

Requesting COVID-19 Vaccination Staff

California COVID-19 Vaccination Program



Medical facilities such as primary care and pediatric clinics may request supplemental staff to assist with COVID-19 vaccine administration and support of COVID-19 vaccination activities. Requests are made through the provider's Medical Health Operational Area Coordination (MHOAC) program.

Key Points

- State-contracted vaccinator and support staff are available to assist with vaccination, pending availability and eligibility, as described below.
- Requests will be reviewed to ensure that they meet CDPH requirements.
- Staffing costs are covered by the State; there is no cost to the provider.
- Requests should be submitted as soon as a need is recognized. Please allow 1-2 weeks or more for deployment.
- Staff must be used **only** for COVID-19 vaccine administration and support of COVID-19 vaccination activities.
- Each staff person is available for up to 50-60 hours per week. Clinics can potentially leverage the additional hours to expand hours of vaccine administration and/or share staff across clinic sites.

Available Staff Classifications

- Lead RN
- RN
- LVN/LPN
- Administrative staff
- MA
- Lead LVN/LPN
- CNA
- Administrative lead
- Project manager

How To Request Staff

Follow these instructions to request staff to assist with COVID-19 vaccination activities.

Step	Description
1.	Contact your local MHOAC (Medical Health Operational Area Coordination) coordinator to get started.
2.	Ensure all local resources are reasonably exhausted before submitting a request. <ul style="list-style-type: none">• The MHOAC coordinator can help identify local resources.
3.	Once local resources have been exhausted, submit your request as advised by the MHOAC coordinator. <ul style="list-style-type: none">• The coordinator can assist with completing your request and may ask questions to clarify your request and assist with matching to appropriate staff.• The submitted request will be sent to the vaccine deployment team maintained by the Medical and Health Coordination Center for review.
4.	The vaccine deployment team will reach out to the point of contact listed on your request to confirm dates and locations.
5.	Staff will be deployed.

Frequently Asked Questions

What qualifications do staff have?

- Staff are trained on MyTurn and have been onboarded with either the Vaccine Administrator or Administrator Assistant training videos.
- Staff have an active practicing license from whichever state they are approved in and have passed a drug screening and background check. All clinical staff have verified certifications and credentials.
- Staffing agencies ensure that provided staff have training on immunization of pediatric patients.

What types of providers can request staff?

- Primary care providers and pharmacies who have limited staff available for vaccination services; please note that pharmacies may not use LVNs as vaccinators.

What requirements must provider locations meet to qualify for staffing?

Providers must be enrolled in the California COVID-19 Vaccination Program (or receive vaccine directly from the federal government) and meet the following requirements:

- Site does not seek insurance reimbursement nor collect up-front payment for COVID-19 vaccine administration fees.

- Community outreach and engagement was conducted for this site with a focus on highest risk communities.
- The registration process addresses limiting factors such as digital disparity, lack of access to public transportation to site, or need for a focus on disadvantaged groups.
- Site collects data on client’s demographic information.
- Site supports highest-risk communities and underserved populations (for example, supports individuals with disabilities, limited English-proficiency clients, and/or transportation, restricted groups).
- Provider has a plan to monitor equitable vaccine distribution and make improvements based on evaluations.

Are staff covered by malpractice insurance at the state level, or would they be operating under the clinic’s insurance coverage?

- Malpractice and insurance are covered by the vendor staffing agency—not the clinic.

Is vaccination/booster status vetted by the staffing agency, and are they in compliance with state vaccine mandates for HCWs?

- All Contract Staff from the COVID Staffing Vendors are mandated to follow CDPH Healthcare Worker vaccine mandates and guidelines. (See [State Public Health Officer Order Healthcare Worker Vaccine Requirements](#).)

How will invoices for the staff be handled?

- The State will not invoice the requestor for staffing costs. Invoicing will be handled by the State.

Can I use the same staff at different locations/clinics?

- Send a separate request per event site; if we determine that it is logistically possible to use the same staff for multiple locations, we will coordinate the placements, but we must have documentation of each location where staff are located. If there are any changes in sites, please notify the VaccStaffTeam@cdph.ca.gov immediately.

I want to use the staff for a mobile vaccination clinic or school-based clinics. Is that possible?

- Yes. There is a question on the request form that allows you to indicate if the staffing request is for a mobile site or school-based site.

What is the duration of the deployment?

- You can request staff for up to 30-day deployments; extensions can be requested thereafter.