

CLINIC READINESS CHECKLIST

TECHNICAL READINESS

- One device (laptop/tablet) per:
 - Vaccine administrator duo
 - Check-in/registration
 - Post-vaccination observation area
 - Note: Microsoft surface is recommended**
- Chrome browser preloaded on devices
 - Clear cache
 - Bookmark [My Turn Provider Portal](#) to toolbar
- Staff IT Personnel on site to support
- Number of vaccine stations on clinic site ____#
- Confirm "MiFi" technology / hotspot available
 - Yes. ____# of hotspots available
 - No. Coordinate / order ____# of hotspots for clinic launch

DAY 1 PRE-CLINIC: Onboard, welcome, intake

- Conduct introduction call with My Turn Onboarding Liaison
- Complete and return Clinic Scheduling Form to Liaison **by end of Day 1**, including:
 - Clinic Details
 - Vaccine Inventory
 - Hours of Operation
- Complete and return New User List Form to Liaison **by end of Day 1**

DAY 2 PRE-CLINIC

- Direct clinic staff to training materials and/or have them attend training session(s)

DAY 3 PRE-CLINIC: Prepare, load, train

- Connect with My Turn Onboarding Liaison to confirm setup in My Turn system
 - If setup is complete, confirm clinic staff have received My Turn email and can log in to system
- If applicable, direct recently added clinic staff to training materials and/or have them attend training session(s) **by end of Day 4**

DAY 4 PRE-CLINIC

- Confirm clinic staff have received My Turn email and can log in to system
- Confirm clinic staff have reviewed training materials or attended training session

DAY OF CLINIC: Go-live

- Confirm checkpoints are scheduled with My Turn Onboarding Liaison throughout day
- Conduct morning training for staff 1-2 hours prior to clinic opening
- Provide Clinic Manager or site lead with New User List Form to enroll unregistered vaccine administrators / auxiliary staff via Help Desk
- Confirm that any recently added clinic staff have received My Turn email and can log in to system
- Inform staff on process to route password reset/login issues to Help Desk