

Massachusetts Department of Public Health
Division of Epidemiology and Immunization

Preparing for a Hospital Smallpox Vaccination Training and Clinic

The following is a list of requirements which a hospital must have in place prior to hosting a smallpox vaccination training and clinic. We encourage you to collaborate with other area hospitals so that the MDPH can train and vaccinate your hospitals simultaneously.

Administrative tasks:

1. Ensure that hospital administration has approved the smallpox training and vaccination.
2. Each facility must be certified by the Massachusetts Department of Public Health (MDPH) Vaccine Management Unit to handle and store smallpox vaccine. To arrange for certification, please contact the Vaccine Management Unit at 617-983-6828.
3. Have in place a 24/7 telephone number that vaccinees can contact in case of concerns or questions following smallpox vaccination.
4. Ensure that there is a system in place to check smallpox vaccination site dressings prior to each shift for all vaccinees working at the hospital (even if not having patient contact). Document checks on paper, or via the HSVMS (a CDC developed, web based tracking system which uses the smallpox PVN as the identifier).
5. Have a system in place to conduct a Take Clinic 6 – 8 days after the vaccination clinic.
6. Have a system in place to conduct Adverse Event Active Surveillance for each vaccinee 21 – 28 days after the vaccination clinic.
7. Have system in place to pre-screen potential vaccinees, at least 2-3 weeks prior to the vaccination clinic and confirm that all vaccination candidates have been pre-screened prior to the clinic.
8. Have a system in place to confirm attendance of trainees.

Smallpox Clinic Staffing Recommendations:

- Smallpox Training and Clinic Coordinator (1)
- Support / video (2)
- Medical screeners (3)
- Vaccinators (2)
- Exit interviewers (2)

Please contact the MDPH at 617-983-6800 when you feel your facility is prepared to host a smallpox vaccination training and clinic. We will be pleased to arrange a training date and time with you.