

Registration

Procedure



Supplies

- Pens
- Consent Forms
- TotalWellness Privacy Practices Notice
- Participant Roster (if applicable)
- Flu Vaccine Information Statements (if applicable)

Definition & Purpose

The registration station is designed to welcome, check-in, and guide participants. If the site contact has provided you with a roster, check off individuals as they arrive at the event. Write in the names of individuals who did not sign up for the event and include the time they attended. At the end of the event verify that the quantity of individuals you have listed on the roster matches the quantity of consent forms collected/records entered into the iPad. Distribute consent forms to participants and assist with participant questions about the consent form.

It is also helpful for registration personnel to assist with crowd control and the completion of consent forms. The event ID and date can be filled in by registration personnel on all consent forms. On flu shot consent forms, registration personnel can also document the vaccine brand and lot number, if the same lot is being used for the entire event. Registration personnel should verify that consents are completely filled out by the participant prior to participating in the screening or flu shot service. Additionally, they should remind flu shot participants to roll up long sleeves prior to visiting the nurse.

Implementation

Welcome

- Welcome the participant and thank them for coming.
- Mark the participant off on the appointment roster, if applicable.

Consent Form

- Provide a copy of the consent form and instructions on how to complete.
 - Allow the participant to leave the unique ID field blank if they don't know their unique ID or if they aren't comfortable providing the information.
- For events with electronic onsite data collection:
 - Lookup the participant in the iPad using date of birth.
 - Verify three data points with the participant (first name, last name, date of birth and/or unique ID).
 - After selecting the correct participant, click on Enter Readings.
 - Pass the iPad to the participant so they can read through the consent language, answer the screening questions, and sign the form.
- Fasting means not eating or drinking anything (except water) for at least 9 hours prior to the screening.

Next Steps

- Guide the participant to the first station or an open pod.
- Ensure the participant knows where to go and what to do next.
- If using paper consent forms, have the participant take their consent form with them.

Important Tips

- If a participant asks you a question about their program and you don't know the answer direct them to their HR representative or the TW Primary Contractor.
- Accommodate scheduled appointments first and walk-ins as you can.
 - If walk-ins are causing a wait/service delay, ask walk-ins to return near the end of the event.
- Fill in the event ID number and date on paper consent forms.
- Document the vaccine brand and lot number on flu consent forms if the same lot is being used for the entire event.
- Assist with crowd control.
- Remind flu shot participants to roll up long sleeves.