



CARD VACCINATION PLANNING CHECKLIST:

For health-care providers

Use the **CARD system (Comfort, Ask, Relax, Distract)** to improve the vaccination experience for vaccine clients and health-care providers. You can also review and download the [CARD vaccination day checklist](#). To learn more about CARD, go to CardSystem.ca.

Vaccination clinic set-up

- Prepare the environment to be comfortable and inviting for vaccine clients.
- Hang up age-appropriate CARD posters and directional signage to engage and inform vaccine clients.
- Set up separate areas for waiting, vaccination and post-vaccination, and provide seating.
- Ensure areas are tidy and free of clutter.
- Control noise levels and room temperature. Use low-level, calming music or a white noise machine. Allow individuals to remove excess clothing such as coats and sweaters to prevent over-heating and to expedite vaccination.
- Ensure safety measures are in place to prevent transmission of infectious diseases (e.g., sanitization items).
- Provide age-appropriate distraction items for clients to use before, during and after vaccination. Consider using items that can be given away without requiring sanitation (e.g., pipe cleaners, colouring pages, mazes) or visual activities (e.g., [CARD poster for kids](#), [CARD search and find poster](#)).
- Provide [topical anesthetics](#) for those who want it.
- Allow for privacy during vaccination (i.e., physical barriers). If a private room is not available, simulate one by using a privacy screen coupled with a sound machine (white noise or music).
- Provide comfortable seating during vaccination with the ability for clients to lie down if they are feeling dizzy or unwell (e.g., exam bed, gym/exercise mat, reclining chair, camping pad). Use [comfort positions](#) for children.
- Provide seating beside the vaccine client for the vaccinator and a support person.
- Arrange vaccine injection area to obscure frightening equipment such as needles (e.g., cover with a towel or table-top poster). Ensure processes, including dose preparation and injection do not make needles visible. Arrange seating so that clients do not face equipment.
- Plan work processes that minimize interruptions during vaccination.

Education of vaccine clients and caregivers

- Disseminate information about CARD ahead of time and on the day of vaccination.
- Invite vaccine client participation in the vaccination process. Allow vaccine clients to ask questions and select preferred coping strategies with the [CARD checklist](#).
- Use client preferences to guide vaccinations.

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