

MRC Meeting Minutes

September 19th, 2015

Meeting was called to order and 7pm and quorum was met. Members in attendance: Susan Sama, Chair, Carol Bradford, Phyllis Schilp, Cathy Corkery, Anne Chabot, Marilyn Ellsworth, , Amy Prince, Ippolit Matjucha, Anjellica Clinton, Constance Cruz, and Paul Reising.

Introduction and Registration

MRC members completed an application, CORI, confidentiality agreement and code of conduct who had not done so already. Pictures were taken for badges. Round table introduction was done to allow members to interact and meet one another. Phyllis Schilp, Board of Health Nurse gave a brief overview of the agenda and the importance of MRC EDS drill for flu clinic vaccinations.

MRC Drill

Facilities set up drill was conducted for region 4A deliverables. Stations were identified and set up. At Each station supplies, signage, paperwork and roles and responsibilities were discussed. Open discussion and questions on role responsibilities. Standing Orders, VIS, MIIS and Standing Operating procedures of flu vaccination clinics were distributed and verified by all in attendance.

Wrap Up and Future Trainings Discussion

Discussion on flow of clinic and what changes could be made for better flow. Volunteer sign in sheet for flu clinic dates distributed. Breakdown of supplies and stations.

Respectfully submitted by:

Phyllis Schilp BSN, RN

Sudbury Board of Health Nurse

9/10/2015