



FOR HR MANAGERS

Workplace clinic planning checklist

Use this printable checklist when planning an on-site flu or other vaccination clinic. Tick each item as you confirm it. The order matches our typical 4–6 week scheduling lead time. For a tailored quote, send the answers (or just call) — most quotes are turned around within one business day.

1 • Set the scope (4–6 weeks before the clinic)

- Confirmed expected headcount (we typically need 15+ staff for an on-site clinic).
- Decided which vaccines to offer (annual influenza, COVID-19 booster, dTpa booster for new parents, others on request).
- Decided the funding model: employer-funded for all staff, voucher subsidy, or staff-pays.
- Identified preferred dates (typically March–May for flu season; second-choice and back-up dates included).
- Confirmed the on-site venue and a private room or screened area for vaccinations and the 15-minute observation period.
- Identified an internal coordinator who will be on-site on the day to direct staff and answer questions.

2 • Confirm the contract and quote (3–4 weeks out)

- Quote received (per-dose cost + call-out fee). Quote is valid for 30 days.
- Service agreement signed and returned.
- Invoicing arrangements confirmed (purchase order number provided if needed).
- Date locked in and confirmed in writing.

3 • Run staff communications (2–3 weeks out)

- Internal announcement sent (date, time slots, location, what to bring).
- Booking link distributed to all eligible staff.
- Reminder email scheduled for one week before, and 24 hours before.
- Staff with allergies, immunocompromise, recent illness or pregnancy advised to flag this at booking so the immuniser can review.
- Translation arranged for any staff whose preferred language is not English (TIS National 131 450 is available at no cost).



4 • Confirm logistics (1 week out)

- Final headcount confirmed with provider.
- Venue access arrangements confirmed (parking, building access, lift access for vaccine fridge if required).
- Hand-washing facilities and rubbish bins available in the room.
- A table, chairs and access to mains power available for the immunisation team.
- A separate seating area arranged for the 15-minute post-vaccination observation.
- Internal incident-response process agreed for the rare event of a reaction (escalation to first-aid officer, location of nearest defibrillator).

5 • On the day

- On-site coordinator available from arrival through to pack-up.
- Signage posted to direct staff to the room.
- A copy of the staff list provided for the immunisation team to tick off as people are seen.
- Quiet space available for any staff who feel unwell during observation.
- Photographs of the set-up taken (with consent) for internal records.

6 • Post-clinic (within 1 week)

- Post-clinic report received from the provider (dose totals, AIR confirmations, anonymised summary).
- Each vaccinated staff member has a record on the Australian Immunisation Register — they can verify via myGov.
- Invoice received and processed.
- Internal feedback collected (short survey, 3 questions max).
- Date pencilled in for next year — repeat clients save coordination time and often secure better pricing.

A note on consent and privacy

Staff vaccination is voluntary. Personal medical information collected as part of pre-vaccination screening is held by the pharmacy as the AHPRA-registered health-service provider, not by the employer. Our standard report to the employer is anonymised — total doses delivered, no identifying information.



Common questions HR asks

HOW LONG DOES EACH VACCINATION TAKE?

About 5–7 minutes for the consultation, screening and injection itself, plus 15 minutes of observation. Plan for 25–30 minutes per staff member end-to-end on the day.

WHAT IF A STAFF MEMBER MISSES THE ON-SITE CLINIC?

Vouchers can be issued for missed staff to walk in to Priceline Pharmacy Sunshine Marketplace at any time during the season. Voucher cost matches the on-site cost.

CAN WE DO COVID-19 + FLU IN THE SAME VISIT?

Yes. ATAGI advises both can be safely co-administered, typically one in each arm. Many workplaces bundle them in autumn for convenience.

WHAT IS THE CANCELLATION POLICY?

Free cancellation up to 7 days before the booked clinic. Cancellations within 7 days incur the call-out fee, as the immunisation team has been rostered.

References

Australian Immunisation Handbook — current online edition. immunisationhandbook.health.gov.au

Pharmacy Board of Australia — Guidelines on practice-specific issues. pharmacyboard.gov.au

AHPRA practitioner register. ahpra.gov.au

Translating and Interpreting Service (TIS National). tisnational.gov.au · 131 450