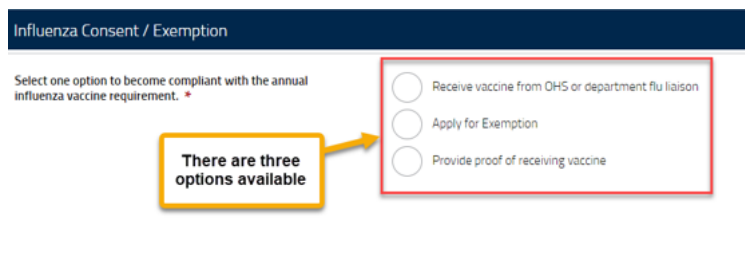
1. Log into the [Enterprise Health Portal](#) with their level 1 sign in.
2. Click on the Bell icon to see new messages



3. Under Questionnaires, begin the ***Influenza consent or Exemption Questionnaire***.



4. Select the option to receive vaccine from OHS or department flu liaison.



5. Complete the Questionnaire and Submit.

ENTERPRISE HEALTH DOCUMENTATION FOR FLU LIAISONS

Go to <https://enterprise-health.umich.edu/>
Log in with your Level 1 password

As a liaison, you will be directed to this screen for documentation:

Do NOT use this to enter proof of outside vaccination.

Injection / Immunization

Patient	<input type="text"/>						
Injection / Immunization	<input type="text"/>						
Contraindication	<input type="text"/>						
Administering Location	Occupational Health Service (Main Clinic) <input type="text"/>						
Vial / Lot #	<input type="text"/>						
Manufacturer	<input type="text"/>						
NDC	<input type="text"/>						
Expiration Date	MM DD YYYY <input type="text"/>						
Administering Date	08 30 2023 17:18 <input type="text"/>						
Administrator	<input type="text"/>						
Route	<input type="text"/>						
Site	<input type="text"/>						
Dose	<input type="text"/> mL <input type="text"/>						
Strength	<input type="text"/>						
Series #	<input type="text"/>						
Reaction / Comments	<input type="text"/>						
VFC Status	Private Pay/Private Insurance <input type="text"/>						
Funding Source	Private Funds <input type="text"/>						
Next Due	MM DD YYYY <input type="text"/>						
VIS Handouts	<table border="1"><tr><td>Name</td><td><input type="text"/></td><td>Add</td></tr><tr><td colspan="3">scan barcode or type name <input type="text"/></td></tr></table> <p>Date VIS Handout(s) Given: 08 30 2023 <input type="text"/></p>	Name	<input type="text"/>	Add	scan barcode or type name <input type="text"/>		
Name	<input type="text"/>	Add					
scan barcode or type name <input type="text"/>							

Add Injection

ENTERPRISE HEALTH DOCUMENTATION FOR FLU LIAISONS

Injection / Immunization	
Patient	
Injection / Immunization	
Contraindication	
Administering Location	
Vial / Lot #	
Manufacturer	
NDC	
Expiration Date	
Administering Date	
Administrator	
Route	
Site	
Dose	
Strength	
Series #	
Reaction / Comments	
VFC Status?	
Funding Source?	
Next Due	
VIS Handouts	

The fields in red are required.

Patient: You can look up a patient by name or their UMID. MRNs are not used in Enterprise Health.

Injection/Immunization Select Influenza IIV4 P-Free. The selections will populate as soon as you begin typing.

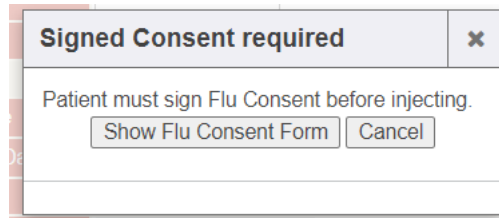
Vial/Lot #: This field is free text but it will remember the last lot# that was entered (until you log out).

Manufacturer: GlaxoSmithKline

Expiration date: 6/29/2024

ENTERPRISE HEALTH DOCUMENTATION FOR FLU LIAISONS

If you get this pop-up box:



The employee hasn't completed their questionnaire yet. They must complete it in their portal before they can receive a flu vaccine.

Direct them to their Enterprise Health Patient portal at <https://enterprise-health.umich.edu/>

Or QR code:



**ENTERPRISE HEALTH DOCUMENTATION
FOR FLU LIAISONS**

**DO NOT use the flu injection page to enter flu
vaccine proof !**

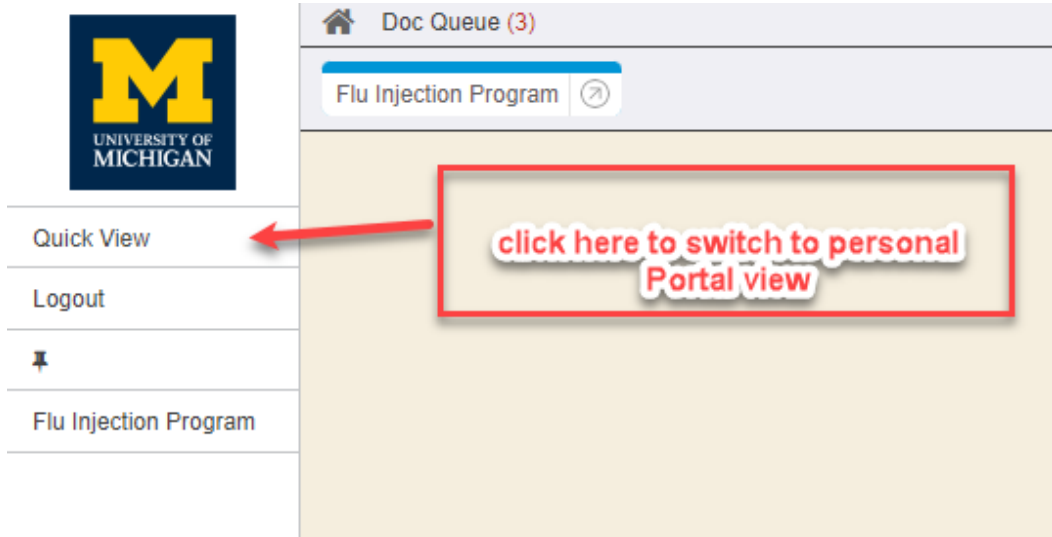
They must submit it through their portal in
Enterprise Health. Direct them to:

<https://enterprise-health.umich.edu/>

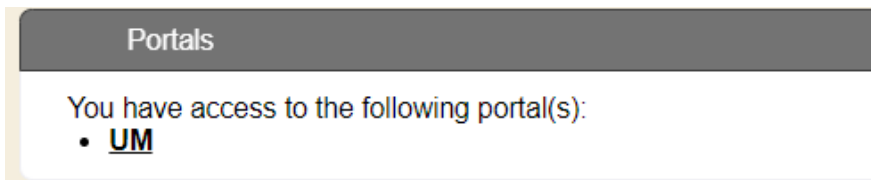
Or QR code:




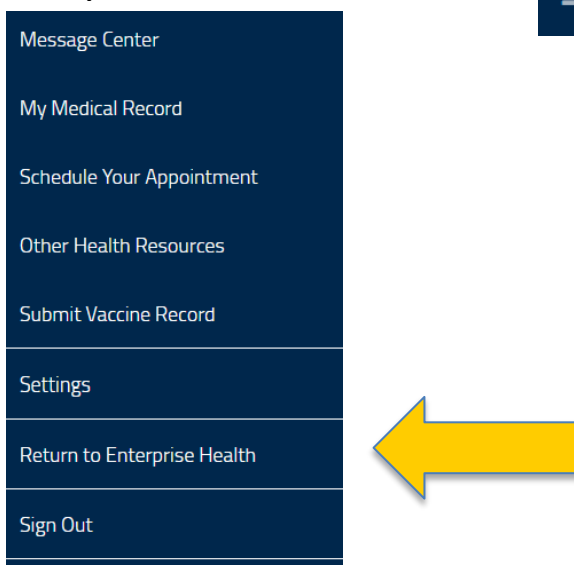
To access your own portal in Enterprise Health, click on Quick view in the left panel:



Under Portals, Click UM



To return to the injector screen, click on Return to Enterprise Health under the  menu.



IMPORTANT DATES

November 1, 2023 Deadline to submit Medical or Religious Exemption Requests

November 30, 2023 Flu vaccine return. Please return unused flu vaccine to OHS. If you are done vaccinating in your area, it can be returned earlier. Do not return it to B2 Pharmacy!

December 1, 2023 Flu vaccine deadline

Contact Information

For medical or clinical questions:

Jennifer Demucha MSN, RN

Administrative Manager

Office: 734-936-9246

Email: jdemucha@med.umich.edu

For compliance, Enterprise Health, or vaccine questions:

Daisy Demlow

Program Manager

Office: 734-936-9244

Pager: 60545

Email: daisyv@med.umich.edu

Clinical Procedure for Influenza Administration

Storage:

Store vaccine syringes at 35-46 degrees F. **Do not freeze.** For transport/temporary storage, you may pack vials of vaccine in their boxes in a cooler with cool packs. Be sure to place a barrier between boxes and cold packs to avoid freezing.

Preparation:

Shake syringe to re-suspend vaccine. Attach appropriate size needle to syringe. It is not necessary to dispel all the air out of the syringe prior to injection.

Administration:

- Provide Vaccine Information Statement (VIS) for review.
- Prefilled single dose syringes are latex and preservative free. They do not contain thimerosal or latex.
- Gloves are not necessary when administering intramuscular injections since bleeding is not anticipated. If a blood spill occurs, wipe spill with alcohol solution and wash and sanitize hands. If hands are chapped or abraded, gloves should be worn.
- Hands must be cleansed with alcohol skin sanitizer between patients. If hands become visibly soiled, soap and water must be used
- Clean deltoid site with alcohol. Non dominant arm is preferred in case of local tenderness/swelling.
- Flu vaccine is administered intramuscularly into the deltoid muscle at a 90 degree angle. Use a 22-25 g needle at least one inch in length to ensure penetration into muscle, not subcutaneous tissue. In obese individuals, use 1.5" needle. **No need to aspirate prior to injection.**
- If an individual is taking blood thinning agents, care must be taken to apply pressure to the site after IM administration to prevent bleeding.

Assessment/management of vaccine reactions in adult patients:

Localized:

- Soreness, itching or swelling at injection site. Apply cold compress to site.
- Slight bleeding: Apply compressive bandage. If bleeding continues, apply direct and firm pressure and observe.
- Near syncope (usually vagal reaction): Lie patient down with feet elevated. Assess airway, blood pressure/pulse and consciousness.

Anaphylaxis: Generalized itching or hives, angioedema (swelling of lips, face or tongue), wheezing, shortness of breath, hypotension, faintness.

- Call for physician backup if in immediate area or 999 (or 911 for offsite areas).
- Protect airway.
- Administer 0.3-0.5 cc of 1:1000 dilution of aqueous epinephrine IM (IM is preferable to SQ) (Epi Pen gives 0.3 cc)
- Administer diphenhydramine 50-100 mg orally or 50-100 mg IM
- Monitor patient; assess vital signs and consciousness every 5 minutes. Call 999 (or 911 for offsite areas) if vital signs deteriorate or patient loses consciousness. Begin CPR as appropriate.
- May repeat epinephrine dose after 10 minutes for up to 3 doses.
- **Syncope:** Check for neck/head injury before moving patient. Lie supine with feet elevated. Assess breathing, blood pressure and pulse. If consciousness not immediately regained, call 999 (or 911 for offsite areas).

Contraindications/Precautions

- Previous severe allergic reaction to an influenza vaccine, regardless of the component suspected to be responsible for the reaction.
- History of Guillain-Barre within six weeks of receiving a prior flu vaccine.
- Fever > 101.5 F (38.6 C).
- Medications that thin blood (except aspirin): not a contraindication but need to apply pressure after injection. May alter the INR in patients taking warfarin.

Egg/chicken allergy: The CDC recommendations have changed to allow administration of influenza vaccine for those with mild allergies to eggs.

Employees with concerns regarding an egg allergy reaction to a flu vaccine should be referred to Occupational Health Services for vaccine.

Deltoid Site for IM Injection

