



Joining compassion with technology

How to Use the SJHH COVID Outreach Vaccine Sign-up Tool

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Tip Sheet

This tip sheet outlines the process for healthcare workers to complete the COVID vaccine sign-up form via the the SJHH COVID Outreach Vaccine Sign-up Tool

How to Complete the COVID Vaccine Sign Up Form

1. If you are interested in receiving the COVID vaccination navigate to the following website from your browser using a computer or mobile device:

<https://covidoutreachhamilton.com/VaccineSignup/>

2. Review the terms and conditions and select the checkbox 'Yes I agree/consent to the above' to confirm your consent to proceed with completing the form for the COVID vaccine sign-up.

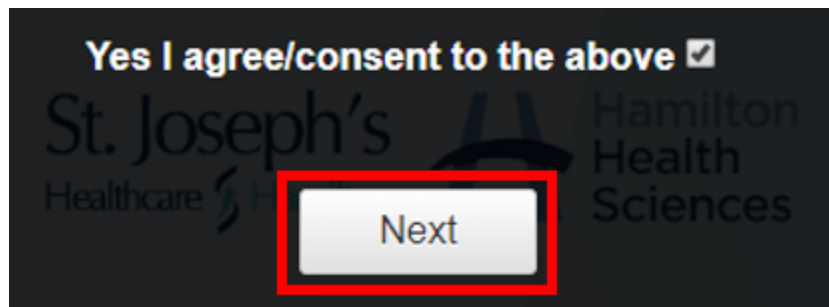
By completing and submitting this form you understand and accept the following:

Vaccine Signup

- You are providing your personal information in order to be contacted and scheduled for a COVID-19 vaccination appointment
- Your personal information may be accessed, used, and disclosed by authorized individuals at HHS and/or SJHH for the purpose of determining your eligibility for, and scheduling of yours vaccination
- You are a Hamilton Health Sciences Corporation (HHS) or St. Joseph's Healthcare Hamilton (SJHH) employee, physician, resident or learner, and will select the most appropriate priority classification based on the guidance provided
- You will be asked to provide your email address and will receive confirmation of your registration and scheduling information via email.
- We recommend you use your HHS or SJHH email address for optimal security of communications. If you choose to use non-secure personal email, you accept any privacy and security risks related to use of non-encrypted email.
- Information collected will be security stored by SJHH for a one year period. Please contact privacy@stjoes.ca if you have questions regarding privacy at SJHH. Your participation in this process is voluntary.

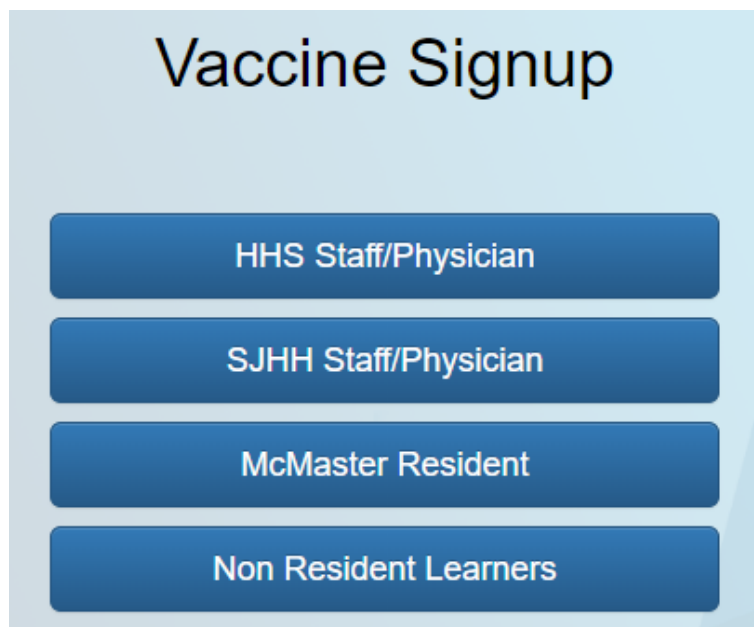
Yes I agree/consent to the above

Once complete, select 'Next'.



3. Identify your role and organization by selecting one of the available options.

If you are employed at both organizations, please select the one which you most frequently worked at.



4. Complete the required personal information. Once complete, select 'Continue'.

Vaccine Signup

First Name

Last Name

Email Address

Cell Phone Number

Date of Birth

Continue

Go Back

5. Review and acknowledge the sequencing guidelines. You will need to accurately identify the sequence to which you belong.

HHS/SJHH COVID Vaccine Staff, Physician & Resident Sequencing

Please Identify Your Sequence (1-4) Using the Table Below. It will be needed on the next screen.

Sequence	Teams	Roles may include
Sequence 1 High risk of exposure to COVID 19 within a health care setting based on health care worker role or responsibility Target Date: January	Any patient facing worker who provides care or service in one of the following areas: <ul style="list-style-type: none"> COVID 19 medical units, including SJHH West 5th COVID unit Adult and Pediatric critical care units (PICU) CCU All adult Code Blue Teams and RACE/rapid response teams (including protected Code Blue teams) All Emergency Departments (for example, JCC RESCU, L&D, psychiatric, pediatric, urgent care centers, trauma team) Adult general internal medicine units COVID-19 assessment centers Other staff/physicians participating in high-risk aerosol generating procedures for COVID positive or COVID suspect patients 	<ul style="list-style-type: none"> Nurses Physicians Residents Allied Health Security Porters IPAC clinicians On-unit Pharmacists and/or pharmacy technicians X-ray, CT or US techs Support staff that provide services to patients in high-risk areas (including EAs, business clerks, nutrition services providing food delivery, etc.) Clinical leaders/managers/educators Anesthesia, respiratory and OR/endoscopy nurses involved in AGMP, including ENT, Thoracic and Head and Neck surgeons Medical consultants to high risk areas
Sequence 2 Healthcare workers providing care/services to patient populations with higher risk of severe disease or outcomes from COVID-19 Target Date: January/February	Any patient facing worker who provides care or service to the following patient populations: <ul style="list-style-type: none"> Malignant hematology inpatient and outpatient (pediatric and adult) Oncology inpatient units (pediatric and adult) Adult and pediatric dialysis programs Renal transplant program ALC, LTC and alternative health facilities, including Complex continuing care and Palliative care Inpatient burn unit Seniors Mental Health/Forensics Assessment & Corrections 	<ul style="list-style-type: none"> Nurses Physicians Residents Allied Health Clinical leaders/managers/educators On-unit Pharmacists Support staff that provide services to patients (including EAs, business clerks, nutrition services providing food delivery, etc.) hospital teams supporting patients in LTC and retirement homes
Sequence 3 Healthcare workers providing care/services to patient populations with lower risk of severe disease or outcomes from COVID-19 or workers critical to health system capacity Target Date: February/March	<ul style="list-style-type: none"> All other patient-facing healthcare workers who provide in-patient, out-patient and community based care/services in person, including: <ul style="list-style-type: none"> All other medical units (for example, neurology, cardiology, stroke) NICU Surgical units Mental Health and Addiction units In-patient and outpatient care for pregnant and post-partum patients All other OR and procedural staff Patient-facing research staff 	<ul style="list-style-type: none"> Nurses Physicians Residents Allied Health MRI MRTS Clinical leaders/managers/educators On-unit Pharmacists Support staff that provide services to patients (including EAs, business clerks, nutrition services providing food delivery, etc.)

Once complete, select 'Continue'.

<ul style="list-style-type: none"> Vaccination Clinic staff, Hospital screeners Non-patient facing workers providing critical services to health system: <ul style="list-style-type: none"> Pharmacy staff Laboratories Employee Health Services MDR reprocessing Biomedical Engineering Medical Physicists Onsite Health Safety and Wellness staff Engineering staff/Honeywell staff Crothall/Compass staff Contractors working in patient-facing areas 	<ul style="list-style-type: none"> hospital teams supporting patients in LTC and retirement homes 	
Sequence 4 Non-clinical staff and learners Target Date: February/March	<ul style="list-style-type: none"> All remaining staff and physicians not covered in other Sequence groups Research staff (not patient-facing) HHS/SJHH Volunteer Association staff Clinical learners, not including medical residents 	<ul style="list-style-type: none"> Office staff Clinical staff working remotely or virtually Administration

Note: NRT staff will self-identify within the highest risk sequence group they work within

By clicking 'Continue', I confirm that I have read this sequence table and decided which sequence applies to me.

Continue

Production

6. From the available list, select your organization, your location, and the most appropriate sequence group that is applicable to you and your role based on the guidelines in the previous step.

[Go Back To Sequence Information Table](#)

First Name Last Name, please select your organization, site, and then sequence.

There are 4 sequence groups for vaccination. Choose the sequence group you are likely to provide care or service to.

St. Joseph's Healthcare Hamilton	▼
Charlton	▼
Sequence 1	▼

Check below to confirm that you correctly selected your sequence as Sequence 1

Once complete, select the available checkbox to confirm the above information was entered correct and then select 'Continue'.



[Go Back To Sequence Information Table](#)

First Name Last Name, please select your organization, site, and then sequence.

There are 4 sequence groups for vaccination. Choose the sequence group you are likely to provide care or service to.

St. Joseph's Healthcare Hamilton

Charlton

Sequence 1

Check below to confirm that you correctly selected your sequence as Sequence 1

Continue

7. Confirm if you are willing to participate in last minute scheduling opportunities by selecting the appropriate response. Once complete, select 'Continue'.

Last Minute Scheduling Opportunity - First Name Last Name

Are you willing to be contacted for last minute vaccine appointments which may arise near the end of the day for consideration for very quick turnaround same day appointment booking? You will be expected to be at the clinic within 60 minutes of notification of your appointment. (THIS IS IN ADDITION TO BEING INCLUDED IN THE NORMAL SCHEDULING)

No Yes

Continue

8. Complete the attestation by selecting 'Yes' to confirm that all of the information provided is complete and accurate. Once done, select 'Complete'.

First Name Last Name

Attestation:

- I volunteer to be contacted to receive COVID-19 immunization.

By clicking 'Yes' below I attest that I have honestly answered the questions above.

Submitted forms will be randomly audited for accuracy and honesty.

No Yes

Complete

9. You will receive a confirmation on-screen that your form has been successfully submitted.



Completed by First Name Last Name on January 6th, 2021, 11:45:11 AM

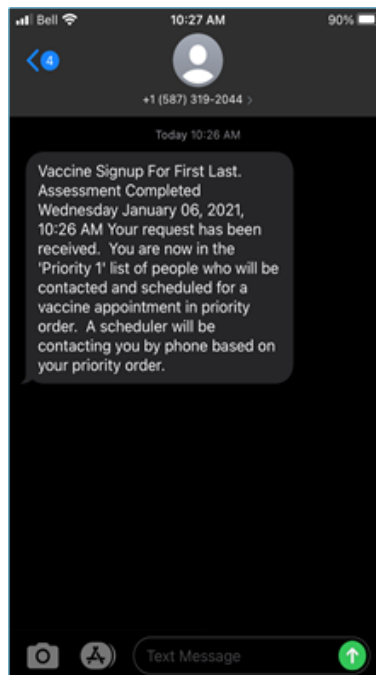
Your request has been received. You are now in the 'Priority 1' list of people who will be contacted and scheduled for a vaccine appointment in priority order. A scheduler will be contacting you by phone based on your priority order.

Send results via email.

noemail@stjoes.ca

Send Results by Email

You will also receive text message and/or email confirmation (if you provided the appropriate contact information when you entered your personal information) that your form has been successfully submitted.



Reply Reply All Forward

Wed 2021-01-06 11:45 AM



donotreply@stjoes.ca

Vaccine Signup - First Name Last Name - Wednesday January 06, 2021

To



Vaccine Signup

For First Name Last Name

Completed Wednesday January 06, 2021, 11:45 AM

Your request has been received. You are now in the 'Priority 1' list of people who will be contacted and scheduled for a vaccine appointment in priority order. A scheduler will be contacting you by phone based on your priority order.

10. A randomized selection process occurs based on the priority sequence for administration of the COVID vaccine. When you are selected, you will be contacted to schedule an appointment.

