

# Off-site Clinic Pre-Checklist

Request by submitting the Off-Site Clinic Request form to [vacteam@utah.gov](mailto:vacteam@utah.gov).

All off-site clinics coordinated by Utah facilities using publicly-funded vaccine(s), must obtain approval from the Utah Immunization Program at least two weeks prior to the event. Before requesting approval for an off-site clinic, the facility must meet certain requirements. Additional information is required, with the submission of the request form, and at the end of the off-site clinic.

Date Submitted	Facility Name
Person Completing Checklist	

PRIOR TO REQUESTING APPROVAL FOR AN OFF-SITE CLINIC:		
Yes	No	<b>Portable refrigerator/freezer and/or conditioned qualified pack-out designed to transport vaccines.</b> • Soft-sided coolers and/or vaccine shipping containers are <b>NOT</b> allowed.
Yes	No	<b>Digital data logger (DDL) with a current certificate of calibration that meets CDC requirements.</b> • DDL(s) are required for each portable refrigerator/freezer and/or qualified certified pack-out. • Detachable buffered probe that best reflects vaccine temperatures (e.g., a probe buffered with glycol, glass beads, sand, or Teflon®). • Alarm for out-of-range temperatures. • Low-battery indicator.
Yes	No	<b>The ability to document and record temperatures every hour during the duration of the off-site clinic.</b> • Date, time and staff initials are required every hour during the duration of the off-site clinic. • Documentation will be required.
Yes	No	<b>Inventory of Federal/State supplied vaccines for off-site clinic(s).</b> • Vaccine Type      • NDC      • Lot Number      • Expiration Date      • Quantity
Yes	No	<b>All vaccine forms, including but not limited to:</b> • VFC eligibility screening tools      • Current VIS (paper or electronic form)
Yes	No	<b>In the event of a temperature excursion, an emergency response plan is in place to allow for immediate action.</b> • Additional information will be required.
Yes	No	<b>Emergency medical kit is available at the off-site location for the duration of the clinic.</b> • Including epinephrine and equipment for maintaining an airway.
Yes	No	<b>All vaccination providers at the off-site clinic are certified in CPR and must be:</b> • Familiar with sign and symptoms of anaphylaxis, • know their role in the event of an emergency, and • Know the location of epinephrine and have been trained in indications and use.
Yes	No	<b>Adequate infection control supplies on site, including but not limited to:</b> • Adhesive bandages      • Hand hygiene      • Sharp containers      • Syringes • Biohazard containers      • Sterile alcohol wipes      • Sterile needles

If you answered NO to any of the above requirements, you are not eligible to hold an off-site clinic and your request for approval will be denied. Please contact [vacteam@utah.gov](mailto:vacteam@utah.gov) or Provider Relations Rep for additional assistance and guidance.

Facilities that hold off-site vaccination clinics without prior approval, may be terminated from the enrolled program(s), subject to fines and/or reimbursement. Contact [vacteam@utah.gov](mailto:vacteam@utah.gov) for additional assistance.