



**HEALTH**  
DEPARTMENT  
*Caring today for a healthy tomorrow*

# **Push Partner Registry Guide**

**A healthcare provider's guide to provider-based distribution of pandemic influenza vaccine in Kent County**

**A Supplement to the Kent County Health Department  
Pandemic Influenza Vaccine Distribution Plan**

**November 2008**

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## Introduction

### **What is the Push Partner Registry?**

The Push Partner Registry (PPR) is a network of Health Care Providers in Kent County who have agreed to distribute government-sponsored vaccine to their staff and/or patients in the event of an influenza pandemic. Partners receive free vaccine and instructions directly from the Kent County Health Department (KCHD).

### **Why is the Push Partner Registry important?**

A timely public health response is crucial to reduce morbidity and mortality during an influenza pandemic. A primary component of the response will be the appropriate use of vaccine should it become available. The distribution of government-sponsored therapies likely will come via the local health department. Two options exist for the distribution of these therapies to high priority groups: **(NOTE: The term “dispensing” used in this document is defined as performing the actual vaccine inoculation.)**

**Pull Model** – The “pull” dispensing strategy involves opening a Point Of Dispensing (POD) site to “pull” people to an immunization clinic. PODs will be located throughout the county and will be operated by the local health department with support from staff of local emergency response agencies. Vaccine will be free.

**Push Model** - The “push” dispensing strategy involves pushing vaccine to places where people already are through cooperating organizations such as hospitals and other health-care agencies. Vaccine is provided free to these organizations so that they may dispense to their staff and their patients.

Both the pull and the push strategies will be used simultaneously to rapidly dispense vaccine throughout the county. KCHD has been working with emergency responder organizations and has been planning operations and staffing for the PODs. However, getting vaccine to the public in a timely fashion, particularly to residents that cannot or are unlikely to use PODs and to large numbers of employees through large businesses, requires partnership with organizations like yours. To this end, KCHD has developed the Push Partner Registry to dispense vaccine within Kent County in the event of an influenza pandemic.

## Prioritization of limited vaccine supplies

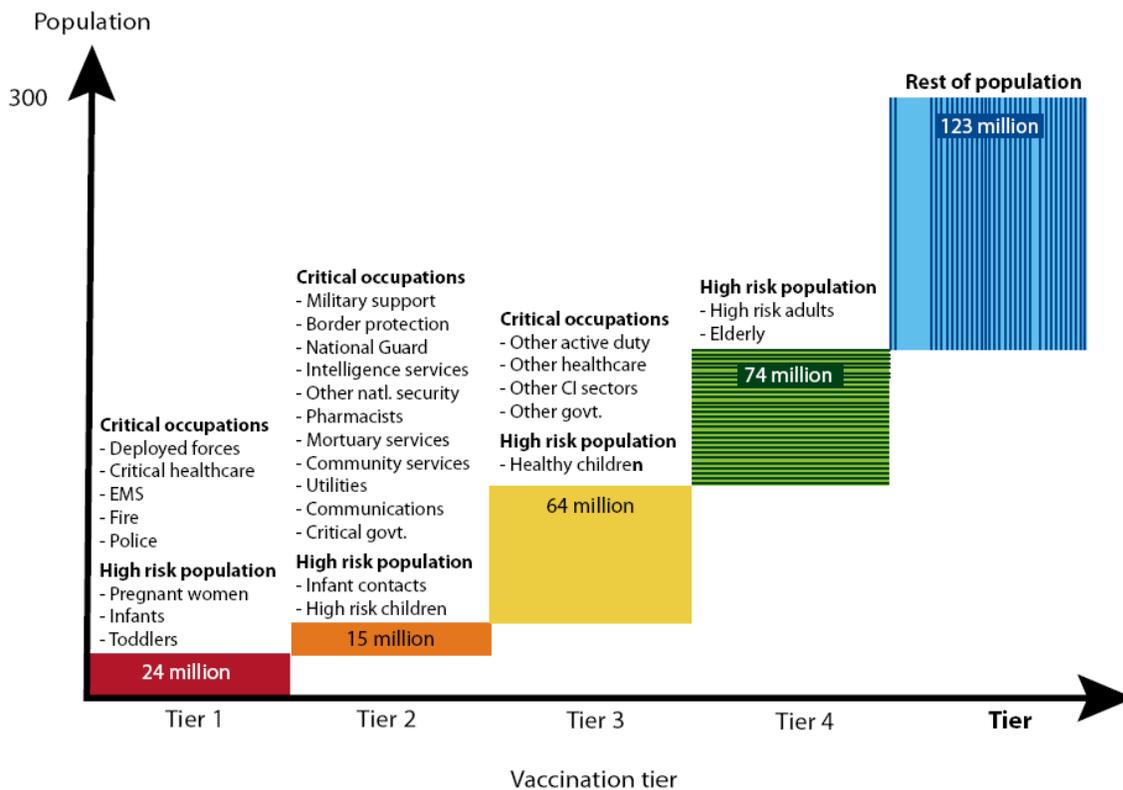
In the event of an influenza pandemic, it is expected that vaccine supplies will be limited and local health departments will not receive enough vaccine to immunize their entire community. To address this issue, the U.S. Department of Health and Human Services (HHS) has identified priority groups that will be considered for the early administration of vaccine, as it becomes available (*Guidance on Allocating and Targeting Pandemic Influenza Vaccine* [www.pandemicflu.gov/vaccine/allocationguidance.pdf](http://www.pandemicflu.gov/vaccine/allocationguidance.pdf)). Health care workers and the highest risk patients are designated to receive these treatments on a priority basis.

HHS has divided the entire population into five “tiers” (Figure 1). The first tier (Table 1) includes emergency responder organizations (Public Health and Public Safety Agencies, Critical Infrastructure Agencies and other disaster service workers) and critical healthcare organizations. Dispensing medications to emergency responders and critical healthcare personnel first will maintain critical county infrastructure so that medications can be delivered to the public.

**Push Partners will be essential for providing vaccine to:**

- “Critical healthcare” and “High risk population” in Tier 1
- “High risk population” in Tiers 2-4
- “Other healthcare” in Tier 3
- “Rest of population” in Tier 5

**Figure 1: Five Tiers from *Guidance on Allocating and Targeting Pandemic Vaccine 2008* from U.S. Dept of Health and Human Services ([www.pandemicflu.gov/vaccine/allocationguidance.pdf](http://www.pandemicflu.gov/vaccine/allocationguidance.pdf))**



**Table 1. Sub-prioritization among Tier 1 groups when vaccine supply is most limited**  
 Groups eligible to receive vaccine from Push Partners are in **bold**.

<b>Priority</b>	<b>Group</b>
1	<b>Front-line inpatient and hospital-based health care workers</b>
2	Deployed/mission-critical personnel
3	Front-line Emergency Medical Service
4	<b>Front-line outpatient health care providers</b>
5	Front-line fire and law enforcement
6	<b>Pregnant women &amp; infants 6-11 months old (equal prioritization):</b>
7	Others in Tier 1 (equal prioritization):
	<b>Health care workers not vaccinated previously in hospitals</b>
	<b>Health care workers not vaccinated previously in outpatient settings</b>
	<b>Home-health &amp; long-term care facilities personnel</b>
	<b>Children 12-35 months old</b>
	Emergency service providers
	Public health personnel
	Manufacturers of pandemic vaccine, antivirals & other response materials

**Why should my organization participate in the Push Partner Registry?**

- You will help KCHD vaccinate more people in less time, thereby reducing the morbidity and mortality associated with influenza in our community.
- You will provide a valuable and appreciated service to your employees and patients.
- You will have added assurance that your employees will come to work instead of going to a POD, thus improving your continuity of operations.
- You will receive pandemic influenza vaccine sooner than organizations that have not enrolled in the Push Partner Registry.

Push Partners are not obligated to participate in a mass vaccination effort; you will always be given the option to decline participation for any reason. Enrollment simply demonstrates your agreement to follow the procedures should you decide to participate. It also demonstrates your capacity to appropriately store and handle refrigerated vaccine.

## Enrollment

Health care agencies wishing to participate in the Push Partner Registry must complete a ***Push Partner Enrollment Form*** . Page two of the enrollment form lists the responsibilities of a Push Partners. Many of these procedures are already in place at health-care agencies that provide seasonal influenza vaccine; however, some additional planning may be required in order to comply with federal and/or state guidelines for dispensing federally-sponsored vaccine. KCHD is available to assist agencies in developing plans for Push Partner activities.

### **Instructions for Completing the *Push Partner Enrollment Form***

#### **Page 1**

- Fill in requested information. Be sure to designate a:
  - **Push Partner Coordinator and Alternate**  
Designate a primary and alternate contact at your facility to be the Push Partner Coordinator (see attached ***Push Partner Coordinator Job Action Guidelines***)  
The Coordinator and Alternate must be available 24 hours a day, 7 days a week in the event that vaccine needs to be distributed on a weekend or after hours.
  - **Coordinating Physician**  
Designate a coordinating physician to oversee the administration of vaccine. The physician does not have to be on-site, but staff will work under his/her direction.
- Before signing the enrollment form, complete page 2 (See Page 2 section below)**
- Sign and submit the form to the Emergency Preparedness Coordinator (EPC) at KCHD by mail or fax:.

**Dayna Porter  
Emergency Preparedness Coordinator  
Kent County Health Department  
700 Fuller Ave NE  
Grand Rapids, MI 49503  
OR  
Fax: (616) 632-7083**

You must renew your enrollment each year by completing this form. You will receive a reminder to renew from the health department each year.

#### **Page 2**

- Initial each box to indicate that your agency will be able to follow each procedure listed (see Section 3 below for descriptions of the procedures).
- Provide estimates of the number of front-line staff, other staff, primary care patients, patients aged 3 and younger, patients aged 4-18 years, and number of pregnant women seen in one year.

The EPC will review the Enrollment Form. Upon approval, the EPC will sign the enrollment form and send a copy for your records.

## Push Partner Procedures

### **A. Activation**

An influenza pandemic will not automatically prompt the Health Department to activate the Push Partner Registry. Similarly, receipt of pandemic influenza vaccine at the KCHD will not automatically prompt activation of the Push Partner Registry. Federal and state authorities will decide when and where government-sponsored pandemic influenza vaccine will be distributed. The decision to activate the Push Partner Registry will depend on several factors including, but not limited to, the number of doses allocated to Kent County, the incidence and severity of illness in the community, and any restrictions put forth by federal or state authorities.

Upon activation, the Health Department will send a **Health Alert** (see attached sample) to Push Partner agencies via fax or e-mail. The health alert will include:

- Status of the supply of pandemic flu vaccine.
- Mandated prioritization guidance for allocating vaccine.
- Procedures for ordering and picking up vaccine and supplies.
- Procedures for packing and transporting vaccine, including safety and security guidelines.

Included with the Health Alert will be a **Activation Status Form** (see attached sample). All Push Partners must return this form to KCHD as soon as possible to indicate if your agency intends to participate in the vaccination effort. If you do choose to participate you will also need to provide the following:

- Number of staff and/or patients in the groups eligible to receive vaccine according to the HHS prioritization guidance.
- Authorized representative and back-up to pick up vaccine (“courier”).

### **B. Allocating Vaccine**

Your estimated number of employees and patients will determine how many doses of vaccine are allocated to your organization; however, it is anticipated that vaccine supply will be limited. In this situation, KCHD will follow the guidelines set forth by the U. S. Department of Health and Human Services (DHHS) to prioritize allocation of vaccine (see Table 1). Consequently, Push Partners may only receive a partial allocation and be expected to follow the DHHS prioritization guidelines. Further allocation within the Push Partner Organization should to be made internally by the Push Partner organization. As more vaccine becomes available, Push Partners will receive additional allotments.

### **C. Picking up vaccine and supplies**

Persons authorized to pick up vaccine (hereon referred to as “couriers”) and supplies must present government or employer issued photo ID to pick up vaccine. They must follow all procedures in the Push Partner organization’s Vaccine Handling and Storage Plan (see Section D below), including cold chain management. They must bring their own cooler, cold packs, and packing materials unless arrangements have been made with KCHD. They must call KCHD when the vaccine arrives at their organization.

### **A Note about Supplies**

Some supplies such as syringes, alcohol pads, gauze, etc. will be available from local, state or federal authorities, but the supply may be limited. In addition, they may not be available at the same time as the vaccine. KCHD will make every attempt to provide supplies to Push Partners as soon as they become available.

Because of the potential delay in receiving supplies, Push Partners may opt to use their own supplies until it is no longer reasonable to do so. Each organization should continually evaluate their available resources and, when appropriate, suspend or stop Push Partner vaccinations in order to maintain adequate resources for their day-to-day functions.

### **D. Vaccine Storage and Handling Plan**

*You are not required to submit any of your vaccine storage and handling plans to KCHD, but they must be available for review upon request.*

It is essential that agencies have a Vaccine Storage and Handling Plan similar to that required for the Vaccine for Children (VFC) Program **or** as outlined in the CDC's *Vaccine Storage and Handling Toolkit* at [www2a.cdc.gov/vaccines/ed/shtoolkit/default.htm](http://www2a.cdc.gov/vaccines/ed/shtoolkit/default.htm). The Vaccine Storage and Handling Plan must include an Emergency Plan for responding to power outages. It must also include procedures for securing vaccine such as locked rooms, controlled access, etc. KCHD may visit your site if you are not, or never have been, a VFC Provider.

### **E. Safety and Security Plan**

*You are not required to submit any of your safety or security plans to KCHD, but they must be available for review upon request.*

Each Push Partner must have site-specific safety and security plans. Existing plans will likely suffice, but they must include the following:

- Evacuation plan (e.g. tornado and fire evacuation plans)
- Crowd control plan
- Written floor plan

Upon activation, KCHD will also provide the required safety and security guidelines to Push Partners based upon guidance from federal, state and/or county authorities, including law enforcement. Not providing or complying with the required safety and security provisions may result in your agency's inability to participate as a push partner until compliance is achieved.

### **F. Preparation**

Preparing the site and staff will be different for each Push Partner. Agencies are encouraged to consider the ways in which their standard clinic practices will need to be modified during a pandemic influenza vaccination campaign. It is important to consider that the vaccination response will likely be tiered: the first round of vaccinations will be for your front line staff; a second round may be to all other staff; subsequent rounds may be only for high-risk patient groups. Each round of vaccinations may require modifications to standard clinic practices.

## **G. Community/Media Relations**

KCHD will be responsible for ensuring coordinated and consistent messages to the media and public. KCHD will work with media outlets to inform the community about the pandemic influenza vaccine and the County's plan for distributing and administering vaccine, including the locations of Push Partners. Nevertheless, Push Partner organizations must designate a Public Information Officer (PIO) as a point of contact for the PIO at KCHD.

## **H. Vaccine Administration/Clinic Operations**

Each agency will follow their own plans for setting up the vaccination clinic(s) unless specific instructions are provided by KCHD. Providers must follow any standing orders that accompany the vaccine and should only distribute vaccine information sheets approved by KCHD.

## **I. Documentation**

Michigan Care Improvement Registry (MCIR) forms must be completed for each vaccine recipient, including adults. KCHD may also require Push Partners to use specific screening/health assessment forms, patient tracking forms and pandemic influenza-specific vaccine inventory logs. KCHD will work with Push Partners to ensure that the time commitment for completing supplemental forms is reasonable.

## **J. Discontinuing Push Partner Activities**

Push Partners will be notified by KCHD when vaccination clinic operations should cease. In addition, Push Partners should continually evaluate their available resources and suspend or stop vaccinations in order to maintain adequate resources for their day-to-day functions.

KCHD will provide instructions for returning unused vaccine and submitting forms. Push Partners may also need to submit an After Action Report (AAR) if requested. Instructions for completing an AAR will be provided at that time. The EPC may also invite the Push Partner Coordinators to a debriefing session.

## **Attachments**

**Job Action Guidelines – Push Partner Coordinator**

**Sample Health Alert for Push Partner Activation**

**Sample Push Partner Activation Status Form**

**Sample Push Partner Activation Instructions**

**Push Partner Registry Enrollment Form (included as a separate page)**