

## Duke Vaccination Clinics – FACTS TO KNOW BEFORE YOU GO

### Blue Devil Tower – Employee Vaccination Clinic

110 Bassett Dr, Durham, NC

Scheduling for this vaccination clinic is done via QGenda. If you do not have a QGenda profile, please contact [vaxvolunteer@duke.edu](mailto:vaxvolunteer@duke.edu) or your local clinic leadership.

One week prior to your first shift:

Ensure that you have proper NCID access set up if you are serving in a vaccinator or registration role.

When complete please forward your NCID USERNAME and the EMAIL USED TO CREATE NCID to [katrina.green@duke.edu](mailto:katrina.green@duke.edu) so it can be linked.

On the day of your first shift:

- Arrive early if it is your first time at the clinic.
- Please wear a hospital-approved over-ear mask and complete the screening in HealthCheck or SymMon app on your phone prior to reporting. Make sure to bring your Duke ID badge.
- Please bring your lunch, snacks and a drink. You will get a break, but the days vary and you might not always have time to run out to get food and eat in a timely manner.
- Parking: Enter onto Bassett Drive from Science Drive. Continue down Bassett until you pass Blue Devil Tower on your left. Parking will be available at the bottom of the hill in the Grounds Lot (Green Zone). Parking gates will open at 6:30 AM and close at 6:00 PM. A Parking and Transportation Enforcement officer will be onsite to help direct or answer questions. If staff/volunteers need ADA parking please let us know. The PTS Enforcement office will be at the ADA Lot entrance
- After parking in the Grounds Lot make your back up the pedestrian path. Go past the loading dock area. Entry will be from the 2nd Level via the Finch-Yeager Bridge, which will be in your view as you walk-up, on the right. There will be wayfinding staff located outside to help as well.
- Arrive early enough for your shift to get logged in or set up and have all your resources available—7am if you're working first thing. Morning huddles can occur at 7:15 and important updates and changes will be shared. If you come in later in the day, the person that you are relieving can update you. We have scheduled a slight overlap in the times.
- First official patient is 8am and last appointment 2:45pm.
- If you have questions, please email [lucas.collins@duke.edu](mailto:lucas.collins@duke.edu)

## Duke Vaccination Clinics – FACTS TO KNOW BEFORE YOU GO

### **Karsh Alumni Center – Community Vaccination Clinic**

2080 Duke University Rd, Durham, NC 27708

919-385-3831

Scheduling for this vaccination clinic is done via QGenda. If you do not have a QGenda profile, please contact [vaxvolunteer@duke.edu](mailto:vaxvolunteer@duke.edu) or your local clinic leadership.

One week prior to your first shift:

Ensure that you have proper NCID access set up if you are serving in a vaccinator or registration role.

When complete please forward your NCID USERNAME and the EMAIL USED TO CREATE NCID to [katrina.green@duke.edu](mailto:katrina.green@duke.edu) so it can be linked.

On the day of your shift:

- Please bring your lunch, snacks and a drink. You will get a break, but may not have time to leave for food.
- All staff should be dressed appropriately and professionally. Unacceptable attire includes open-toed shoes, t-shirts, athleisure wear, ripped jeans, and revealing clothing. If you are not dressed appropriately you will be asked to return home.
- Parking is right across the street from the main entrance of Karsh – it is a gravel parking lot.
- Please wear a hospital-approved over-ear mask and complete the screening in HealthCheck or SymMon app on your phone prior to reporting. Make sure to have your Duke ID badge.
- Arrive early enough for your shift that you are able to get logged in or set up and have all your resources available—7am if you're working first thing. Morning huddles can occur at 7:15 and important updates and changes will be shared. If you come in later in the day, the person that you are relieving can update you. We have scheduled a slight overlap in the times.
- First official patient is 8am and last appointment 6:55pm. If we have patients waiting though we will try to get them through clinic as soon as it is safe to do.
- For those of you who are vaccinating, you will need State access and Epic access. We are working as fast as we can to ensure that everyone has the access that they need to be able to function appropriately in their role. If you won't be able to volunteer multiple times, please consider doing a role where state access/Epic access is not needed.
- Contact [stormy.penland@duke.edu](mailto:stormy.penland@duke.edu) for any day-of issues or questions.

## Duke Vaccination Clinics – FACTS TO KNOW BEFORE YOU GO

### **Wheels Vaccine Clinic – Community Vaccination Clinic**

715 North Hoover Road  
Durham, NC 27703

Scheduling for this vaccination clinic is done via QGenda. If you do not have a QGenda profile, please contact [vaxvolunteer@duke.edu](mailto:vaxvolunteer@duke.edu) or your local clinic leadership.

One week prior to your first shift:

Ensure that you have proper NCID access set up if you are serving in a vaccinator or registration role.

When complete please forward your NCID USERNAME and the EMAIL USED TO CREATE NCID to [carla.neal@duke.edu](mailto:carla.neal@duke.edu) so it can be linked.

On the day of your shift:

- Arrive early if it is your first time at the clinic.
  
- Please wear a hospital-approved over-ear mask and complete the screening in HealthCheck or SymMon app on your phone prior to reporting. Be sure to wear your Duke badge.
  
- Parking is free and readily available. When you reach the Wheels clinic, please follow the staff designated parking signs labeled as “Clinic Staff/Volunteer Parking”. Please do not park in the lot closest to clinic.
  
- Parking is free and readily available. There will be “Clinic Staff/Volunteer Parking” signs in the parking lot, located along the fence. Please park there.

If you have any questions before your shift, don't hesitate to email [savannah.stallings@duke.edu](mailto:savannah.stallings@duke.edu) or [carol.swanson@duke.edu](mailto:carol.swanson@duke.edu) . If you are on your way or having trouble finding the location, call Team Lead Natalie Krohl at 919-536-9047.

## Duke Vaccination Clinics – FACTS TO KNOW BEFORE YOU GO

### Duke Raleigh Hospital – Community Vaccination Clinic

3300 Executive Drive, Raleigh NC 27609  
Medical Office Building (MOB) 9

Scheduling for this vaccination clinic is done via QGenda. If you do not have a QGenda profile, please contact [vaxvolunteer@duke.edu](mailto:vaxvolunteer@duke.edu) or your local clinic leadership.

One week prior to your first shift:

Ensure that you have proper NCID access set up if you are serving in a vaccinator or registration role.

When complete please forward your NCID USERNAME and the EMAIL USED TO CREATE NCID to [berrin.ammons@duke.edu](mailto:berrin.ammons@duke.edu) so it can be linked.

On the day of your shift:

- Arrive early if it is your first time at the clinic.
- Please wear a hospital-approved over-ear mask and complete the screening in HealthCheck or SymMon app on your phone prior to reporting. Be sure to wear your Duke badge.
- Location: 3300 Executive Drive, enter the front of the building and the clinic is the first door on the left.
- Parking: P1 parking lot.
- Training: There are several items you must complete prior to your first shift in the vaccine clinic. When you've completed the NCID, email [Berrin.ammons@duke.edu](mailto:Berrin.ammons@duke.edu) to notify her that this has been completed.
- Training on vaccine specific operations is provided at the start of shift
- LMS Module to review IM injection technique: Peer Vaccinator Flu Training (00104665) in LMS
- Attire: Clinical staff should wear their work scrubs per policy. Closed toed shoes are required and jeans are not allowed.
  
- Safety Huddle: A safety huddle occurs promptly 7:30am. This is a critical part of keeping vaccine clinic operations safe.
  
- Call Outs and Schedule Changes: Please notify me as soon as possible if you are unable to fulfil a shift so I may work to identify coverage. Contact: Andrea Layton: [andrea.layton@duke.edu](mailto:andrea.layton@duke.edu) or text/call 252-399-1606 if < 24 hours notice.
  
- Roles: Teamwork is vital as vaccine clinic needs fluctuate by the day and by the hour. We ask that you please remain flexible and open to supporting all roles within your scope.

## Duke Vaccination Clinics – FACTS TO KNOW BEFORE YOU GO

### Duke Primary Care & Duke Urgent Care – Community Vaccination Clinic

#### Monday-Friday Sites:

DPC Arrington – 5601 Arrington Park Dr, Suite 150, Morrisville, NC 27560  
DPC Leesville – 13300 Strickland Rd, Raleigh, NC 27613  
DUC Holly Springs – 401 Irving Pkwy #130, Holly Springs, NC 27540  
DUC Heritage – 3000 Rogers Rd #100, Wake Forest, NC 27587

#### Saturday Sites:

DPC Arrington – 5601 Arrington Park Dr, Suite 150, Morrisville, NC 27560  
DPC Leesville – 13300 Strickland Rd, Raleigh, NC 27613  
DPC Croasdaile (alternating weeks) - 1821 Hillandale Rd Suite 24B, Durham, NC 27705  
DPC Henderson (alternating weeks) - 480 Ruin Creek Rd, Henderson, NC 27536  
DPC Morrisville - 10950 Chapel Hill Rd, Morrisville, NC 27560  
Durham Medical Center - 4220 N Roxboro St, Durham, NC 27704  
DPC Mebane - 1352 Mebane Oaks Rd, Mebane, NC 27302

#### SmartSheet Sign Up:

<https://app.smartsheet.com/b/publish?EQBCT=4232e14edd564787b7d3910df0c14eb8>

One week prior to your first shift: Ensure that you have proper NCID access set up if you are serving in a vaccinator or registration role. When complete, please forward your NCID USERNAME and the EMAIL USED TO CREATE NCID to [Ryan.Tolman@duke.edu](mailto:Ryan.Tolman@duke.edu) so that it can be linked.

#### On the day of your shift:

- Please check the location you signed up for and arrive early if it is your first time at that particular clinic.
- Morning huddle times vary by location, but start between 7:30 and 7:50. Please attend these huddles to hear important updates/changes for the day.
- Please wear a hospital-approved over-ear mask and complete the screening in HealthCheck or SymMon app on your phone prior to reporting. Be sure to wear your Duke Badge.
- Lunch: please bring your lunch, snacks and a drink. You will get a break, but the days vary and you might not always have time to run out to get food and eat in a timely manner.
- Parking: please reserve nearby spots for patients. For **DPC Leesville**, please park in the grocery store parking lot and walk over.
- Call-outs: if you are not able to make your scheduled shift, please call your vaccination site manager listed below:
  - **Arrington:** Sarah Campbell, Nurse Manager, 919-384-6466
  - **Leesville:** Lisa Miller, Health Center Administrator, 919-903-6754
  - **Holly Springs:** Hilary Marks, Nurse Manager, 919-698-0223
  - **Heritage:** Meghan Ketchum, Nurse Manager, 919-257-7143
  - **Morrisville:** Autumn Ashley, Nurse Manager, 919-402-3645
  - **Croasdaile:** Jane Ann O’Dell, Health Center Administrator, 919-886-3229
  - **Henderson:** Devan Wilkins, Nurse Manager, 919-698-7071
  - **Durham Medical Center:** Charmaine Duckie, Nurse Manager, 919-384-6574
  - **Mebane:** Amy Maynard, Nurse Manager, 919-630-3083

If you have questions before your shift, please email [Ryan.Tolman@duke.edu](mailto:Ryan.Tolman@duke.edu).