

# Independent Pharmacy Vaccine Program Launch Checklist

Launching a vaccination program in an independent pharmacy involves careful planning across multiple areas, from initial analysis to day-to-day operations. This interactive checklist provides a broad, step-by-step framework that anyone can adopt. Vaccination services are increasingly considered a core competency for community pharmacies, offering both health benefits and business opportunities.

Use the sections below as a worksheet, review each item, check it off when completed, and customize the details to your pharmacy's need.

## 1. Swot Analysis

Action items and considerations:

- Conduct SWOT analysis: Identify your Strengths, Weaknesses, Opportunities, and Threats
- Identify how your pharmacy can best serve the community.

Due Date	Responsible	Status
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## 2. Patient Forecasting

Action items and considerations:

- Review community demographics and health indicators.
- Identify high-demand vaccine categories.
- List vaccines to offer initially.

Due Date	Responsible	Status
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## 3. Launch a Timeline

Action items and considerations:

- Develop a 12-week launch timeline with milestones.
- Assign responsibilities and deadlines.

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## 4. Licensing & Registration

Action items and considerations:

- Review state pharmacy board immunization rules.
- Obtain pharmacist and technician certifications.
- Apply for immunization license and Medicare PTAN/NPI
- Establish standing orders and collaborative agreements
- Ensure OSHA compliance and liability coverage.

Due Date	Responsible	Status
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60-70% of adult vaccines are administered in pharmacies.

Over 90% of COVID-19 vaccines were administered in pharmacies.

## Key Takeaways:

- Gauge patient and community interest.
- Consider what vaccines your community would benefit from.
- Set achievable goals

**Schedule a Consultation  
with the Pharmacy  
Services Team.**



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STARTED TODAY**

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## 5. Training & Education

Action items and considerations:

- Enroll staff in immunization and CPR training.
- Train staff on vaccine handling and emergency protocols.
- Provide access to CDC and Immunization Action Coalition resources.

Due Date	Responsible	Status

## 9. Vaccine & Equipment Purchasing

Action items and considerations:

- Source vaccines and purchase necessary equipment.
- Set up proper storage and temperature monitoring.

Due Date	Responsible	Status

## 6. Workflow Development

Action items and considerations:

- Design vaccine administration workflow and SOPs.
- Assign staff roles and responsibilities.

Due Date	Responsible	Status

## 10. Marketing

Action items and considerations:

- Develop and launch a marketing strategy.
- Create promotional materials and educate the community.

Due Date	Responsible	Status

## 7. Financial Modeling

Action items and considerations:

- Estimate startup and operational costs.
- Determine reimbursement rates and cash pricing.
- Create revenue projections and track profitability.

Due Date	Responsible	Status

## 11. Appointment & Billing

Action items and considerations:

- Implement scheduling system and train staff.
- Set up billing systems and verify insurance requirements.

Due Date	Responsible	Status

## 8. Collaborations

Action items and considerations:

- Identify and contact local healthcare and community partners.
- Establish referral systems and shared documentation

Due Date	Responsible	Status

## 12. Reporting

Action items and considerations:

- Register with IRS and set up reporting systems.
- Monitor adverse events and report to VAERS.
- Maintain internal tracking and evaluate program performance.

Due Date	Responsible	Status