

## Celebrate Successes and Plan for Next Year

*Celebrate successes! Thank everyone who was part of the campaign and let leadership know who was involved. Have a meeting with food, and ask leadership to join in thanking everyone. Use the meeting to assess the campaign and consider how it can be improved next year.*

*Finally, plan for next year.*

	Action Items	Resources in this Kit
①	Conduct a post-campaign assessment. Distribute an assessment worksheet either by e-mail or in employees' paychecks.	Post-Campaign Assessment Worksheet
②	Publish and distribute a post-campaign follow-up to employees — in an employee newsletter, within an organization-wide e-mail, or enclosed with paychecks.	Post-Campaign Announcement

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# Post-Campaign Assessment Worksheet

Part A: Assessment of this year's efforts	Part B: Ways to improve upon next year's campaign
<p>1. Number of employees immunized:_____</p> <p>How much vaccine did you purchase for your employees last year? _____ doses.</p> <p>Did you have enough?</p> <p><input type="checkbox"/> Yes. Consider setting next year's immunization goal at 110% of this year.</p> <p><input type="checkbox"/> No. Consider purchasing 20% more next year.</p>	
<p>2. Which departments or disciplines had the least number of staff members getting the flu vaccination (e.g., physicians, nurses, housekeepers, maintenance workers, aides, dietary staff, etc.)?</p>	
<p>3. Did you have a multidisciplinary strategic planning team?</p> <p><input type="checkbox"/> Yes    <input type="checkbox"/> No</p>	
<p>4. Methods used to administer vaccine:</p> <p><input type="checkbox"/> Kick-off    <input type="checkbox"/> Stationary clinic    <input type="checkbox"/> "Rolling cart" clinic</p> <p><input type="checkbox"/> Other_____</p>	
<p>5. Tools used for campaign promotion and staff education:</p> <p><input type="checkbox"/> Flyers    <input type="checkbox"/> Posters    <input type="checkbox"/> E-mail    <input type="checkbox"/> Employee newsletters</p> <p><input type="checkbox"/> In-service training    <input type="checkbox"/> Pay stuffers</p> <p><input type="checkbox"/> Other_____</p>	
<p>6. Incentives or rewards for staff who obtained immunization:</p> <p><input type="checkbox"/> Departmental competition    <input type="checkbox"/> Refreshments</p> <p><input type="checkbox"/> Raffle    <input type="checkbox"/> Games    <input type="checkbox"/> Other_____</p>	
<p>7. Methods used to track your immunization progress:</p>	
<p>8. Evaluation of your immunization campaign:</p> <p>Strengths:</p> <p>Weaknesses:</p>	

# Post-Campaign Announcement

*The following text can be used in an employee newsletter, within an organization-wide e-mail, or enclosed with a paycheck.*

## [Facility Name] Wraps Up Flu Vaccination Campaign

[Facility name] is pleased to announce that [number/percentage of] employees received a flu vaccination this year. Thank you to everyone who contributed to this year's efforts, and especially to employees who committed to keeping themselves and their patients healthy.

Congratulations go out to the following departments that achieved the highest vaccination numbers:

1. [department], [number/percent of staff vaccinated], [prize won, if applicable]
2. [department], [number/percent of staff vaccinated], [prize won, if applicable]
3. [department], [number/percent of staff vaccinated], [prize won, if applicable]

Remember, a flu vaccination is only effective for one year, so don't forget to get one next year!

