

# Standards for Immunization Practice

Self-Assessment Guide & Job Aids



Reviewed 9/1/2023

## Contents

Background .....	2
Self-Assessment of Implementation of the Standards .....	2
Steps for the Self-Assessment.....	2
Feedback Survey .....	3
<i>Appendix A: Pediatric &amp; Adolescent Immunization Standards Job Aid .....</i>	<i>4</i>
<i>Appendix B: Self-Assessment Score Sheet - Pediatric &amp; Adolescent Immunization Standards.....</i>	<i>26</i>
<i>Appendix C: Adult Immunization Standards Job Aid.....</i>	<i>28</i>
<i>Appendix D: Self-Assessment Score Sheet - Adult Immunization Standards.....</i>	<i>36</i>
<i>Appendix E: Plan-Do-Study-Act (PDSA) Worksheet .....</i>	<i>37</i>

## Background

Ensuring and maintaining quality in the healthcare domain is critical to positive patient outcomes. Standards are developed to set forth what constitutes the most essential and desirable policies and practices. Two sets of standards for immunization practice have been developed to ensure up to date vaccination of patients across the lifespan.

The first set of standards covers the pediatric and adolescent patient populations. The National Vaccine Advisory Committee (NVAC) Standards for Child and Adolescent Immunization Practices represent the most desirable immunization practices, which pediatricians should strive to achieve. The American Academy of Pediatrics (AAP) endorses the NVAC Standards and encourages pediatricians to fully implement the recommendations.

The second set of standards serve adult patient populations. The Standards for Adult Immunization Practice were set forth by NVAC in 2003 and were later revised in 2013. These updated Standards call on ALL healthcare professionals – whether they provide vaccinations or not – to take steps to help ensure that their adult patients are fully immunized.

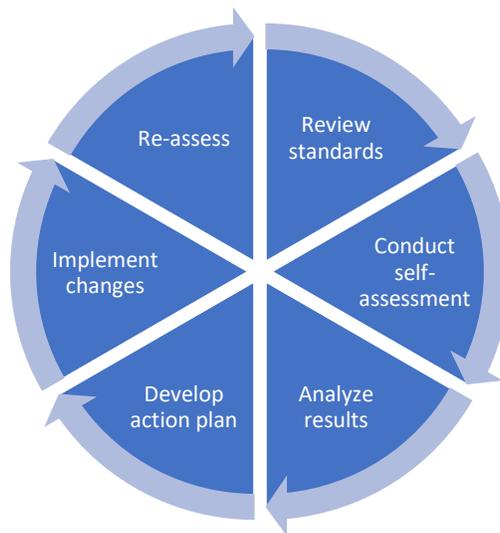
## Self-Assessment of Implementation of the Standards

As the standards serve as benchmarks of essential policies and practices, it is important to determine how well a provider and/or facility is implementing those standards. One method of gauging quality of performance is to conduct a self-assessment. A self-assessment requires a healthcare professional to reflect on his or her own performance strengths and weaknesses to identify learning needs and gaps in performance. The results from the self-assessment must then be analyzed to formulate a plan of action for improvement. Conducting routine self-assessments can serve as a low-cost method of continuous quality improvement for an individual healthcare provider, team, or facility.

## Steps for the Self-Assessment

1. **Review the immunization standards:**
  - a. Standards for Child and Adolescent Immunization Practices  
[hhs.gov/vaccines/nvac/reports-and-recommendations/the-standards-for-pediatric-immunization-practice/index.html](https://www.hhs.gov/vaccines/nvac/reports-and-recommendations/the-standards-for-pediatric-immunization-practice/index.html)
  - b. Standards for Adult Immunization Practice  
[amga.org/AMGA/media/Rise-to-Immunize/Graphics%20and%20Documents/Provider%20Resources/CDC\\_A-Series-on-Standards-for-Adult-Immunization-Practice.pdf](https://www.amga.org/AMGA/media/Rise-to-Immunize/Graphics%20and%20Documents/Provider%20Resources/CDC_A-Series-on-Standards-for-Adult-Immunization-Practice.pdf)
2. **Conduct self-assessment** using the NJDOH immunization standards job aid. The self-assessment can be conducted individually, or as a team depending on what best suits the facility.
  - a. Pediatric and Adolescent Immunization Standards Job Aid ([Appendix A](#))
  - b. Adult Immunization Standards Job Aid ([Appendix C](#))

3. **Analyze the results** from the self-assessment. You may use the self-assessment score sheets to facilitate this process.
  - a. Pediatric and Adolescent Immunization Standards Score Sheet ([Appendix B](#))
  - b. Adult Immunization Standards Score Sheet ([Appendix D](#))
  
4. **Identify resources** from Table 2 of the job aid resource list that correspond to identified gaps in performance.
  - a. Pediatric and Adolescent Immunization Standards ([Table 2](#))
  - b. Adult Immunization Standards ([Table 2](#))
  
5. **Develop an action plan** to work toward improving upon any components of standards that have not been met. Each measurable element that was scored as “partially met” or “not met” should have an action. Action plans should be as specific as possible, e.g. what needs to be done, who is going to do it, when will it be done. Using a Plan, Do Study, Act (PDSA) cycle may be helpful for continuous quality improvement. A template PDSA worksheet is available in [Appendix E](#).
  - a. If many gaps have been identified, it may be helpful to plan on conducting multiple assessments, choosing high priority items to include in the action plan for the first cycle.
  
6. **Implement changes.** Based on your action plan, take the necessary steps to incorporate changes in workflow, new policies, or continued learning.
  
7. **Set a date** to conduct a future self-assessment to gauge performance improvement.
  - a. Even if all standards have been met, additional self-assessments should be considered on an annual or biannual basis to ensure that standards continue to be met.



### Feedback Survey

If you would like to provide feedback to the New Jersey Department of Health regarding the immunization standards self-assessment, please complete this short survey at:

[healthsurveys.nj.gov/NoviSurvey/n/lzStandards.aspx](https://healthsurveys.nj.gov/NoviSurvey/n/lzStandards.aspx).

Appendix A: Pediatric & Adolescent Immunization Standards Job Aid

Included on pages 5-25 of this guide.

PEDIATRIC & ADOLESCENT IMMUNIZATION STANDARDS JOB AID



Immunization Standards Self-Assessment (Table 1)

Immunization Standard	Clinical Skills, Techniques, and Procedures	YES we already do this	PARTLY we do some of this, or do it sometimes	NO we do not yet do this	N/A	Plan of Action
Availability of Vaccines	<b>1. Vaccination services are readily available.</b>					
	1a. Create vaccination-only appointments					
	1b. Host immunization clinic hours at non-traditional times e.g. weekends, evenings, early mornings, lunch hours					
	1c. Maintain and ensure an adequate stock of all ACIP-recommended vaccines and implement proper storage and handling practices					
	1d. If vaccine stock is not available, keep a list of other vaccination providers in the area					
	<b>2. Vaccinations are coordinated with other healthcare services and provided in a medical home when possible.</b>					
	2a. Integrate immunization services into days and hours with other child health programming					
	2b. Vaccinate siblings who are present at a well-child visit					
	2c. Participate in the statewide immunization registry, the New Jersey Immunization Information System (NJIS), record all administered vaccinations in NJIS					
	2d. Establish a 16-year-old immunization platform					
	<b>3. Barriers to vaccination are identified and minimized.</b>					
	3a. Review/implement standing orders					
	3b. Discuss reasons for delayed immunization with parents at each immunization visit					
	3c. Dedicate certain office hours to vaccination					
	3d. Have culturally relevant educational materials for parents on-hand					
	<b>4. Patient costs are minimized.</b>					
	4a. Create office policies that minimize patient costs e.g. accepting all forms of insurance, accommodating for changes to insurance					

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Immunization Standards Self-Assessment (Table 1)

Immunization Standard	Clinical Skills, Techniques, and Procedures	YES we already do this	PARTLY we do some of this, or do it sometimes	NO we do not yet do this	N/A	Plan of Action
<b>Availability of Vaccines</b>	<b>1. Vaccination services are readily available.</b>					
	1a. Create vaccination-only appointments					
	1b. Host immunization clinic hours at non-traditional times e.g. weekends, evenings, early mornings, lunch hours					
	1c. Maintain and ensure an adequate stock of all ACIP-recommended vaccines and implement proper storage and handling practices					
	1d. If vaccine stock is not available, keep a list of other vaccination providers in the area					
	<b>2. Vaccinations are coordinated with other healthcare services and provided in a medical home when possible.</b>					
	2a. Integrate immunization services into days and hours with other child health programming					
	2b. Vaccinate siblings who are present at a well-child visit					
	2c. Participate in the statewide immunization registry, the New Jersey Immunization Information System (NJIS), record all administered vaccinations in NJIS					
	2d. Establish a 16-year-old immunization platform					
	<b>3. Barriers to vaccination are identified and minimized.</b>					
	3a. Review/implement standing orders					
	3b. Discuss reasons for delayed immunization with parents at each immunization visit					
	3c. Dedicate certain office hours to vaccination					
	3d. Have culturally relevant educational materials for parents on-hand					
	<b>4. Patient costs are minimized.</b>					
4a. Create office policies that minimize patient costs e.g. accepting all forms of insurance, accommodating for changes to insurance						

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Immunization Standard	Clinical Skills, Techniques, and Procedures	YES we already do this	PARTLY we do some of this, or do it sometimes	NO we do not yet do this	N/A	Plan of Action
	4b. Participate in the New Jersey Vaccines for Children Program (NJ VFC)					
Assessment of Vaccination Status	<b>5. Healthcare professionals review the vaccination and health status of patients at every encounter to determine which vaccines are indicated.</b>					
	5a. Stay up-to-date on Advisory Committee on Immunization Practices (ACIP) recommendations; review annually at minimum					
	5b. Conduct pre-visit planning: <ul style="list-style-type: none"> <li>i. Assess for vaccination at every encounter</li> <li>ii. Search for patient vaccination history in NJIS</li> <li>iii. Conduct patient chart review and review patient's risk factors (HALO - health, age, lifestyle, and occupation) and contraindications</li> </ul>					
	5c. Provide patient/guardian questionnaire at check-in					
	5d. Use electronic health record (EHR) prompts					
	<b>6. Healthcare professionals assess for and follow only medically accepted contraindications.</b>					
	6a. Stay up-to-date on Advisory Committee on Immunization Practices (ACIP) recommendations; review annually at minimum					
	6b. Review contraindications to immunization					
	6c. Review the New Jersey Department of Health's medical exemption form					
	Effective Communication about Vaccine Benefits/Risks	<b>7. Parents/guardians and patients are educated about the benefits and risks of vaccination in a culturally appropriate manner and in easy-to-understand language.</b>				
7a. Distribute Vaccine Information Statement (VIS) to each patient before administering a vaccine						
7b. Have written materials available to address common parental concerns						

# PEDIATRIC & ADOLESCENT IMMUNIZATION STANDARDS JOB AID



Immunization Standard	Clinical Skills, Techniques, and Procedures	YES we already do this	PARTLY we do some of this, or do it sometimes	NO we do not yet do this	N/A	Plan of Action
	7c. Address patient questions and concerns: <ul style="list-style-type: none"> <li>i. Share tailored reasons why vaccination is right for patient</li> <li>ii. Highlight positive experiences with vaccination</li> <li>iii. Explain the potential costs of getting sick</li> <li>iv. Review recommendation communication strategies such as "SHARE"</li> <li>v. Provide education materials or trusted websites to review</li> </ul>					
	7d. Provide your patient/guardian with a vaccine administration record					
	7e. If there is a vaccine refusal, document conversation and continue conversation at next visit					
<b>Proper Storage, Administration, and Documentation of Vaccines</b>	<b>8. Healthcare professionals follow appropriate procedures for vaccine storage and handling.</b>					
	8a. Develop and routinely review a vaccine storage and handling plan					
	8b. Designate a vaccine coordinator and backup coordinator to oversee all vaccine storage and handling activities					
	8c. Store vaccine in the most appropriate equipment					
	8d. Maintain optimal storage conditions within the storage unit. Address any out of range temperatures immediately. Temperatures should be: <ul style="list-style-type: none"> <li>i. <b>Refrigerator:</b> between 2°C and 8°C (36°F and 46°F)</li> <li>ii. <b>Freezer:</b> between -50°C and -15°C (-58°F and +5°F)</li> </ul>					
	8e. Use a digital data logger (DDL) to monitor vaccine in each storage unit					
8f. Develop an emergency vaccine retrieval and storage plan						
8g. Provide training to all new staff and to all staff when there are updates						
<b>9. Up-to-date, written vaccination protocols are accessible at all locations where vaccines are administered.</b>						
9a. Train and educate your staff on vaccine administration						

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Immunization Standard	Clinical Skills, Techniques, and Procedures	YES we already do this	PARTLY we do some of this, or do it sometimes	NO we do not yet do this	N/A	Plan of Action
	<b>10. People who administer vaccines and staff who manage or support vaccine administration are knowledgeable and receive ongoing education.</b>					
	10a. Provide a strong recommendation for all needed vaccines					
	10b. Distribute Vaccine Information Statement (VIS) to each patient before administering a vaccine					
	<b>11. Healthcare professionals simultaneously administer as many indicated vaccine doses as possible.</b>					
	11a. Use electronic health record (EHR) prompts					
	11b. Recommend and offer vaccine at the same visit for all vaccines. Make a recommendation and referral for vaccines that are not available.					
	11c. Implement standing orders					
	<b>12. Vaccination records for patients are accurate, complete, and easily accessible.</b>					
	12a. Participate in the statewide immunization registry, the New Jersey Immunization Information System (NJIS), and record all administered vaccinations in NJIS					
	12b. If there is a vaccine refusal, document conversation and continue conversation at next visit					
	12c. If referred for vaccination, confirm with patient that they received the recommended vaccines					
	12d. Provide your patient with a copy of their own vaccine administration record					
	<b>13. Healthcare professionals report adverse events after vaccination promptly and accurately to the Vaccine Adverse Event Reporting System (VAERS) and are aware of a separate program, the Vaccine Injury Compensation Program (VICP).</b>					
	13a. Create a protocol for responding to adverse events					
	13b. Follow standard precautions to control infection					

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Immunization Standard	Clinical Skills, Techniques, and Procedures	YES we already do this	PARTLY we do some of this, or do it sometimes	NO we do not yet do this	N/A	Plan of Action
	<b>14. All personnel who have contact with patients are appropriately vaccinated.</b>					
<b>Implementation of Strategies to Improve Vaccination Coverage</b>	<b>15. Systems are used to remind parents/guardians, patients, and healthcare professionals when vaccinations are due and to recall those who are overdue.</b>					
	15a. Implement standing orders					
	15b. Use electronic health record (EHR) prompts					
	15c. Offer reminder/recall to patients. Send reminders about needed vaccines. Use data in NJIS or EHR to develop reminder/recall lists					
	<b>16. Office- or clinic-based patient record reviews and vaccination coverage assessments are performed annually.</b>					
	16a. Assess how your practice is doing					
	16b. Participate in the Immunization Quality Improvement for Providers (IQIP) program					
	<b>17. Healthcare professionals practice community-based approaches.</b>					
	17a. Conduct community awareness campaigns					
17b. Identify community partners to ensure services are reaching everyone, not just those who visit the office routinely						

# PEDIATRIC & ADOLESCENT IMMUNIZATION STANDARDS JOB AID



**Instructions for developing a plan of action:** After identifying the components of the standards where additional training or resources are needed, review the corresponding resources from the table below. For example, if additional training is needed for Standard 3d (have culturally relevant educational materials for parents on-hand), locate that standard in the table below and view the resources that are listed in the resource column for that row (#28-32). In the plan of action column of Table 1, document a specific plan including a recommended date of completion and incorporate the resources that were identified.

## Plan of Action Resources (Table 2)

Immunization Standard	Clinical Skills, Techniques, and Procedures	Resources
Availability of Vaccines	<b>1. Vaccination services are readily available.</b>	
	1a. Create vaccination-only appointments	1. <i>Article:</i> Practice-Proven Interventions to Increase Vaccination Rates and Broaden the Immunization Season <a href="http://amjmed.com/article/S0002-9343(08)00466-X/pdf">amjmed.com/article/S0002-9343(08)00466-X/pdf</a> 2. Guidance for Planning Vaccination Clinics Held at Satellite, Temporary, or Off-Site Locations [CDC] <a href="http://cdc.gov/vaccines/hcp/admin/mass-clinic-activities/index.html">cdc.gov/vaccines/hcp/admin/mass-clinic-activities/index.html</a>
	1b. Host immunization clinic hours at non-traditional times e.g. weekends, evenings, early mornings, lunch hours	3. Resources for Hosting a Vaccination Clinic [Centers for Disease Control and Prevention (CDC)] <a href="http://cdc.gov/flu/business/hosting-vaccination-clinic.htm">cdc.gov/flu/business/hosting-vaccination-clinic.htm</a>
	1c. Maintain and ensure an adequate stock of all ACIP-recommended vaccines and implement proper storage and handling practices	4. Current Vaccine Shortages & Delays [CDC] <a href="http://cdc.gov/vaccines/hcp/clinical-resources/shortages.html">cdc.gov/vaccines/hcp/clinical-resources/shortages.html</a> 5. Vaccine Storage and Handling Toolkit [CDC] <a href="http://cdc.gov/vaccines/hcp/admin/storage/toolkit/storage-handling-toolkit.pdf">cdc.gov/vaccines/hcp/admin/storage/toolkit/storage-handling-toolkit.pdf</a> 6. Vaccine Storage and Handling [CDC] <a href="http://cdc.gov/vaccines/hcp/admin/storage-handling.html">cdc.gov/vaccines/hcp/admin/storage-handling.html</a>
	1d. If vaccine stock is not available, keep a list of other vaccination providers in the area	7. Vaccine Referral [CDC] <a href="http://cdc.gov/vaccines/hcp/adults/downloads/standards-immz-practice-referral.pdf">cdc.gov/vaccines/hcp/adults/downloads/standards-immz-practice-referral.pdf</a> 8. New Jersey Local Health Departments [New Jersey Department of Health (NJDOH)] <a href="http://state.nj.us/health/lh/community/">state.nj.us/health/lh/community/</a> 9. New Jersey Federally Qualified Health Centers [NJDOH] <a href="http://healthapps.state.nj.us/fhs/cphc/cphcSearch.aspx">healthapps.state.nj.us/fhs/cphc/cphcSearch.aspx</a> 10. Vaccine Finder <a href="http://vaccines.gov/">vaccines.gov/</a>

# PEDIATRIC & ADOLESCENT IMMUNIZATION STANDARDS JOB AID



Immunization Standard	Clinical Skills, Techniques, and Procedures	Resources
		11. Travel Clinics [CDC] <a href="https://www.cdc.gov/travel/page/find-clinic">cdc.gov/travel/page/find-clinic</a>
	<b>2. Vaccinations are coordinated with other healthcare services and provided in a medical home when possible.</b>	12. Patient-Centered Medical Homes: How Public Health Practitioners Can Support PCMHs [CDC] <a href="https://www.cdc.gov/nccdphp/dch/pdfs/DCH-CMH-Issue-Brief.pdf">cdc.gov/nccdphp/dch/pdfs/DCH-CMH-Issue-Brief.pdf</a> 13. Patient-Centered Primary Care Collaborative <a href="https://www.pcpsc.org/about/medical-home">pcpsc.org/about/medical-home</a>
	2a. Integrate immunization services into days and hours with other child health programming	14. Vaccination Programs: Special Supplemental Nutrition Program for Women, Infants & Children (WIC) Settings [The Community Guide] <a href="https://www.thecommunityguide.org/findings/vaccination-programs-special-supplemental-nutrition-program-women-infants-children-wic">thecommunityguide.org/findings/vaccination-programs-special-supplemental-nutrition-program-women-infants-children-wic</a>
	2b. Vaccinate siblings who are present at a well-child visit	
	2c. Participate in the statewide immunization registry, the New Jersey Immunization Information System (NJIS), record all administered vaccinations in NJIS	15. New Jersey Immunization Information System (NJIS) <a href="https://www.njis.nj.gov/core/web/index.html#/home">njis.nj.gov/core/web/index.html#/home</a>
	2d. Establish a 16-year-old immunization platform	16. Adolescent Vaccination: Because You Can Protect Your Teens From Some Things [National Foundation for Infectious Diseases (NFID)] <a href="https://www.nfid.org/resource/adolescent-vaccination-because-you-can-protect-your-teens-from-some-things/">nfid.org/resource/adolescent-vaccination-because-you-can-protect-your-teens-from-some-things/</a> 17. United for Adolescent Vaccination [UNITY] <a href="https://www.unity4teenvax.org/">unity4teenvax.org/</a>
	<b>3. Barriers to vaccination are identified and minimized.</b>	18. (IQIP) Immunization Quality Improvement for Providers [CDC] <a href="https://www.cdc.gov/vaccines/programs/iqip/at-a-glance.html">cdc.gov/vaccines/programs/iqip/at-a-glance.html</a> 19. Vaccination Programs: Healthcare System-Based Interventions Implemented in Combination [The Community Guide] <a href="https://www.thecommunityguide.org/findings/vaccination-programs-health-care-system-based-interventions-implemented-combination">thecommunityguide.org/findings/vaccination-programs-health-care-system-based-interventions-implemented-combination</a>
	3a. Review/implement standing orders	20. Using Standing Orders for Administering Vaccines: What You Should Know [Immunization Action Coalition (IAC)] <a href="https://www.immunize.org/catg.d/p3066.pdf">immunize.org/catg.d/p3066.pdf</a>

# PEDIATRIC & ADOLESCENT IMMUNIZATION STANDARDS JOB AID



Immunization Standard	Clinical Skills, Techniques, and Procedures	Resources
		21. Standing Orders [IAC] <a href="https://immunize.org/standing-orders">immunize.org/standing-orders</a> 22. 10 Steps to Implementing Standing Orders for Immunization in Your Practice Setting [IAC] <a href="https://immunize.org/catg.d/p3067.pdf">immunize.org/catg.d/p3067.pdf</a> 23. Vaccination Programs: Standing Orders [The Community Guide] <a href="https://thecommunityguide.org/findings/vaccination-programs-standing-orders">thecommunityguide.org/findings/vaccination-programs-standing-orders</a>
	3b. Discuss reasons for delayed immunization with parents at each immunization visit	24. Talking to Parents about Vaccines [CDC] <a href="https://cdc.gov/vaccines/hcp/conversations/conv-materials.html">cdc.gov/vaccines/hcp/conversations/conv-materials.html</a> 25. <i>Positive Approaches for Managing Vaccination Fears and Misinformation Webinar</i> ; view the recorded webinar at <a href="https://youtube.com/watch?v=uqW72GjLBxl&amp;feature=youtu.be">youtube.com/watch?v=uqW72GjLBxl&amp;feature=youtu.be</a> . For CME, CNE, and CHES credits, complete the evaluation survey at: <a href="https://surveymonkey.com/r/3QLYLTL">surveymonkey.com/r/3QLYLTL</a> .
	3c. Dedicate certain office hours to vaccination	26. Article: Practice-Proven Interventions to Increase Vaccination Rates and Broaden the Immunization Season <a href="https://amjmed.com/article/S0002-9343(08)00466-X/pdf">amjmed.com/article/S0002-9343(08)00466-X/pdf</a>
	3d. Have culturally relevant educational materials for parents on-hand	27. Parent education handouts in various languages [IAC] <a href="https://immunize.org/handouts/adolescent-vaccination.asp">immunize.org/handouts/adolescent-vaccination.asp</a> 28. Spanish Materials for Parents [CDC] <a href="https://cdc.gov/vaccines/partners/childhood/spanish.html">cdc.gov/vaccines/partners/childhood/spanish.html</a> 29. NJDOH, Vaccine Preventable Disease Program [NJDOH] <a href="https://nj.gov/health/cd/vdpd.shtml">nj.gov/health/cd/vdpd.shtml</a> 30. Flu Vaccination in Other Languages [NJDOH] <a href="https://nj.gov/health/cd/topics/flu_other_lan.shtml">nj.gov/health/cd/topics/flu_other_lan.shtml</a> 31. Minority Health [CDC] <a href="https://cdc.gov/minorityhealth/index.html">cdc.gov/minorityhealth/index.html</a>
	<b>4. Patient costs are minimized.</b>	32. Vaccination Programs: Reducing Client Out-of-Pocket Costs [The Community Guide] <a href="https://thecommunityguide.org/findings/vaccination-programs-reducing-client-out-pocket-costs">thecommunityguide.org/findings/vaccination-programs-reducing-client-out-pocket-costs</a>
	4a. Create office policies that minimize patient costs e.g. accepting all forms of insurance, accommodating for changes to insurance	33. Immunization Billables Project [CDC] <a href="https://cdc.gov/vaccines/programs/billables-project/index.html">cdc.gov/vaccines/programs/billables-project/index.html</a>
	4b. Participate in the New Jersey Vaccines for Children Program (NJ VFC)	34. New Jersey Vaccines for Children (NJ VFC) [NJDOH] <a href="https://njiis.nj.gov/core/web/index.html#/vfcDocs">njiis.nj.gov/core/web/index.html#/vfcDocs</a>

# PEDIATRIC & ADOLESCENT IMMUNIZATION STANDARDS JOB AID



Immunization Standard	Clinical Skills, Techniques, and Procedures	Resources
		35. VFC brochure: information for healthcare providers [NJDOH] <a href="http://njiis.nj.gov/docs/VFCBrochure.pdf">njiis.nj.gov/docs/VFCBrochure.pdf</a> 36. Understanding New Jersey's VFC and 317 Programs Webinar [NJDOH] <a href="http://register.gotowebinar.com/rt/6433148365834246403">register.gotowebinar.com/rt/6433148365834246403</a> 37. Provider Manual: New Jersey VFC and 317-Funded Adult Program [NJDOH] <a href="http://njiis.nj.gov/docs/vfc_provider_manual.pdf">njiis.nj.gov/docs/vfc_provider_manual.pdf</a>
<b>Assessment of Vaccination Status</b>	<b>5. Healthcare professionals review the vaccination and health status of patients at every encounter to determine which vaccines are indicated.</b>	38. General Best Practice Guidelines for Immunization [CDC] <a href="http://cdc.gov/vaccines/hcp/acip-recs/general-recs/index.html">cdc.gov/vaccines/hcp/acip-recs/general-recs/index.html</a>
	5a. Stay up-to-date on Advisory Committee on Immunization Practices (ACIP) recommendations; review annually at minimum	39. Adult Immunization Schedule by Age [CDC] <a href="http://cdc.gov/vaccines/schedules/hcp/adult.html">cdc.gov/vaccines/schedules/hcp/adult.html</a> 40. Summary of Recommendations for Child/Teen Immunization [IAC] <a href="http://immunize.org/catg.d/p2010.pdf">immunize.org/catg.d/p2010.pdf</a> 41. ACIP Vaccine Recommendations and Guidelines [CDC] <a href="http://cdc.gov/vaccines/hcp/acip-recs/index.html">cdc.gov/vaccines/hcp/acip-recs/index.html</a>
	5b. Conduct pre-visit planning: iv. Assess for vaccination at every encounter v. Search for patient vaccination history in NJIIS vi. Conduct patient chart review and review patient's risk factors (HALO - health, age, lifestyle, and occupation) and contraindications	42. HALO [IAC] <a href="http://immunize.org/catg.d/p3070.pdf">immunize.org/catg.d/p3070.pdf</a> 43. New Jersey School Immunization Requirements [NJDOH] <a href="http://nj.gov/health/cd/imm_requirements/">nj.gov/health/cd/imm_requirements/</a>
	5c. Provide patient/guardian questionnaire at check-in	44. Childhood Vaccine Assessment Tool [CDC] <a href="http://cdc.gov/vaccines/childquiz/">cdc.gov/vaccines/childquiz/</a>
	5d. Use electronic health record (EHR) prompts	45. Vaccination Programs: Provider Reminders [The Community Guide] <a href="http://thecommunityguide.org/findings/vaccination-programs-provider-reminders">thecommunityguide.org/findings/vaccination-programs-provider-reminders</a>
	<b>6. Healthcare professionals assess for and follow only medically accepted contraindications.</b>	46. Contraindications and Precautions [CDC] <a href="http://cdc.gov/vaccines/hcp/acip-recs/general-recs/contraindications.html">cdc.gov/vaccines/hcp/acip-recs/general-recs/contraindications.html</a>
	6a. Stay up-to-date on Advisory Committee on Immunization Practices (ACIP) recommendations; review annually at minimum	47. Adult Immunization Schedule by Age [CDC] <a href="http://cdc.gov/vaccines/schedules/hcp/adult.html">cdc.gov/vaccines/schedules/hcp/adult.html</a>

# PEDIATRIC & ADOLESCENT IMMUNIZATION STANDARDS JOB AID



Immunization Standard	Clinical Skills, Techniques, and Procedures	Resources
		48. Summary of Recommendations for Child/Teen Immunization [IAC] <a href="https://immunize.org/catg.d/p2010.pdf">immunize.org/catg.d/p2010.pdf</a>
	6b. Review contraindications to immunization	49. Contraindications and Precautions [CDC] <a href="https://cdc.gov/vaccines/hcp/acip-recs/general-recs/contraindications.html">cdc.gov/vaccines/hcp/acip-recs/general-recs/contraindications.html</a> 50. Guide to Contraindications and Precautions to Commonly Used Vaccines [IAC] <a href="https://immunize.org/catg.d/p3072a.pdf">immunize.org/catg.d/p3072a.pdf</a> 51. Screening Checklist for Contraindications to HPV, MenACWY, MenB, and Tdap Vaccines for Teens [IAC] <a href="https://immunize.org/catg.d/p4062.pdf">immunize.org/catg.d/p4062.pdf</a> 52. Screening Checklist for Contraindications to Vaccines for Children and Teens [IAC] <a href="https://immunize.org/catg.d/p4060.pdf">immunize.org/catg.d/p4060.pdf</a>
	6c. Review the New Jersey Department of Health’s medical exemption form	53. Guidance for Requesting a Medical Exemption from Mandatory Immunization [NJDOH] <a href="https://nj.gov/health/forms/imm-53.pdf">nj.gov/health/forms/imm-53.pdf</a> 54. Medical Exemptions: Separating Fact from Fiction Webinar - View the archived recording at the following link <a href="https://youtube.com/watch?time_continue=4&amp;v=oTfb65ahW24">youtube.com/watch?time_continue=4&amp;v=oTfb65ahW24</a> . Continuing education is not available for this program. [New Jersey Immunization Network (NJIN)]
<b>Effective Communication about Vaccine Benefits/Risks</b>	<b>7. Parents/guardians and patients are educated about the benefits and risks of vaccination in a culturally appropriate manner and in easy-to-understand language.</b>	55. Vaccine Preventable Disease Program [NJDOH] <a href="https://nj.gov/health/cd/vpdp.shtml">nj.gov/health/cd/vpdp.shtml</a> 56. Sample Vaccine Policy Statement [IAC] <a href="https://immunize.org/catg.d/p2067.pdf">immunize.org/catg.d/p2067.pdf</a>
	7a. Distribute Vaccine Information Statement (VIS) to each patient before administering a vaccine	57. Current VISs [CDC] <a href="https://cdc.gov/vaccines/hcp/vis/current-vis.html">cdc.gov/vaccines/hcp/vis/current-vis.html</a> 58. Current dates of Vaccine Information Statements (VISs) [IAC] <a href="https://immunize.org/catg.d/p2029.pdf">immunize.org/catg.d/p2029.pdf</a>
	7b. Have written materials available to address common parental concerns	59. Parents’ Guide to Childhood Immunizations [CDC] <a href="https://stacks.cdc.gov/view/cdc/35722">stacks.cdc.gov/view/cdc/35722</a> 60. Infant and Childhood Immunization Resources [CDC] <a href="https://cdc.gov/vaccines/parents/resources/childhood.html">cdc.gov/vaccines/parents/resources/childhood.html</a>
	7c. Address patient questions and concerns: i. Share tailored reasons why vaccination is right for patient ii. Highlight positive experiences with vaccination	61. Common Questions About Vaccines [CDC] <a href="https://cdc.gov/vaccines/parents/FAQs.html">cdc.gov/vaccines/parents/FAQs.html</a> 62. Reasons to Get HPV Vaccine [CDC]

# PEDIATRIC & ADOLESCENT IMMUNIZATION STANDARDS JOB AID



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	<ul style="list-style-type: none"> <li>iii. Explain the potential costs of getting sick</li> <li>iv. Review recommendation communication strategies such as "SHARE"</li> <li>v. Provide education materials or trusted websites to review</li> </ul>	<ul style="list-style-type: none"> <li><a href="https://www.cdc.gov/hpv/parents/vaccine/six-reasons.html">cdc.gov/hpv/parents/vaccine/six-reasons.html</a></li> <li>63. Finding Credible Vaccine Information [CDC] <a href="https://www.cdc.gov/vaccines/vac-gen/evalwebs.htm">cdc.gov/vaccines/vac-gen/evalwebs.htm</a></li> </ul>
	<p>7d. Provide your patient/guardian with a vaccine administration record</p>	<ul style="list-style-type: none"> <li>64. Request for Copy of NJIIS Immunization Record [NJDOH] <a href="https://state.nj.us/health/forms/imm-46.pdf">state.nj.us/health/forms/imm-46.pdf</a></li> <li>65. State of New Jersey Health History and Appraisal [New Jersey Department of Education/NJDOH] <a href="https://nj.gov/education/safety/health/records/docs/hha.pdf">nj.gov/education/safety/health/records/docs/hha.pdf</a></li> </ul>
	<p>7e. If there is a vaccine refusal, document conversation and continue conversation at next visit</p>	<ul style="list-style-type: none"> <li>66. Record of Vaccine Declination [IAC] <a href="https://immunize.org/catg.d/p4059.pdf">immunize.org/catg.d/p4059.pdf</a></li> <li>67. Why Vaccinate [CDC] <a href="https://www.cdc.gov/vaccines/parents/why-vaccinate/index.html">cdc.gov/vaccines/parents/why-vaccinate/index.html</a></li> <li>68. Documenting parental refusal to have their children vaccinated [AAP] <a href="https://downloads.aap.org/DOPCSP/SOID_RTV_form_01-2019_English.pdf">downloads.aap.org/DOPCSP/SOID_RTV_form_01-2019_English.pdf</a></li> </ul>
<p><b>Proper Storage, Administration, and Documentation of Vaccines</b></p>	<p><b>8. Healthcare professionals follow appropriate procedures for vaccine storage and handling.</b></p>	<ul style="list-style-type: none"> <li>69. Vaccine Storage and Handling [CDC] <a href="https://www.cdc.gov/vaccines/hcp/admin/storage/index.html">cdc.gov/vaccines/hcp/admin/storage/index.html</a></li> <li>70. Vaccine Storage and Handling Toolkit [CDC] <a href="https://www.cdc.gov/vaccines/hcp/admin/storage/toolkit/index.html">cdc.gov/vaccines/hcp/admin/storage/toolkit/index.html</a></li> <li>71. Checklist for Safe Vaccine Storage and Handling [IAC] <a href="https://immunize.org/catg.d/p3035.pdf">immunize.org/catg.d/p3035.pdf</a></li> <li>72. Don't Be Guilty of These <i>Preventable</i> Errors in Vaccine Storage and Handling [IAC] <a href="https://immunize.org/catg.d/p3036.pdf">immunize.org/catg.d/p3036.pdf</a></li> </ul>
	<p>8a. Develop and routinely review a vaccine storage and handling plan</p>	<p>CDC recommends your facility develop and maintain clearly written, detailed, and up-to-date storage and handling standard operating procedures (SOPs). Refer to the CDC's Vaccine Storage and Handling Toolkit (<a href="https://www.cdc.gov/vaccines/hcp/admin/storage/toolkit/index.html">cdc.gov/vaccines/hcp/admin/storage/toolkit/index.html</a>) for more information.</p>
	<p>8b. Designate a vaccine coordinator and backup coordinator to oversee all vaccine storage and handling activities</p>	<ul style="list-style-type: none"> <li>73. NJ VFC &amp; 317 Program Manual [NJDOH] <a href="https://nj.gov/health/cd/documents/vpdp/vfc_provider_manual.pdf">nj.gov/health/cd/documents/vpdp/vfc_provider_manual.pdf</a></li> </ul>

# PEDIATRIC & ADOLESCENT IMMUNIZATION STANDARDS JOB AID



Immunization Standard	Clinical Skills, Techniques, and Procedures	Resources
	8c. Store vaccine in the most appropriate equipment	74. Vaccine Storage and Handling Toolkit [CDC] <a href="https://cdc.gov/vaccines/hcp/admin/storage/toolkit/index.html">cdc.gov/vaccines/hcp/admin/storage/toolkit/index.html</a> 75. You Call the Shots-Storage and Handling [CDC] <a href="https://cdc.gov/nip/isd/ycts/mod1/courses/sh/ce.asp">cdc.gov/nip/isd/ycts/mod1/courses/sh/ce.asp</a>
	8d. Maintain optimal storage conditions within the storage unit. Address any out of range temperatures immediately. Temperatures should be: iii. <b>Refrigerator:</b> between 2°C and 8°C (36°F and 46°F) iv. <b>Freezer:</b> between -50°C and -15°C (-58°F and +5°F)	76. Vaccine Storage and Handling: A Focus on Temperature Excursions webinar [NJDOH & the Ernest Mario School of Pharmacy, Rutgers, the State University of New Jersey] <a href="https://njiis.nj.gov/core/web/index.html#/vfcDocs">njiis.nj.gov/core/web/index.html#/vfcDocs</a> 77. Do Not Turn Off Circuit Breaker Sticker [IAC] <a href="https://immunize.org/catg.d/p2091.pdf">immunize.org/catg.d/p2091.pdf</a> 78. Do Not Unplug Refrigerator or Freezer Sticker [IAC] <a href="https://immunize.org/catg.d/p2090.pdf">immunize.org/catg.d/p2090.pdf</a> 79. Vaccine Storage & Handling Guide Cling <a href="https://njiis.nj.gov/docs/VaccineStorageGuide.pdf">njiis.nj.gov/docs/VaccineStorageGuide.pdf</a>
	8e. Use a digital data logger (DDL) to monitor vaccine in each storage unit	80. VFC Quick Tips Getting to Know Your Data Loggers <a href="https://njiis.nj.gov/docs/vfc/Getting_to_Know_Your_Data_Loggers.pdf">njiis.nj.gov/docs/vfc/Getting_to_Know_Your_Data_Loggers.pdf</a>
	8f. Develop an emergency vaccine retrieval and storage plan	81. Emergency Response Worksheet [IAC] <a href="https://immunize.org/catg.d/p3051.pdf">immunize.org/catg.d/p3051.pdf</a> 82. Vaccine Management Policy Template [NJDOH] <a href="https://njiis.nj.gov/docs/Vaccine_Management_Policy_Template.pdf">njiis.nj.gov/docs/Vaccine_Management_Policy_Template.pdf</a>
	8g. Provide training to all new staff and to all staff when there are updates	83. Immunization Courses: Webcasts and Self Study [CDC] <a href="https://cdc.gov/vaccines/ed/courses.html">cdc.gov/vaccines/ed/courses.html</a> 84. Pink Book Webinar Series [CDC] <a href="https://cdc.gov/vaccines/ed/webinar-epv/index.html">cdc.gov/vaccines/ed/webinar-epv/index.html</a> 85. You Call the Shots: Web-based Training Course [CDC] <a href="https://cdc.gov/vaccines/ed/youcalltheshots.html">cdc.gov/vaccines/ed/youcalltheshots.html</a>
	<b>9. Up-to-date, written vaccination protocols are accessible at all locations where vaccines are administered.</b>	86. Foster Support for Vaccination in Your Practice [CDC] <a href="https://cdc.gov/vaccines/hcp/conversations/your-practice.html">cdc.gov/vaccines/hcp/conversations/your-practice.html</a>
	9a. Train and educate your staff on vaccine administration	87. Skills Checklist for Vaccine Administration [IAC] <a href="https://immunize.org/catg.d/p7010.pdf">immunize.org/catg.d/p7010.pdf</a> 88. Immunization Courses: Webcasts and Self Study [CDC] <a href="https://cdc.gov/vaccines/ed/courses.html">cdc.gov/vaccines/ed/courses.html</a>

# PEDIATRIC & ADOLESCENT IMMUNIZATION STANDARDS JOB AID



Immunization Standard	Clinical Skills, Techniques, and Procedures	Resources
		89. Vaccine Administration e-Learn [CDC] <a href="https://www.cdc.gov/vaccines/ed/vaxadmin/va/ce.asp">cdc.gov/vaccines/ed/vaxadmin/va/ce.asp</a> 90. Don't Be Guilty of These Preventable Errors in Vaccine Administration [IAC] <a href="https://www.immunize.org/catg.d/p3033.pdf">immunize.org/catg.d/p3033.pdf</a> 91. Vaccines with Diluents: How to Use Them [IAC] <a href="https://www.immunize.org/catg.d/p3040.pdf">immunize.org/catg.d/p3040.pdf</a>
	<b>10. People who administer vaccines and staff who manage or support vaccine administration are knowledgeable and receive ongoing education.</b>	92. Skills Checklist for Vaccine Administration [IAC] <a href="https://www.immunize.org/catg.d/p7010.pdf">immunize.org/catg.d/p7010.pdf</a> 93. Supplies You May Need at an Immunization Clinic [IAC] <a href="https://www.immunize.org/catg.d/p3046.pdf">immunize.org/catg.d/p3046.pdf</a>
	10a. Provide a strong recommendation for all needed vaccines	94. Make a Strong Influenza Vaccine Recommendation [CDC] <a href="https://www.cdc.gov/flu/professionals/vaccination/flu-vaccine-recommendation.htm">cdc.gov/flu/professionals/vaccination/flu-vaccine-recommendation.htm</a> 95. Talking with Parents about Vaccines for Infants [CDC] <a href="https://www.cdc.gov/vaccines/hcp/conversations/talking-with-parents.html">cdc.gov/vaccines/hcp/conversations/talking-with-parents.html</a> 96. #HowIRecommend Vaccination Video Series [CDC] <a href="https://www.cdc.gov/vaccines/howirecommend/index.html">cdc.gov/vaccines/howirecommend/index.html</a>
	10b. Distribute Vaccine Information Statement (VIS) to each patient before administering a vaccine	97. Current VISs [CDC] <a href="https://www.cdc.gov/vaccines/hcp/vis/current-vis.html">cdc.gov/vaccines/hcp/vis/current-vis.html</a> 98. Current dates of Vaccine Information Statements (VISs) [IAC] <a href="https://www.immunize.org/catg.d/p2029.pdf">immunize.org/catg.d/p2029.pdf</a>
	<b>11. Healthcare professionals simultaneously administer as many indicated vaccine doses as possible.</b>	99. Vaccine Recommendations and Guidelines of the ACIP: Simultaneous Administration [CDC] <a href="https://www.cdc.gov/vaccines/hcp/acip-recs/general-recs/timing.html#simultaneous">cdc.gov/vaccines/hcp/acip-recs/general-recs/timing.html#simultaneous</a>
	11a. Use electronic health record (EHR) prompts	100. Vaccination Programs: Provider Reminders [The Community Guide] <a href="https://thecommunityguide.org/findings/vaccination-programs-provider-reminders">thecommunityguide.org/findings/vaccination-programs-provider-reminders</a>
	11b. Recommend and offer vaccine at the same visit for all vaccines. Make a recommendation and referral for vaccines that are not available.	101. Talking with Parents about Vaccines for Infants [CDC] <a href="https://www.cdc.gov/vaccines/hcp/conversations/talking-with-parents.html">cdc.gov/vaccines/hcp/conversations/talking-with-parents.html</a> 102. #HowIRecommend Vaccination Video Series [CDC] <a href="https://www.cdc.gov/vaccines/howirecommend/index.html">cdc.gov/vaccines/howirecommend/index.html</a>
	11c. Implement standing orders	103. Using Standing Orders for Administering Vaccines: What You Should Know [IAC] <a href="https://www.immunize.org/catg.d/p3066.pdf">immunize.org/catg.d/p3066.pdf</a>

# PEDIATRIC & ADOLESCENT IMMUNIZATION STANDARDS JOB AID



Immunization Standard	Clinical Skills, Techniques, and Procedures	Resources
		104. Standing Orders [IAC] <a href="https://immunize.org/standing-orders">immunize.org/standing-orders</a> 105. 10 Steps to Implementing Standing Orders for Immunization in Your Practice Setting [IAC] <a href="https://immunize.org/catg.d/p3067.pdf">immunize.org/catg.d/p3067.pdf</a>
	<b>12. Vaccination records for patients are accurate, complete, and easily accessible.</b>	106. Tips for Locating Old Immunization Records [IAC] <a href="https://immunize.org/catg.d/p3065.pdf">immunize.org/catg.d/p3065.pdf</a>
	12a. Participate in the statewide immunization registry, the New Jersey Immunization Information System (NJiIS), and record all administered vaccinations in NJiIS	107. New Jersey Immunization Information System (NJiIS) [NJDOH] <a href="https://njiis.nj.gov/">njiis.nj.gov/</a> 108. Your Child’s Best Shot Brochure – English [NJDOH] <a href="https://njiis.nj.gov/docs/njiis_your_childs_bestshot.pdf">https://njiis.nj.gov/docs/njiis_your_childs_bestshot.pdf</a> 109. Your Child’s Best Shot Brochure – Spanish [NJDOH] <a href="https://njiis.nj.gov/docs/njiis_your_childs_bestshot_spanish.pdf">https://njiis.nj.gov/docs/njiis_your_childs_bestshot_spanish.pdf</a>
	12b. If there is a vaccine refusal, document conversation and continue conversation at next visit	110. Declination of Influenza Vaccination [IAC] <a href="https://immunize.org/catg.d/p4068.pdf">immunize.org/catg.d/p4068.pdf</a> 111. Refusal to Vaccinate [American Academy of Pediatrics] <a href="https://aap.org/en/patient-care/immunizations/implementing-immunization-administration-in-your-practice/refusal-to-vaccinate/">aap.org/en/patient-care/immunizations/implementing-immunization-administration-in-your-practice/refusal-to-vaccinate/</a>
	12c. If referred for vaccination, confirm with patient that they received the recommended vaccines	112. Notification of Vaccination Letter Template [IAC] <a href="https://immunize.org/catg.d/p3060.pdf">immunize.org/catg.d/p3060.pdf</a>
	12d. Provide your patient with a copy of their own vaccine administration record	113. Vaccine Administration Record for Children and Teens [IAC] <a href="https://immunize.org/catg.d/p2022.pdf">immunize.org/catg.d/p2022.pdf</a>
	<b>13. Healthcare professionals report adverse events after vaccination promptly and accurately to the Vaccine Adverse Event Reporting System (VAERS) and are aware of a separate program, the Vaccine Injury Compensation Program (VICP).</b>	114. Vaccine Adverse Event Reporting System (VAERS) [CDC] <a href="https://cdc.gov/vaccinesafety/ensuringsafety/monitoring/vaers/index.html">cdc.gov/vaccinesafety/ensuringsafety/monitoring/vaers/index.html</a> 115. National Vaccine Injury Compensation Program [Health Resources & Services Administration] <a href="https://hrsa.gov/vaccine-compensation">hrsa.gov/vaccine-compensation</a>
	13a. Create a protocol for responding to adverse events	116. Medical Management of Vaccine Reactions in Children and Teens in a Community Setting [IAC] <a href="https://immunize.org/catg.d/p3082a.pdf">immunize.org/catg.d/p3082a.pdf</a>

# PEDIATRIC & ADOLESCENT IMMUNIZATION STANDARDS JOB AID



Immunization Standard	Clinical Skills, Techniques, and Procedures	Resources
	13b. Follow standard precautions to control infection	117. Guide to Infection Prevention for Outpatient Settings: Minimum Expectations for Safe Care [CDC] <a href="https://www.cdc.gov/HAI/settings/outpatient/outpatient-care-guidelines.html">cdc.gov/HAI/settings/outpatient/outpatient-care-guidelines.html</a>
	<b>14. All personnel who have contact with patients are appropriately vaccinated.</b>	118. Recommended Vaccines for Healthcare Workers [CDC] <a href="https://www.cdc.gov/vaccines/adults/rec-vac/hcw.html">cdc.gov/vaccines/adults/rec-vac/hcw.html</a> 119. Healthcare Personnel Vaccination Recommendations [IAC] <a href="https://immunize.org/catg.d/p2017.pdf">immunize.org/catg.d/p2017.pdf</a> 120. Hepatitis B and Healthcare Personnel [IAC] <a href="https://immunize.org/catg.d/p2109.pdf">immunize.org/catg.d/p2109.pdf</a> 121. Declination of Influenza Vaccination [IAC] <a href="https://immunize.org/catg.d/p4068.pdf">immunize.org/catg.d/p4068.pdf</a> 122. Increase Influenza Vaccination Coverage among your Health Care Personnel [CDC] <a href="https://www.cdc.gov/flu/toolkit/long-term-care/plan.htm">cdc.gov/flu/toolkit/long-term-care/plan.htm</a>
<b>Implementation of Strategies to Improve Vaccination Coverage</b>	<b>15. Systems are used to remind parents/guardians, patients, and healthcare professionals when vaccinations are due and to recall those who are overdue.</b>	123. NJIIS Reminder Recall Help Guide [NJDOH] <a href="https://njiis.nj.gov/docs/ReminderRecall/Reminder_Recall_Help_Guide.pdf">njiis.nj.gov/docs/ReminderRecall/Reminder_Recall_Help_Guide.pdf</a> 124. Vaccination Programs: Client Reminder and Recall Systems [The Community Guide] <a href="https://thecommunityguide.org/findings/vaccination-programs-client-reminder-and-recall-systems">thecommunityguide.org/findings/vaccination-programs-client-reminder-and-recall-systems</a>
	15a. Implement standing orders	125. Using Standing Orders for Administering Vaccines: What You Should Know [IAC] <a href="https://immunize.org/catg.d/p3066.pdf">immunize.org/catg.d/p3066.pdf</a> 126. Standing Orders [IAC] <a href="https://immunize.org/standing-orders">immunize.org/standing-orders</a> 127. 10 Steps to Implementing Standing Orders for Immunization in Your Practice Setting [IAC] <a href="https://immunize.org/catg.d/p3067.pdf">immunize.org/catg.d/p3067.pdf</a>
	15b. Use electronic health record (EHR) prompts	128. Vaccination Programs: Provider Reminders [The Community Guide] <a href="https://thecommunityguide.org/findings/vaccination-programs-provider-reminders">thecommunityguide.org/findings/vaccination-programs-provider-reminders</a>
	15c. Offer reminder/recall to patients. Send reminders about needed vaccines. Use data in NJIIS or EHR to develop reminder/recall lists.	129. NJIIS Reminder Recall Help Guide [NJDOH] <a href="https://njiis.nj.gov/docs/ReminderRecall/Reminder_Recall_Help_Guide.pdf">njiis.nj.gov/docs/ReminderRecall/Reminder_Recall_Help_Guide.pdf</a> 130. Vaccination Programs: Client Reminder and Recall Systems [The Community Guide] <a href="https://thecommunityguide.org/findings/vaccination-programs-client-reminder-and-recall-systems">thecommunityguide.org/findings/vaccination-programs-client-reminder-and-recall-systems</a>

# PEDIATRIC & ADOLESCENT IMMUNIZATION STANDARDS JOB AID



Immunization Standard	Clinical Skills, Techniques, and Procedures	Resources
	<b>16. Office- or clinic-based patient record reviews and vaccination coverage assessments are performed annually.</b>	131. Provider assessment and Feedback [The Community Guide] <a href="http://thecommunityguide.org/findings/vaccination-programs-provider-assessment-and-feedback">thecommunityguide.org/findings/vaccination-programs-provider-assessment-and-feedback</a> .
	16a. Assess how your practice is doing	132. Quality Improvement Projects Targeting Immunization [CDC] <a href="http://cdc.gov/vaccines/ed/quality-improvement-proj.html">cdc.gov/vaccines/ed/quality-improvement-proj.html</a> 133. Healthy People 2030 Vaccination [Office of Disease Prevention and Health Promotion] <a href="http://health.gov/healthypeople/objectives-and-data/browse-objectives/vaccination">health.gov/healthypeople/objectives-and-data/browse-objectives/vaccination</a> 134. ChildVaxView [CDC] <a href="http://cdc.gov/vaccines/imz-managers/coverage/childvaxview/index.html">cdc.gov/vaccines/imz-managers/coverage/childvaxview/index.html</a> 135. TeenVaxView [CDC] <a href="http://cdc.gov/vaccines/imz-managers/coverage/teenvaxview/index.html">cdc.gov/vaccines/imz-managers/coverage/teenvaxview/index.html</a> 136. SchoolVaxView [CDC] <a href="http://cdc.gov/vaccines/imz-managers/coverage/schoolvaxview/index.html">cdc.gov/vaccines/imz-managers/coverage/schoolvaxview/index.html</a>
	16b. Participate in the Immunization Quality Improvement for Providers (IQIP) program	137. (IQIP) Immunization Quality Improvement for Providers [CDC] <a href="http://cdc.gov/vaccines/programs/iqip/at-a-glance.html">cdc.gov/vaccines/programs/iqip/at-a-glance.html</a>
	<b>17. Healthcare professionals practice community-based approaches.</b>	138. What Works Fact Sheet: Increasing Appropriate Vaccination [The Community Guide] <a href="http://thecommunityguide.org/resources/what-works-increasing-appropriate-vaccination.html">thecommunityguide.org/resources/what-works-increasing-appropriate-vaccination.html</a> 139. Vaccination Programs: Community-Based Interventions Implemented in Combination [The Community Guide] <a href="http://thecommunityguide.org/findings/vaccination-programs-community-based-interventions-implemented-combination">thecommunityguide.org/findings/vaccination-programs-community-based-interventions-implemented-combination</a> 140. Vaccination Programs: Schools and Organized Child Care Centers [The Community Guide] <a href="http://thecommunityguide.org/findings/vaccination-programs-schools-and-organized-child-care-centers">thecommunityguide.org/findings/vaccination-programs-schools-and-organized-child-care-centers</a>
	17a. Conduct community awareness campaigns	141. <i>Protect Me With 3+</i> Adolescent Immunization Awareness Campaign [NJDOH & The Partnership for Maternal and Child Health of Northern New Jersey] <a href="http://protectmewith3.com">protectmewith3.com</a> 142. New Jersey Influenza Honor Roll [NJDOH] <a href="http://nj.gov/health/cd/edu_training/vpdp_flu_honor_roll.shtml">nj.gov/health/cd/edu_training/vpdp_flu_honor_roll.shtml</a>
	17b. Identify community partners to ensure services are reaching everyone, not just those who visit the office routinely	143. New Jersey Hot Shots for Tots Immunization Campaign [NJDOH] <a href="http://nj.gov/health/cd/imm_requirements/vpdp_hotshots.shtml">nj.gov/health/cd/imm_requirements/vpdp_hotshots.shtml</a>

# PEDIATRIC & ADOLESCENT IMMUNIZATION STANDARDS JOB AID



Immunization Standard	Clinical Skills, Techniques, and Procedures	Resources
		144. New Jersey College & University Flu Challenge [NJDOH] <a href="http://nj.gov/health/cd/edu_training/vpdp_flu_challenge.shtml">nj.gov/health/cd/edu_training/vpdp_flu_challenge.shtml</a>

## Additional Resources:

- The Standards for Pediatric Immunization Practice: <https://www.hhs.gov/vaccines/nvac/reports-and-recommendations/the-standards-for-pediatric-immunization-practice/index.html>
- New Jersey Department of Health, Vaccine Preventable Disease Program: [nj.gov/health/cd/vpdp.shtml](http://nj.gov/health/cd/vpdp.shtml)
- Immunization Action Coalition, Ask the Experts: [immunize.org/askexperts/](http://immunize.org/askexperts/)

## Vaccine-Specific Resources:

### Chickenpox (Varicella)

- CDC: [cdc.gov/vaccines/vpd/varicella/index.html](http://cdc.gov/vaccines/vpd/varicella/index.html)
- NJDOH: [nj.gov/health/cd/topics/varicella.shtml](http://nj.gov/health/cd/topics/varicella.shtml)
- IAC: [immunize.org/handouts/chickenpox-vaccines.asp](http://immunize.org/handouts/chickenpox-vaccines.asp)

### Diphtheria

- CDC: [cdc.gov/vaccines/vpd/diphtheria/index.html](http://cdc.gov/vaccines/vpd/diphtheria/index.html)
- NJDOH: [nj.gov/health/cd/topics/diphtheria.shtml](http://nj.gov/health/cd/topics/diphtheria.shtml)
- IAC: [immunize.org/handouts/diphtheria-vaccines.asp](http://immunize.org/handouts/diphtheria-vaccines.asp)

### Hepatitis A

- CDC: [cdc.gov/vaccines/vpd/hepa/index.html](http://cdc.gov/vaccines/vpd/hepa/index.html)
- NJDOH: [nj.gov/health/cd/topics/hepatitisa.shtml](http://nj.gov/health/cd/topics/hepatitisa.shtml)
- IAC: [immunize.org/handouts/hepatitis-a-vaccines.asp](http://immunize.org/handouts/hepatitis-a-vaccines.asp)

# PEDIATRIC & ADOLESCENT IMMUNIZATION STANDARDS JOB AID



## Hepatitis B

- CDC: [cdc.gov/vaccines/vpd/hepb/index.html](https://cdc.gov/vaccines/vpd/hepb/index.html)
- NJDOH, Hepatitis B: [nj.gov/health/cd/topics/hepatitisb.shtml](https://nj.gov/health/cd/topics/hepatitisb.shtml)
- NJDOH, Perinatal Hepatitis B: [nj.gov/health/cd/topics/hepatitisb\\_perinatal.shtml](https://nj.gov/health/cd/topics/hepatitisb_perinatal.shtml)
- IAC: [immunize.org/handouts/hepatitis-b-vaccines.asp](https://immunize.org/handouts/hepatitis-b-vaccines.asp)

## Hib (*Haemophilus influenzae* type b)

- CDC: [cdc.gov/vaccines/vpd/hib/index.html](https://cdc.gov/vaccines/vpd/hib/index.html)
- NJDOH: [nj.gov/health/cd/topics/haemophilus.shtml](https://nj.gov/health/cd/topics/haemophilus.shtml)
- IAC: [immunize.org/handouts/hib-vaccines.asp](https://immunize.org/handouts/hib-vaccines.asp)

## Human papillomavirus (HPV)

- CDC: [cdc.gov/vaccines/vpd/hpv/index.html](https://cdc.gov/vaccines/vpd/hpv/index.html)
- NJDOH: [nj.gov/health/cd/topics/hpv.shtml](https://nj.gov/health/cd/topics/hpv.shtml)
- National HPV Roundtable Resources: [hpvroundtable.org/resource-library/](https://hpvroundtable.org/resource-library/)
- IAC: [immunize.org/handouts/hpv-vaccines.asp](https://immunize.org/handouts/hpv-vaccines.asp)

## Influenza

- CDC: [cdc.gov/vaccines/vpd/flu/index.html](https://cdc.gov/vaccines/vpd/flu/index.html)
- NJDOH: [nj.gov/health/cd/topics/flu.shtml](https://nj.gov/health/cd/topics/flu.shtml)
- IAC: [immunize.org/handouts/influenza-vaccines.asp](https://immunize.org/handouts/influenza-vaccines.asp)

## Measles

- CDC: [cdc.gov/vaccines/vpd/measles/index.html](https://cdc.gov/vaccines/vpd/measles/index.html)
- NJDOH: [nj.gov/health/cd/topics/measles.shtml](https://nj.gov/health/cd/topics/measles.shtml)
- IAC: [immunize.org/handouts/measles-mmr-vaccines.asp](https://immunize.org/handouts/measles-mmr-vaccines.asp)

## Meningococcal

- CDC: [cdc.gov/vaccines/vpd/mening/index.html](https://cdc.gov/vaccines/vpd/mening/index.html)
- NJDOH: [nj.gov/health/cd/topics/meningo.shtml](https://nj.gov/health/cd/topics/meningo.shtml)



# PEDIATRIC & ADOLESCENT IMMUNIZATION STANDARDS JOB AID

- IAC, Meningococcal ACWY: [immunize.org/handouts/meningococcal\\_acwy.asp](https://immunize.org/handouts/meningococcal_acwy.asp)
- IAC, Meningococcal B: [immunize.org/handouts/meningococcal\\_b.asp](https://immunize.org/handouts/meningococcal_b.asp)

## Mumps

- CDC: [cdc.gov/vaccines/vpd/mumps/index.html](https://cdc.gov/vaccines/vpd/mumps/index.html)
- NJDOH: [nj.gov/health/cd/topics/mumps.shtml](https://nj.gov/health/cd/topics/mumps.shtml)
- IAC: [immunize.org/handouts/mumps-mmr-vaccines.asp](https://immunize.org/handouts/mumps-mmr-vaccines.asp)

## Pneumococcal

- CDC: [cdc.gov/vaccines/vpd/pneumo/index.html](https://cdc.gov/vaccines/vpd/pneumo/index.html)
- IAC, pneumococcal conjugate (PCV): [immunize.org/handouts/pneumococcal-pcv-vaccines.asp](https://immunize.org/handouts/pneumococcal-pcv-vaccines.asp)
- IAC, pneumococcal polysaccharide (PPSV): [immunize.org/handouts/pneumococcal-ppsv-vaccines.asp](https://immunize.org/handouts/pneumococcal-ppsv-vaccines.asp)

## Polio (Poliomyelitis)

- CDC: [cdc.gov/vaccines/vpd/polio/index.html](https://cdc.gov/vaccines/vpd/polio/index.html)
- NJDOH: [nj.gov/health/cd/topics/polio.shtml](https://nj.gov/health/cd/topics/polio.shtml)
- IAC: [immunize.org/handouts/polio-vaccines.asp](https://immunize.org/handouts/polio-vaccines.asp)

## Rotavirus

- CDC: [cdc.gov/vaccines/vpd/rotavirus/index.html](https://cdc.gov/vaccines/vpd/rotavirus/index.html)
- IAC: [immunize.org/handouts/rotavirus-vaccines.asp](https://immunize.org/handouts/rotavirus-vaccines.asp)

## Rubella

- CDC: [cdc.gov/vaccines/vpd/rubella/index.html](https://cdc.gov/vaccines/vpd/rubella/index.html)
- NJDOH: [nj.gov/health/cd/topics/rubella.shtml](https://nj.gov/health/cd/topics/rubella.shtml)
- IAC: [immunize.org/handouts/rubella-mmr-vaccines.asp](https://immunize.org/handouts/rubella-mmr-vaccines.asp)

## Tetanus

- CDC: [cdc.gov/vaccines/vpd/tetanus/index.html](https://cdc.gov/vaccines/vpd/tetanus/index.html)
- NJDOH: [nj.gov/health/cd/topics/tetanus.shtml](https://nj.gov/health/cd/topics/tetanus.shtml)



## PEDIATRIC & ADOLESCENT IMMUNIZATION STANDARDS JOB AID

- IAC: [immunize.org/handouts/tetanus-vaccines.asp](https://immunize.org/handouts/tetanus-vaccines.asp)

### Whooping Cough (Pertussis)

- CDC: [cdc.gov/vaccines/vpd/pertussis/index.html](https://cdc.gov/vaccines/vpd/pertussis/index.html)
- NJDOH: [nj.gov/health/cd/topics/pertussis.shtml](https://nj.gov/health/cd/topics/pertussis.shtml)
- IAC: [immunize.org/handouts/pertussis-vaccines.asp](https://immunize.org/handouts/pertussis-vaccines.asp)

For more information, please contact the New Jersey Department of Health, Vaccine Preventable Disease Program at 609-826-4861.

Appendix B: Self-Assessment Score Sheet - Pediatric & Adolescent Immunization Standards

		Baseline Response	Response for Timepoint #2	Response for Timepoint #3
<b>Standard: Availability of Vaccines</b>				
<b>1</b>	<b>Vaccination services readily available</b>			
1a	Vaccination-only appointments			
1b	Host clinic hours at non-traditional times			
1c	Maintain adequate stock			
1d	Keep list of other providers in area if vaccine stock is not available			
<b>2</b>	<b>Vaccinations are coordinated with other healthcare services</b>			
2a	Integrate services with other programming			
2b	Vaccinate siblings at well-child visits			
2c	Participate in the statewide immunization registry (NJIS)			
2d	Establish 16-year-old immunization platform			
<b>3</b>	<b>Barriers are identified and minimized</b>			
3a	Standing orders			
3b	Discuss vaccination with parents at each visit			
3c	Dedicate certain office hours to vaccination			
3d	Educational materials for parents			
<b>4</b>	<b>Patient costs are minimized</b>			
4a	Create policies to minimize patient costs			
4b	Participate in NJ Vaccine for Children Program (VFC)			
<b>Standard: Assessment of Vaccination Status</b>				
<b>5</b>	<b>Review vaccination status at each visit</b>			
5a	Stay up to date on ACIP recommendations			
5b	Pre-visit planning			
5c	Patient questionnaire at check-in			
5d	EHR prompts			
<b>6</b>	<b>Assess for medically accepted contraindications</b>			
6a	Stay up to date on ACIP recommendations			
6b	Review contraindications			
6c	Review NJDOH medical exemption form			
<b>Standard: Effective Communication</b>				
<b>7</b>	<b>Educate on benefits/risks of vaccination</b>			
7a	Distribute Vaccine Information Statement (VIS)			
7b	Materials addressing parental concerns			
7c	Address patient questions and concerns			
7d	Provide vaccine administration record			
7e	Continuing conversation regarding vaccine refusal			
<b>Standard: Proper Storage, Administration, and Documentation of Vaccines</b>				
<b>8</b>	<b>Storage and handling</b>			
8a	Develop and review storage and handling plan			
8b	Vaccine coordinator and backup			
8c	Vaccine storage equipment			
8d	Maintain optimal storage conditions; address out of range temperatures immediately			

8e	Digital data logger (DDL)			
8f	Emergency vaccine retrieval and storage plan			
8g	Staff training			
<b>9</b>	<b>Accessible written vaccination protocols</b>			
9a	Train and educate staff			
<b>10</b>	<b>Ongoing vaccine administration education</b>			
10a	Strong recommendation			
10b	Distribution of Vaccine Information Statement (VIS)			
<b>11</b>	<b>Administer all indicated doses when possible</b>			
11a	EHR prompts			
11b	Recommend and offer at same visit			
11c	Standing orders			
<b>12</b>	<b>Accurate, complete, accessible vaccination records</b>			
12a	Participate in statewide immunization registry (NJIS)			
12b	Continue conversation for vaccine refusals			
12c	Follow-up on vaccination referrals			
12d	Provide patient vaccine administration record			
<b>13</b>	<b>Report any adverse events</b>			
13a	Protocol for responding to adverse events			
13b	Infection control precautions			
<b>14</b>	<b>Staff vaccination</b>			
<b>Standard: Implementation of Strategies to Improve Vaccination Coverage</b>				
<b>15</b>	<b>Reminder systems for due and past due doses</b>			
15a	Standing orders			
15b	EHR prompts			
15c	Reminder/recall			
<b>16</b>	<b>Record review and vaccination coverage assessments</b>			
16a	Assessment of practice coverage rates			
16b	Participate in Immunization Quality Improvement for Providers (IQIP) program			
<b>17</b>	<b>Community-based approaches</b>			
17a	Community awareness campaigns			
17b	Establish community partners			

**Summary Table**

For each timepoint, list the number of times each response was recorded during the self-assessment.

	Baseline	Timepoint #2	Timepoint #3
Yes			
Partly			
No			
N/A			

Appendix C: Adult Immunization Standards Job Aid

Included on pages 29-35 of this guide.

ADULT IMMUNIZATION STANDARDS JOB AID						
Adult Immunization Standard	Clinical Skills, Techniques, and Procedures	YES we already do this	PARTLY we do some of this, or do it sometimes	NO we do not yet do this	N/A	Plan of Action
Assess	a. Stay up-to-date on Advisory Committee on Immunization Practices (ACIP) recommendations; review annually at minimum					
	b. Implement standing orders					
	c. Conduct pre-visit planning <ul style="list-style-type: none"> <li>• Assess for vaccination at every encounter</li> <li>• Search for patient vaccination history in NJIIS</li> <li>• Conduct patient chart review and review patient's risk factors (HALO - health, age, lifestyle, and occupation) and contraindications</li> </ul>					
	d. Provide patient questionnaire at check-in					
	e. Use electronic health record (EHR) prompts					
	f. Offer reminder/recall to patients					
	g. Assess how your practice is doing					
Recommend	a. Provide a strong recommendation for all needed vaccines					
	b. Address patient questions and concerns: <ul style="list-style-type: none"> <li>• Remind patients that vaccines protect them and their loved ones</li> <li>• Share tailored reasons why vaccination is right for patient</li> <li>• Explain the potential costs of getting sick</li> <li>• Highlight positive experiences with vaccination</li> <li>• Review recommendation communication strategies such as "SHARE"</li> <li>• Provide education materials or trusted websites to review</li> </ul>					
	c. If there is a vaccine refusal, document conversation and continue at next visit					

# ADULT IMMUNIZATION STANDARDS JOB AID



Adult Immunization Standard	Clinical Skills, Techniques, and Procedures	YES we already do this	PARTLY we do some of this, or do it sometimes	NO we do not yet do this	N/A	Plan of Action
<b>Assess</b>	a. Stay up-to-date on Advisory Committee on Immunization Practices (ACIP) recommendations; review annually at minimum					
	b. Implement standing orders					
	c. Conduct pre-visit planning <ul style="list-style-type: none"> <li>• Assess for vaccination at every encounter</li> <li>• Search for patient vaccination history in NJIIS</li> <li>• Conduct patient chart review and review patient's risk factors (HALO - health, age, lifestyle, and occupation) and contraindications</li> </ul>					
	d. Provide patient questionnaire at check-in					
	e. Use electronic health record (EHR) prompts					
	f. Offer reminder/recall to patients					
	g. Assess how your practice is doing					
<b>Recommend</b>	a. Provide a strong recommendation for all needed vaccines					
	b. Address patient questions and concerns: <ul style="list-style-type: none"> <li>• Remind patients that vaccines protect them and their loved ones</li> <li>• Share tailored reasons why vaccination is right for patient</li> <li>• Explain the potential costs of getting sick</li> <li>• Highlight positive experiences with vaccination</li> <li>• Review recommendation communication strategies such as "SHARE"</li> <li>• Provide education materials or trusted websites to review</li> </ul>					
	c. If there is a vaccine refusal, document conversation and continue at next visit					
	d. Send reminders about needed vaccines. Use data in NJIIS or EHR to develop reminder/recall lists					

# ADULT IMMUNIZATION STANDARDS JOB AID



Adult Immunization Standard	Clinical Skills, Techniques, and Procedures	YES we already do this	PARTLY we do some of this, or do it sometimes	NO we do not yet do this	N/A	Plan of Action
<b>Administer</b>	a. Recommend and offer vaccine at the same visit for all vaccines that are in-stock. Make a recommendation and referral for vaccines that are not stocked.					
	b. Train and educate your staff on vaccine administration					
	c. Implement standing orders for vaccine administration					
	d. Properly store and handle vaccine <ul style="list-style-type: none"> <li>• Routinely review policies and procedures</li> <li>• Designate a vaccine coordinator and backup coordinator to oversee all vaccine storage and handling activities</li> <li>• Provide training to all new staff and to all staff when there are updates</li> </ul>					
	e. Distribute Vaccine Information Statement (VIS) to each patient before administering a vaccine					
	f. Ensure proper care for patients					
	g. Follow standard precautions to control infection					
	h. Be aware of and prepared for potential adverse reactions-Report any adverse events that occur following vaccination to the Vaccine Adverse Event Reporting System (VAERS)					
<b>Refer</b>	a. Refer patients for vaccines you do not stock					
	b. Provide a list of locations in the area to mention in a referral					
	c. If referred, confirm with patient that they received the recommended vaccines					
<b>Document</b>	a. Participate in the statewide immunization registry (NJIS) and record all administered vaccinations in NJIS					
	b. Follow-up and document vaccinations that were received at other locations					
	c. Provide your patient with a vaccine administration record					

# ADULT IMMUNIZATION STANDARDS JOB AID



*Instructions for developing a plan of action: After identifying the components of the standards where additional training or resources are needed, review the resources from the list below. In the plan of action column from the checklist, document a specific plan including a recommended date of completion.*

## Plan of Action Resources (Table Two)

Adult Immunization Standard	Clinical Skills, Techniques, and Procedures	Resources
Assess	a. Stay up-to-date on Advisory Committee on Immunization Practices (ACIP) recommendations; review annually at minimum	<ol style="list-style-type: none"> <li>Adult Immunization Schedule by Age [Centers for Disease Control and Prevention (CDC)] <a href="https://www.cdc.gov/vaccines/schedules/hcp/adult.html">cdc.gov/vaccines/schedules/hcp/adult.html</a></li> <li>Summary of Recommendations for Adult Immunization [Immunization Action Coalition (IAC)] <a href="https://immunize.org/catg.d/p2011.pdf">immunize.org/catg.d/p2011.pdf</a></li> </ol>
	b. Implement standing orders	<ol style="list-style-type: none"> <li>Using Standing Orders for Administering Vaccines: What You Should Know [IAC] <a href="https://immunize.org/catg.d/p3066.pdf">immunize.org/catg.d/p3066.pdf</a></li> <li>Standing Orders [IAC] <a href="https://immunize.org/standing-orders">immunize.org/standing-orders</a></li> <li>10 Steps to Implementing Standing Orders for Immunization in Your Practice Setting [IAC] <a href="https://immunize.org/catg.d/p3067.pdf">immunize.org/catg.d/p3067.pdf</a></li> </ol>
	c. Conduct pre-visit planning <ul style="list-style-type: none"> <li>Assess for vaccination at every encounter</li> <li>Search for patient vaccination history in NJIIS</li> <li>Conduct patient chart review and review patient's risk factors (HALO - health, age, lifestyle, and occupation) and contraindications</li> </ul>	<ol style="list-style-type: none"> <li>New Jersey Immunization Information System (NJIIS) <a href="https://njiis.nj.gov/">njiis.nj.gov/</a></li> <li>Contraindications and Precautions [CDC] <a href="https://www.cdc.gov/vaccines/hcp/acip-recs/general-recs/contraindications.html">cdc.gov/vaccines/hcp/acip-recs/general-recs/contraindications.html</a></li> <li>Screening Checklist for Contraindications to Vaccines for Adults [IAC] <a href="https://immunize.org/catg.d/p4065.pdf">immunize.org/catg.d/p4065.pdf</a></li> <li>Guide to Contraindications and Precautions to Commonly Used Vaccines in Adults [IAC] <a href="https://immunize.org/catg.d/p3072.pdf">immunize.org/catg.d/p3072.pdf</a></li> <li>HALO [IAC] <a href="https://immunize.org/catg.d/p3070.pdf">immunize.org/catg.d/p3070.pdf</a></li> </ol>
	d. Provide patient questionnaire at check-in	<ol style="list-style-type: none"> <li>Patient Vaccine Questionnaires [IAC] <a href="https://immunize.org/catg.d/p4036.pdf">immunize.org/catg.d/p4036.pdf</a></li> </ol>

# ADULT IMMUNIZATION STANDARDS JOB AID



Adult Immunization Standard	Clinical Skills, Techniques, and Procedures	Resources
	e. Use electronic health record (EHR) prompts	12. Clinician Reminders [IAC] <a href="https://immunize.org/catg.d/p2023.pdf">immunize.org/catg.d/p2023.pdf</a>
	f. Offer reminder/recall to patients	13. Reminder Systems and Strategies for Increasing Adult Vaccination Rates [CDC] <a href="https://cdc.gov/vaccines/hcp/adults/for-practice/reminder-sys.html">cdc.gov/vaccines/hcp/adults/for-practice/reminder-sys.html</a>
	g. Assess how your practice is doing	14. Review a sample of patients' charts or analyze electronic health record data for your practice to see whether your patients are up to date on needed vaccines. Review findings from the Community Guide about provider assessment and feedback: <a href="https://thecommunityguide.org/findings/vaccination-programs-provider-assessment-and-feedback">thecommunityguide.org/findings/vaccination-programs-provider-assessment-and-feedback</a> . 15. Quality Improvement Projects Targeting Immunization [CDC] <a href="https://cdc.gov/vaccines/ed/quality-improvement-proj.html">cdc.gov/vaccines/ed/quality-improvement-proj.html</a>
<b>Recommend</b>	a. Provide a strong recommendation for all needed vaccines	16. Standards for Practice: Vaccine Recommendation [CDC] <a href="https://cdc.gov/vaccines/hcp/adults/for-practice/standards/recommend.html">cdc.gov/vaccines/hcp/adults/for-practice/standards/recommend.html</a> 17. How to Give a Strong Recommendation to Adult Patients Who Require Vaccination [Medscape] <a href="https://medscape.com/viewarticle/842874?src=par_cdc_stm_mscpedt&amp;faf=1">medscape.com/viewarticle/842874?src=par_cdc_stm_mscpedt&amp;faf=1</a>
	b. Address patient questions and concerns: <ul style="list-style-type: none"> <li>• Remind patients that vaccines protect them and their loved ones</li> <li>• Share tailored reasons why vaccination is right for patient</li> <li>• Explain the potential costs of getting sick</li> <li>• Highlight positive experiences with vaccination</li> <li>• Review recommendation communication strategies such as "SHARE"</li> <li>• Provide education materials or trusted websites to review</li> </ul>	18. Vaccine Preventable Disease Program [NJDOH] <a href="https://nj.gov/health/cd/vpdp.shtml">nj.gov/health/cd/vpdp.shtml</a> 19. For Educating Your Adult Patients [CDC] <a href="https://cdc.gov/vaccines/hcp/adults/for-patients/index.html">cdc.gov/vaccines/hcp/adults/for-patients/index.html</a>
	c. If there is a vaccine refusal, document conversation and continue at next visit	20. Declination of Influenza Vaccination [IAC] <a href="https://immunize.org/catg.d/p4068.pdf">immunize.org/catg.d/p4068.pdf</a>
	d. Send reminders about needed vaccines. Use data in NJIIS or EHR to develop reminder/recall lists	21. NJIIS Reminder Recall Help Guide [NJDOH] <a href="https://njiis.nj.gov/docs/ReminderRecall/Reminder_Recall_Help_Guide.pdf">njiis.nj.gov/docs/ReminderRecall/Reminder_Recall_Help_Guide.pdf</a>

# ADULT IMMUNIZATION STANDARDS JOB AID



Adult Immunization Standard	Clinical Skills, Techniques, and Procedures	Resources
Administer	a. Recommend and offer vaccine at the same visit for all vaccines that are in-stock. Make a recommendation and referral for vaccines that are not stocked.	22. Adult Immunization Schedule by Age [CDC] <a href="https://cdc.gov/vaccines/schedules/hcp/imz/adult.html">cdc.gov/vaccines/schedules/hcp/imz/adult.html</a> 23. Summary of Recommendations for Adult Immunization [IAC] <a href="https://immunize.org/catg.d/p2011.pdf">immunize.org/catg.d/p2011.pdf</a>
	b. Train and educate your staff on vaccine administration	24. Immunization Courses: Webcasts and Self Study [CDC] <a href="https://cdc.gov/vaccines/ed/courses.html">cdc.gov/vaccines/ed/courses.html</a> 25. Administering Vaccines to Adults: Dose, Route, Site and Needle Size [IAC] <a href="https://immunize.org/catg.d/p3084.pdf">immunize.org/catg.d/p3084.pdf</a> 26. Don't Be Guilty of These <i>Preventable</i> Errors in Vaccine Administration [IAC] <a href="https://immunize.org/catg.d/p3033.pdf">immunize.org/catg.d/p3033.pdf</a> 27. How To Administer Intramuscular and Subcutaneous Vaccine Injections to Adults [IAC] <a href="https://immunize.org/catg.d/p2020a.pdf">immunize.org/catg.d/p2020a.pdf</a> 28. Supplies You May Need at an Immunization Clinic [IAC] <a href="https://immunize.org/catg.d/p3046.pdf">immunize.org/catg.d/p3046.pdf</a> 29. Vaccines with Diluents: How to Use Them [IAC] <a href="https://immunize.org/catg.d/p3040.pdf">immunize.org/catg.d/p3040.pdf</a>
	c. Implement standing orders for vaccine administration	30. Using Standing Orders for Administering Vaccines: What You Should Know [IAC] <a href="https://immunize.org/catg.d/p3066.pdf">immunize.org/catg.d/p3066.pdf</a> 31. Standing Orders [IAC] <a href="https://immunize.org/standing-orders">immunize.org/standing-orders</a> 32. 10 Steps to Implementing Standing Orders for Immunization in Your Practice Setting [IAC] <a href="https://immunize.org/catg.d/p3067.pdf">immunize.org/catg.d/p3067.pdf</a>

# ADULT IMMUNIZATION STANDARDS JOB AID



Adult Immunization Standard	Clinical Skills, Techniques, and Procedures	Resources
	<p>d. Properly store and handle vaccine</p> <ul style="list-style-type: none"> <li>• Routinely review policies and procedures</li> <li>• Designate a vaccine coordinator and backup coordinator to oversee all vaccine storage and handling activities</li> <li>• Provide training to all new staff and to all staff when there are updates</li> </ul>	<p>33. Vaccine Storage and Handling [CDC]  <a href="https://cdc.gov/vaccines/hcp/admin/storage/index.html">cdc.gov/vaccines/hcp/admin/storage/index.html</a></p> <p>34. Vaccine Storage and Handling [CDC]  <a href="https://cdc.gov/vaccines/hcp/admin/storage-handling.html">cdc.gov/vaccines/hcp/admin/storage-handling.html</a></p> <p>35. Checklist for Safe Vaccine Storage and Handling [IAC]  <a href="https://immunize.org/catg.d/p3035.pdf">immunize.org/catg.d/p3035.pdf</a></p> <p>36. Don't Be Guilty of These <i>Preventable</i> Errors in Vaccine Storage and Handling [IAC]  <a href="https://immunize.org/catg.d/p3036.pdf">immunize.org/catg.d/p3036.pdf</a></p>
	<p>e. Distribute Vaccine Information Statement (VIS) to each patient before administering a vaccine</p>	<p>37. Current VISs [CDC]  <a href="https://cdc.gov/vaccines/hcp/vis/current-vis.html">cdc.gov/vaccines/hcp/vis/current-vis.html</a></p> <p>38. Current dates of Vaccine Information Statements (VISs) [IAC]  <a href="https://immunize.org/catg.d/p2029.pdf">immunize.org/catg.d/p2029.pdf</a></p>
	<p>f. Ensure proper care for patients</p>	<p>39. Minimize potential risks to your patients by following safety protocols.</p>
	<p>g. Follow standard precautions to control infection</p>	<p>40. Guide to Infection Prevention for Outpatient Settings: Minimum Expectations for Safe Care [CDC]  <a href="https://cdc.gov/HAI/settings/outpatient/outpatient-care-guidelines.html">cdc.gov/HAI/settings/outpatient/outpatient-care-guidelines.html</a></p>
	<p>h. Be aware of and prepared for potential adverse reactions                      -Report any adverse events that occur following vaccination to the Vaccine Adverse Event Reporting System (VAERS)</p>	<p>41. Medical Management of Vaccine Reactions in Adult Patients [IAC]  <a href="https://immunize.org/catg.d/p3082.pdf">immunize.org/catg.d/p3082.pdf</a></p> <p>42. Vaccine Adverse Event Reporting System (VAERS) [CDC]  <a href="https://cdc.gov/vaccinesafety/ensuringsafety/monitoring/vaers/index.html">cdc.gov/vaccinesafety/ensuringsafety/monitoring/vaers/index.html</a></p>
<p><b>Refer</b></p>	<p>a. Refer patients for vaccines you do not stock</p>	<p>43. Vaccine Referral [CDC]  <a href="https://cdc.gov/vaccines/hcp/adults/downloads/standards-immz-practice-referral.pdf">cdc.gov/vaccines/hcp/adults/downloads/standards-immz-practice-referral.pdf</a></p> <p>44. Vaccine Prescription Pad [CDC]  <a href="https://cdc.gov/vaccines/hcp/adults/downloads/vaccine-rx-pad.pdf">cdc.gov/vaccines/hcp/adults/downloads/vaccine-rx-pad.pdf</a></p>

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Adult Immunization Standard	Clinical Skills, Techniques, and Procedures	Resources
	<p>b. Provide a list of locations in the area to mention in a referral</p> <p>c. If referred, confirm with patient that they received the recommended vaccines</p>	<p>45. New Jersey Local Health Departments [NJDOH] <a href="http://state.nj.us/health/lh/community/">state.nj.us/health/lh/community/</a></p> <p>46. Vaccine Finder <a href="http://vaccinefinder.org/">vaccinefinder.org/</a></p> <p>47. Travel Clinics [CDC] <a href="http://cdc.gov/travel/page/find-clinic">cdc.gov/travel/page/find-clinic</a></p> <p>48. Notification of Vaccination Letter Template [IAC] <a href="http://immunize.org/catg.d/p3060.pdf">immunize.org/catg.d/p3060.pdf</a></p>
<p><b>Document</b></p>	<p>a. Participate in the statewide immunization registry (NJIS) and record all administered vaccinations in NJIS</p> <p>b. Follow-up and document vaccinations that were received at other locations</p> <p>c. Provide your patient with a vaccine administration record</p>	<p>49. New Jersey Immunization Information System (NJIS) [NJDOH] <a href="http://njiis.nj.gov/">njiis.nj.gov/</a></p> <p>50. New Jersey Immunization Information System (NJIS): Information for Adults, English <a href="http://nj.gov/health/cd/documents/vpdp/njiis_information_adults.pdf">nj.gov/health/cd/documents/vpdp/njiis_information_adults.pdf</a></p> <p>51. New Jersey Immunization Information System (NJIS): Information for Adults, Spanish <a href="http://njiis.nj.gov/docs/C2552--NJIS%20Rack%20Card%20for%20Adult%20Patients--Spanish.pdf">njiis.nj.gov/docs/C2552--NJIS%20Rack%20Card%20for%20Adult%20Patients--Spanish.pdf</a></p> <p>52. Notification of Vaccination Letter Template [IAC] <a href="http://immunize.org/catg.d/p3060.pdf">immunize.org/catg.d/p3060.pdf</a></p> <p>53. Vaccine Administration Record for Adults [IAC] <a href="http://immunize.org/catg.d/p2023.pdf">immunize.org/catg.d/p2023.pdf</a></p>

**Additional Resources:**

- 54. Standards for Adult Immunization Practice [CDC] [cdc.gov/vaccines/hcp/adults/for-practice/standards/index.html](http://cdc.gov/vaccines/hcp/adults/for-practice/standards/index.html)
- 55. Vaccine Needs Assessment: A Series on Standards for Adult Immunization [AMGA] [amga.org/AMGA/media/Rise-to-Immunize/Graphics%20and%20Documents/Provider%20Resources/CDC\\_A-Series-on-Standards-for-Adult-Immunization-Practice.pdf](http://amga.org/AMGA/media/Rise-to-Immunize/Graphics%20and%20Documents/Provider%20Resources/CDC_A-Series-on-Standards-for-Adult-Immunization-Practice.pdf)
- 56. Vaccinating Adults: A Step-by-Step Guide [IAC] [immunize.org/guide/](http://immunize.org/guide/)

Appendix D: Self-Assessment Score Sheet - Adult Immunization Standards

		Baseline Response	Response for Timepoint #2	Response for Timepoint #3
<b>Standard #1: Assess</b>				
1a	Up to date on Advisory Committee on Immunization Practices (ACIP) recommendations			
1b	Standing orders			
1c	Pre-visit planning			
1d	Patient questionnaire			
1e	EHR prompts			
1f	Reminder/recall			
1g	Assessment of current rates			
<b>Standard #2: Recommend</b>				
2a	Strong recommendation			
2b	Addressing patient questions and concerns			
2c	Vaccine refusals			
2d	Sending reminders			
<b>Standard #3: Administer</b>				
3a	Recommend and offer at same visit			
3b	Train and educate staff			
3c	Standing orders			
3d	Proper storage and handling			
3e	Distribution of Vaccine Information Statement (VIS)			
3f	Proper care of patients			
3g	Infection control			
3h	Adverse event preparation; knowledge of the Vaccine Adverse event Reporting System (VAERS)			
<b>Standard #4: Refer</b>				
4a	Refer for vaccines not in stock			
4b	Provide locations in the area for referrals			
4c	Follow-up with patient after a referral			
<b>Standard #5: Document</b>				
5a	Participation in the statewide immunization registry (NJIS)			
5b	Follow-up and documentation of doses received at other locations			
5c	Provide patient vaccine administration record			

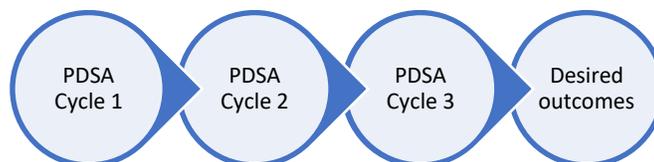
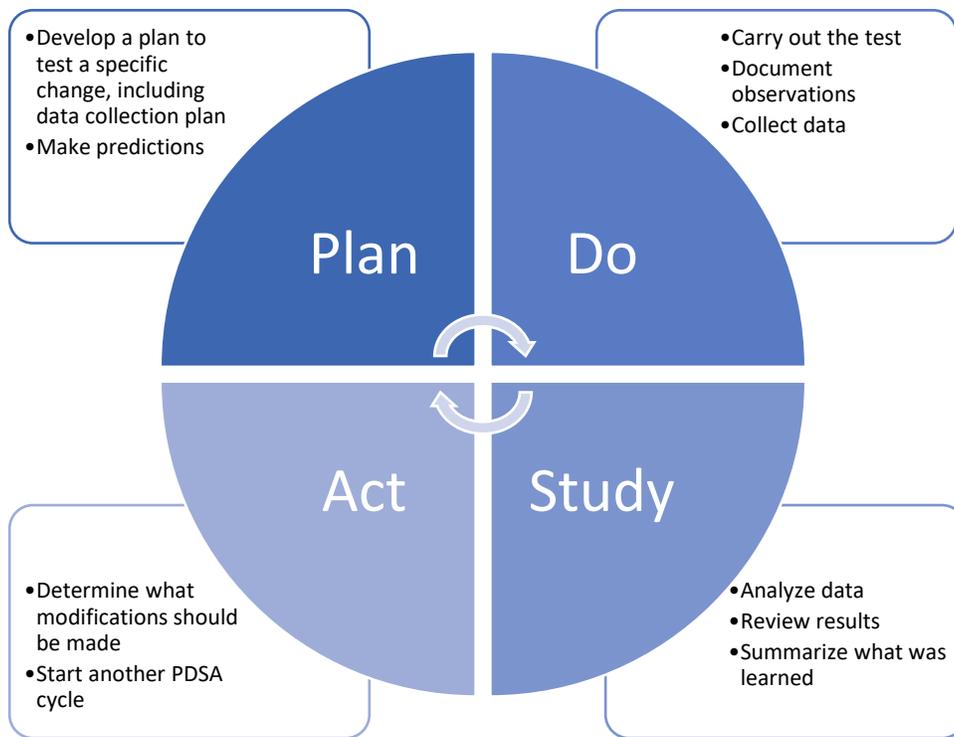
**Summary Table**

For each timepoint, list the number of times each response was recorded during the self-assessment.

	Baseline	Timepoint #2	Timepoint #3
Yes			
Partly			
No			
N/A			

*Appendix E: Plan-Do-Study-Act (PDSA) Worksheet*

The PDSA cycle, or Plan-Do-Study-Act cycle, is an iterative model used for improving a process or carrying out change. Using these cycles enables you to test out changes on a small scale, learning and adapting through each cycle in an organized manner before scaling up implementation. It may be necessary to conduct multiple cycles to make modifications to the change and retest until the desired outcome is achieved. The iterative nature of a PDSA cycle is great for continued learning and adaptation to ensure that changes are effective and sustainable. Each stage of the cycle has a specific role, as follows:



The Plan-Do-Study-Act (PDSA) template worksheet on the following page is a useful tool for planning a PDSA cycle and documenting the progress and results. It may be beneficial to assemble a team to work on the cycle together to ensure buy-in and set a standard protocol for implementation and monitoring.

Immunization Standards PDSA Worksheet	
<b>Start Date</b>	
<b>End Date</b>	
<b>PLAN</b>	
<b>Objective</b>	<i>What do you hope to accomplish?</i>
	<i>How will you know if there is improvement?</i>
	<i>What change is being tested?</i>
<b>Team members</b>	
<b>Data collection plan</b>	
<b>Action steps</b>	<i>Step #1 task overview</i>
	<i>Implementation details</i>
	<i>When will this be done?</i>
	<i>Who is responsible?</i>
	<i>Step #2 task overview</i>
	<i>Implementation details</i>
	<i>When will this be done?</i>
	<i>Who is responsible?</i>
	<i>Step #3 task overview</i>
	<i>Implementation details</i>
	<i>When will this be done?</i>
	<i>Who is responsible?</i>
<b>Predictions</b>	
<b>DO</b>	
<b>General observations during implementation</b>	
<b>Problems/challenges</b>	

STUDY	
<b>Results</b>	
<b>Data analysis</b>	
<b>Implications</b>	
<b>Limitations</b>	
<b>Description of improvement/change</b>	
ACT	
<b>Conclusions</b>	
<b>Decision</b>	<input type="checkbox"/> <b>Adapt</b> – modify the strategy and repeat PDSA <input type="checkbox"/> <b>Adopt</b> – implement and expand the strategy <input type="checkbox"/> <b>Abandon</b> – stop and test alternatives
<b>Next cycle plans</b>	

Additional Notes: