

The Pediatric & Adolescent Immunization Standards Job Aid is a self-assessment tool for healthcare staff who have patients under the age of 18 years. To complete the checklist below (Table 1), review the standards listed and the clinical skills, techniques and procedures outlined for each standard. Check the column (yes, partly, no) that applies to your current practice. If improvement is needed, develop a plan of action using the resources identified in Table 2 (page 6) to achieve the level of competence you expect.

### 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	<u>NO</u> we do not yet do this	Plan of Action
	1. Vaccination services are readily available.	_			
	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				
	2. Vaccinations are coordinated with other healthcare services and provided in a medical home when possible.				
Availability of	2a. Integrate immunization services into days and hours with other child health programming				
Vaccines	2b. Vaccinate siblings who are present at a well-child visit				
	2c. Participate in the statewide immunization registry, the New Jersey Immunization Information System (NJIIS), record all administered vaccinations in NJIIS				
	2d. Establish a 16-year-old immunization platform				
	3. Barriers to vaccination are identified and minimized.				
	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				



Immunization Standard	Clinical Skills, Techniques, and Procedures	<u>YES</u> we already do this	PARTLY we do some of this, or do it sometimes	<u>NO</u> we do not yet do this	Plan of Action
_	4. Patient costs are minimized.				
	4a. Create office policies that minimize patient costs e.g. accepting all forms of insurance, accommodating for changes to insurance				
	4b. Participate in the New Jersey Vaccines for Children Program (NJ VFC)				
	5. Healthcare professionals review the vaccination and health status of patients at every encounter to determine which vaccines are indicated.				
	<ol> <li>Stay up-to-date on Advisory Committee on Immunization Practices (ACIP) recommendations; review annually at minimum</li> </ol>				
Assessment of Vaccination	<ul> <li>5b. Conduct pre-visit planning:</li> <li>i. Assess for vaccination at every encounter</li> <li>ii. Search for patient vaccination history in NJIIS</li> <li>iii. Conduct patient chart review and review patient's risk factors (HALO - health, age, lifestyle, and occupation) and contraindications</li> </ul>				
Status	5c. Provide patient/guardian questionnaire at check-in				
-	5d. Use electronic health record (EHR) prompts				
	6. Healthcare professionals assess for and follow only medically accepted contraindications.				
	<ul><li>6a. Stay up-to-date on Advisory Committee on Immunization Practices</li><li>(ACIP) recommendations; review annually at minimum</li></ul>				
	6b. Review contraindications to immunization				
	6c. Review the New Jersey Department of Health's medical exemption form				
Effective Communication	<ol> <li>Parents/guardians and patients are educated about the benefits and risks of vaccination in a culturally appropriate manner and in easy-to- understand language.</li> </ol>				



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about Vaccine	7a. Distribute Vaccine Information Statement (VIS) to each patient				
Benefits/Risks	before administering a vaccine				
	7b. Have written materials available to address common parental				
_	concerns				
	7c. Address patient questions and concerns:				
	i. Share tailored reasons why vaccination is right for patient				
	ii. Highlight positive experiences with vaccination				
	iii. Explain the potential costs of getting sick				
	<ul><li>iv. Review recommendation communication strategies such as "SHARE"</li></ul>				
_	v. Provide education materials or trusted websites to review				
	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				
	8. Healthcare professionals follow appropriate procedures for vaccine				
	storage and handling.				
	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				
Proper Storage,	8c. Store vaccine in the most appropriate equipment				
Administration, – and	8d. Maintain optimal storage conditions within the storage unit. Address				
and Documentation	any out of range temperatures immediately. Temperatures should				
of Vaccines	be:				
of vaccines	<ol> <li>Refrigerator: between 2°C and 8°C (36°F and 46°F)</li> </ol>				
	ii. <b>Freezer</b> : between -50°C and -15°C (-58°F and +5°F)				
	8e. Use a digital data logger (DDL) to monitor vaccine in each storage unit				
-	8f. Develop an emergency vaccine retrieval and storage plan				



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	8g. Provide training to all new staff and to all staff when there are updates				
	<ol> <li>Up-to-date, written vaccination protocols are accessible at all locations where vaccines are administered.</li> </ol>				
	9a. Train and educate your staff on vaccine administration				
	10. People who administer vaccines and staff who manage or support vaccine administration are knowledgeable and receive ongoing education.				
	10a. Provide a strong recommendation for all needed vaccines				
	10b. Distribute Vaccine Information Statement (VIS) to each patient before administering a vaccine				
	11. Healthcare professionals simultaneously administer as many indicated vaccine doses as possible.				
	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				
	12. Vaccination records for patients are accurate, complete, and easily accessible.				
	12a. Participate in the statewide immunization registry, the New Jersey Immunization Information System (NJIIS), and record all administered vaccinations in NJIIS				
	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				
	13. Healthcare professionals report adverse events after vaccination promptly and accurately to the Vaccine Adverse Event Reporting System				



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	(VAERS) and are aware of a separate program, the Vaccine Injury Compensation Program (VICP).				
-	13a. Create a protocol for responding to adverse events				
	13b. Follow standard precautions to control infection				
	14. All personnel who have contact with patients are appropriately vaccinated.				
	15. Systems are used to remind parents/guardians, patients, and healthcare professionals when vaccinations are due and to recall those who are overdue.				
	15a. Implement standing orders				
	15b. Use electronic health record (EHR) prompts				
Implementation of Strategies to	15c. Offer reminder/recall to patients. Send reminders about needed vaccines. Use data in NJIIS or EHR to develop reminder/recall lists				
Improve Vaccination	<ol> <li>Office- or clinic-based patient record reviews and vaccination coverage assessments are performed annually.</li> </ol>				
Coverage	16a. Assess how your practice is doing				
	16b. Participate in the Immunization Quality Improvement for Providers (IQIP) program				
	17. Healthcare professionals practice community-based approaches.				
	17a. Conduct community awareness campaigns				
	17b. Identify community partners to ensure services are reaching everyone, not just those who visit the office routinely				



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
	1. Vaccination services are readily available.	
	1a. Create vaccination-only appointments	<ol> <li>Article: Practice-Proven Interventions to Increase Vaccination Rates and Broaden the Immunization Season <u>https://www.amjmed.com/article/S0002-9343(08)00466-X/pdf</u></li> <li>Guideline for Large-Scale Influenza Vaccination Clinic Planning [CDC] <u>https://www.cdc.gov/flu/professionals/vaccination/vax_clinic.htm</u></li> </ol>
	1b. Host immunization clinic hours at non-traditional times e.g. weekends, evenings, early mornings, lunch hours	<ol> <li>Resources for Hosting a Vaccination Clinic [Centers for Disease Control and Prevention (CDC)] https://www.cdc.gov/flu/business/hosting-vaccination-clinic.htm</li> </ol>
Availability of Vaccines	1c. Maintain and ensure an adequate stock of all ACIP- recommended vaccines and implement proper storage and handling practices	<ul> <li>4. Current Vaccine Shortages &amp; Delays [CDC] <u>https://www.cdc.gov/vaccines/hcp/clinical-resources/shortages.html</u></li> <li>5. Vaccine Storage and Handling Toolkit [CDC] <u>https://www.cdc.gov/vaccines/hcp/admin/storage/toolkit/storage-handling-toolkit.pdf</u></li> <li>6. Vaccine Storage and Handling Resources [CDC] <u>https://www.cdc.gov/vaccines/hcp/admin/storage/index.html</u></li> <li>7. Vaccine Storage and Handling [CDC Pink Book] <u>https://www.cdc.gov/vaccines/pubs/pinkbook/vac-storage.html</u></li> </ul>
-	1d. If vaccine stock is not available, keep a list of other vaccination providers in the area	<ul> <li>8. Vaccine Referral [CDC] <u>https://www.cdc.gov/vaccines/hcp/adults/downloads/standards-immz-practice-referral.pdf</u></li> <li>9. New Jersey Local Health Departments [New Jersey Department of Health (NJDOH)] <u>https://www.state.nj.us/health/lh/community/index.shtml#1</u></li> <li>10. New Jersey Federally Qualified Health Centers [NJDOH] <u>https://healthapps.state.nj.us/fhs/cphc/cphcSearch.aspx</u></li> </ul>



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	2. Vaccinations are coordinated with other healthcare services and	<ul> <li>11. HealthMap Vaccine Finder <u>https://vaccinefinder.org/</u></li> <li>12. Travel Clinics [CDC] <u>https://wwwnc.cdc.gov/travel/page/find-clinic</u></li> <li>13. Patient-Centered Medical Homes: How Public Health Practitioners Can Support PCMHs [CDC]</li> </ul>
	provided in a medical home when possible.	https://www.cdc.gov/nccdphp/dch/pdfs/DCH-CMH-Issue-Brief.pdf 14. Patient-Centered Primary Care Collaborative https://www.pcpcc.org/about/medical-home
	2a. Integrate immunization services into days and hours with other child health programming	15. Vaccination Programs: Special Supplemental Nutrition Program for Women, Infants & Children (WIC) Settings [The Community Guide] <u>https://www.thecommunityguide.org/findings/vaccination-programs-special-</u> <u>supplemental-nutrition-program-women-infants-children-wic</u>
	2b. Vaccinate siblings who are present at a well-child visit	
	2c. Participate in the statewide immunization registry, the New Jersey Immunization Information System (NJIIS), record all administered vaccinations in NJIIS	16. New Jersey Immunization Information System (NJIIS) https://njiis.nj.gov/core/web/index.html#/home
	2d. Establish a 16-year-old immunization platform	<ul> <li>17. Addressing New and Ongoing Adolescent Vaccination Challenges [National Foundation for Infectious Diseases (NFID)]</li> <li><u>https://www.nfid.org/wp-content/uploads/2019/08/call-to-action-adolescent-vaccination-challenges-1.pdf</u></li> <li>18. United for Adolescent Vaccination [UNITY]</li> <li><u>http://www.unity4teenvax.org/</u></li> </ul>
	3. Barriers to vaccination are identified and minimized.	<ul> <li>19. (IQIP) Immunization Quality Improvement for Providers [CDC] <u>https://www.cdc.gov/vaccines/programs/iqip/at-a-glance.html</u></li> <li>20. Vaccination Programs: Healthcare System-Based Interventions Implemented in Combination [The Community Guide] <u>https://www.thecommunityguide.org/findings/vaccination-programs-health-care-system- based-interventions-implemented-combination</u></li> </ul>



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	3a. Review/implement standing orders	<ul> <li>21. Using Standing Orders for Administering Vaccines: What You Should Know [Immunization Action Coalition (IAC)]</li> <li><u>http://www.immunize.org/catg.d/p3066.pdf</u></li> <li>22. Standing Orders [IAC]</li> <li><u>http://www.immunize.org/standing-orders</u></li> <li>23. 10 Steps to Implementing Standing Orders for Immunization in Your Practice Setting [IAC]</li> <li><u>http://www.immunize.org/catg.d/p3067.pdf</u></li> <li>24. Vaccination Programs: Standing Orders [The Community Guide]</li> <li><u>https://www.thecommunityguide.org/findings/vaccination-programs-standing-orders</u></li> </ul>
	3b. Discuss reasons for delayed immunization with parents at each immunization visit	<ul> <li>25. Talking to Parents about Vaccines [CDC] <u>https://www.cdc.gov/vaccines/hcp/conversations/conv-materials.html</u></li> <li>26. Positive Approaches for Managing Vaccination Fears and Misinformation Webinar; view the recorded webinar at <u>https://www.youtube.com/watch?v=uqW72GjLBxl&amp;feature=youtu.be</u>. For CME, CNE, and CHES credits, complete the evaluation survey at: <u>https://www.surveymonkey.com/r/3QLYLTL</u>.</li> </ul>
	3c. Dedicate certain office hours to vaccination	27. Article: Practice-Proven Interventions to Increase Vaccination Rates and Broaden the Immunization Season https://www.amjmed.com/article/S0002-9343(08)00466-X/pdf
	3d. Have culturally relevant educational materials for parents on- hand	<ul> <li>28. Parent education handouts in various languages [IAC] <u>https://immunize.org/handouts/adolescent-vaccination.asp</u></li> <li>29. Spanish Materials for Parents [CDC] <u>https://www.cdc.gov/vaccines/partners/childhood/spanish.html</u></li> <li>30. NJDOH, Vaccine Preventable Disease Program [NJDOH] <u>https://nj.gov/health/cd/vpdp.shtml</u></li> <li>31. Flu Vaccination in Other Languages [NJDOH] <u>https://www.nj.gov/health/cd/topics/flu_other_lan.shtml</u></li> <li>32. Information on Racial and Ethnic Populations [CDC] <u>https://www.cdc.gov/vaccines/spec-grps.html#randepop</u></li> </ul>



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	4. Patient costs are minimized.	33. Vaccination Programs: Reducing Client Out-of-Pocket Costs [The Community Guide] <u>https://www.thecommunityguide.org/findings/vaccination-programs-reducing-client-out-pocket-costs</u>
	4a. Create office policies that minimize patient costs e.g. accepting all forms of insurance, accommodating for changes to insurance	34. Immunization Billables Project [CDC] <u>https://www.cdc.gov/vaccines/programs/billables-project/index.html</u>
	4b. Participate in the New Jersey Vaccines for Children Program (NJ VFC)	<ol> <li>New Jersey Vaccines for Children (NJ VFC) [NJDOH] https://njiis.nj.gov/core/web/index.html#/vfcDocs</li> <li>VFC brochure: information for healthcare providers [NJDOH] https://njiis.nj.gov/docs/VFCBrochure.pdf</li> <li>Understanding New Jersey's VFC and 317 Programs Webinar [NJDOH] https://register.gotowebinar.com/rt/6433148365834246403</li> <li>Provider Manual: New Jersey VFC and 317-Funded Adult Program [NJDOH] https://njiis.nj.gov/docs/vfc_provider_manual.pdf</li> </ol>
	<ol> <li>Healthcare professionals review the vaccination and health status of patients at every encounter to determine which vaccines are indicated.</li> </ol>	39. General Best Practice Guidelines for Immunization [CDC] <u>https://www.cdc.gov/vaccines/hcp/acip-recs/general-recs/index.html</u>
Assessment of Vaccination Status	5a. Stay up-to-date on Advisory Committee on Immunization Practices (ACIP) recommendations; review annually at minimum	<ul> <li>40. Recommended Adult Immunization Schedule for ages 19 years or older, United States, 2019 [CDC] <u>https://www.cdc.gov/vaccines/schedules/hcp/adult.html</u></li> <li>41. Summary of Recommendations for Child/Teen Immunization [IAC] <u>https://immunize.org/catg.d/p2010.pdf</u></li> <li>42. ACIP Vaccine Recommendations and Guidelines [CDC] <u>https://www.cdc.gov/vaccines/hcp/acip-recs/index.html</u></li> </ul>
	<ul> <li>5b. Conduct pre-visit planning:</li> <li>iv. Assess for vaccination at every encounter</li> <li>v. Search for patient vaccination history in NJIIS</li> <li>vi. Conduct patient chart review and review patient's risk factors (HALO - health, age, lifestyle, and occupation) and contraindications</li> </ul>	<ul> <li>43. HALO [IAC] <u>http://www.immunize.org/catg.d/p3070.pdf</u></li> <li>44. New Jersey School Immunization Requirements [NJDOH] <u>https://www.nj.gov/health/cd/imm_requirements/</u></li> </ul>
	5c. Provide patient/guardian questionnaire at check-in	45. Childhood Vaccine Assessment Tool [CDC] https://www2a.cdc.gov/vaccines/childquiz/



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	5d. Use electronic health record (EHR) prompts	46. Vaccination Programs: Provider Reminders [The Community Guide] https://www.thecommunityguide.org/findings/vaccination-programs-provider-reminders
	<ol> <li>Healthcare professionals assess for and follow only medically accepted contraindications.</li> </ol>	47. Contraindications and Precautions [CDC] https://www.cdc.gov/vaccines/hcp/acip-recs/general-recs/contraindications.html
	6a. Stay up-to-date on Advisory Committee on Immunization Practices (ACIP) recommendations; review annually at minimum	<ul> <li>48. Recommended Adult Immunization Schedule for ages 19 years or older, United States, 2019 [(CDC] <u>https://www.cdc.gov/vaccines/schedules/hcp/adult.html</u></li> <li>49. Summary of Recommendations for Child/Teen Immunization [IAC] <u>https://immunize.org/catg.d/p2010.pdf</u></li> </ul>
	6b. Review contraindications to immunization	<ul> <li>50. Contraindications and Precautions [CDC] https://www.cdc.gov/vaccines/hcp/acip-recs/general-recs/contraindications.html</li> <li>51. Guide to Contraindications and Precautions to Commonly Used Vaccines [IAC] https://immunize.org/catg.d/p3072a.pdf</li> <li>52. Screening Checklist for Contraindications to HPV, MenACWY, MenB, and Tdap Vaccines for Teens [IAC] https://immunize.org/catg.d/p4062.pdf</li> <li>53. Screening Checklist for Contraindications to Vaccines for Children and Teens [IAC] https://immunize.org/catg.d/p4060.pdf</li> </ul>
	6c. Review the New Jersey Department of Health's medical exemption form	<ul> <li>54. Guidance for Requesting a Medical Exemption from Mandatory Immunization [NJDOH] <u>https://www.nj.gov/health/forms/imm-53.pdf</u></li> <li>55. Medical Exemptions: Separating Fact from Fiction Webinar - View the archived recording at the following link <u>https://www.youtube.com/watch?time_continue=4&amp;v=oTfb65ahW24</u>. Continuing education is not available for this program. [New Jersey Immunization Network (NJIN)]</li> </ul>
Effective Communication about Vaccine	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.	<ul> <li>56. Vaccine Preventable Disease Program [NJDOH] <u>https://nj.gov/health/cd/vpdp.shtml</u></li> <li>57. Sample Vaccine Policy Statement [IAC] <u>https://immunize.org/catg.d/p2067.pdf</u></li> </ul>
Benefits/Risks	7a. Distribute Vaccine Information Statement (VIS) to each patient before administering a vaccine	58. Current VISs [CDC] https://www.cdc.gov/vaccines/hcp/vis/current-vis.html



Immunization Standard	Clinical Skills, Techniques, and Procedures	Resources
		59. Current dates of Vaccine Information Statements (VISs) [IAC]
	7b. Have written materials available to address common parental concerns	<ul> <li><u>http://www.immunize.org/catg.d/p2029.pdf</u></li> <li>60. Parents' Guide to Childhood Immunizations [CDC] <u>https://www.cdc.gov/vaccines/parents/tools/parents-guide/parents-guide-part4.html</u></li> <li>61. Infant and Childhood Immunization Resources [CDC] <u>https://www.cdc.gov/vaccines/parents/resources/childhood.html</u></li> </ul>
	<ul> <li>7c. Address patient questions and concerns: <ol> <li>Share tailored reasons why vaccination is right for patient</li> <li>Highlight positive experiences with vaccination</li> <li>Explain the potential costs of getting sick</li> <li>Review recommendation communication strategies such as "SHARE"</li> <li>Provide education materials or trusted websites to review</li> </ol> </li> </ul>	<ul> <li>62. Common Questions About Vaccines [CDC] <u>https://www.cdc.gov/vaccines/parents/FAQs.html</u></li> <li>63. HPV: Reasons to Get Vaccinated [CDC] <u>https://www.cdc.gov/hpv/parents/vaccine/six-reasons.html</u></li> <li>64. Finding Credible Vaccine Information [CDC] <u>https://www.cdc.gov/vaccines/vac-gen/evalwebs.htm</u></li> </ul>
	7d. Provide your patient/guardian with a vaccine administration record	<ul> <li>65. Request for Copy of NJIIS Immunization Record [NJDOH] <u>https://www.state.nj.us/health/forms/imm-46.pdf</u></li> <li>66. State of New Jersey Health History and Appraisal [New Jersey Department of Education/NJDOH] <u>https://www.state.nj.us/education/students/safety/health/records/hha.pdf</u></li> </ul>
	7e. If there is a vaccine refusal, document conversation and continue conversation at next visit	<ul> <li>67. Decision to Not Vaccinate My Child [IAC] <u>https://immunize.org/catg.d/p4059.pdf</u></li> <li>68. If you choose not to vaccinate your child [CDC] <u>https://www.cdc.gov/vaccines/hcp/conversations/downloads/not-vacc-risks-color-office.pdf</u></li> <li>69. Documenting parental refusal to have their children vaccinated [AAP] <u>https://www.aap.org/en-us/Documents/immunization_refusaltovaccinate.pdf</u></li> </ul>
Proper Storage, Administration, and	8. Healthcare professionals follow appropriate procedures for vaccine storage and handling.	<ul> <li>70. Vaccine Storage and Handling [CDC] <u>https://www.cdc.gov/vaccines/hcp/admin/storage/index.html</u></li> <li>71. Vaccine Storage and Handling Toolkit [CDC] <u>https://www.cdc.gov/vaccines/hcp/admin/storage/toolkit/index.html</u></li> </ul>



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Documentation of Vaccines		<ul> <li>72. Checklist for Safe Vaccine Storage and Handling [IAC] <u>http://www.immunize.org/catg.d/p3035.pdf</u></li> <li>73. Don't Be Guilty of These <i>Preventable</i> Errors in Vaccine Storage and Handling [IAC] <u>http://www.immunize.org/catg.d/p3036.pdf</u></li> </ul>
	8a. Develop and routinely review a vaccine storage and handling plan	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 ( <u>https://www.cdc.gov/vaccines/hcp/admin/storage/toolkit/index.html</u> ) for more information.
	8b. Designate a vaccine coordinator and backup coordinator to oversee all vaccine storage and handling activities	74. NJ VFC & 317 Program Manual [NJDOH] https://www.nj.gov/health/cd/documents/vpdp/vfc_provider_manual.pdf
	8c. Store vaccine in the most appropriate equipment	<ul> <li>75. Vaccine Storage and Handling Toolkit [CDC] <u>https://www.cdc.gov/vaccines/hcp/admin/storage/toolkit/index.html</u> </li> <li>76. You Call the Shots-Storage and Handling [CDC] <u>https://www2a.cdc.gov/nip/isd/ycts/mod1/courses/sh/ce.asp</u> </li> </ul>
	<ul> <li>8d. Maintain optimal storage conditions within the storage unit.</li> <li>Address any out of range temperatures immediately.</li> <li>Temperatures should be:</li> <li>iii.Refrigerator: between 2°C and 8°C (36°F and 46°F)</li> <li>iv.Freezer: between -50°C and -15°C (-58°F and +5°F)</li> </ul>	<ul> <li>77. Vaccine Storage and Handling: A Focus on Temperature Excursions webinar [NJDOH &amp; the Ernest Mario School of Pharmacy, Rutgers, the State University of New Jersey] <a href="https://njiis.nj.gov/core/web/index.html#/vfcDocs">https://njiis.nj.gov/core/web/index.html#/vfcDocs</a></li> <li>78. Do Not Turn Off Circuit Breaker Sticker [IAC] <a href="https://immunize.org/catg.d/p2091.pdf">https://immunize.org/catg.d/p2091.pdf</a></li> <li>79. Do Not Unplug Refrigerator or Freezer Sticker [IAC] <a href="https://immunize.org/catg.d/p2090.pdf">https://immunize.org/catg.d/p2090.pdf</a></li> <li>80. Vaccine Storage &amp; Handling Guide Cling <a href="https://immunize.org/catg.d/p2090.pdf">https://immunize.org/catg.d/p2090.pdf</a></li> </ul>
	8e. Use a digital data logger (DDL) to monitor vaccine in each storage unit	81. VFC Quick Tips Getting to Know Your Data Loggers https://njiis.nj.gov/docs/vfc/Getting to Know Your Data Loggers.pdf
	8f. Develop an emergency vaccine retrieval and storage plan	<ul> <li>82. Emergency Response Worksheet [IAC] <u>https://immunize.org/catg.d/p3051.pdf</u></li> <li>83. Vaccine Management Policy Template [NJDOH] <u>https://njiis.nj.gov/docs/Vaccine_Management_Policy_Template.pdf</u></li> </ul>



Immunization Standard	Clinical Skills, Techniques, and Procedures	Resources
	8g. Provide training to all new staff and to all staff when there are updates	<ul> <li>84. Immunization Courses: Webcasts and Self Study [CDC] <u>https://www.cdc.gov/vaccines/ed/courses.html</u></li> <li>85. Pink Book Webinar Series [CDC] <u>https://www.cdc.gov/vaccines/ed/webinar-epv/index.html</u></li> <li>86. You Call the Shots: Web-based Training Course [CDC] <u>https://www.cdc.gov/vaccines/ed/youcalltheshots.html</u></li> </ul>
	9. Up-to-date, written vaccination protocols are accessible at all locations where vaccines are administered.	87. 10 Ways to Create a Culture of Immunization Within Our Pediatric Practice [CDC] <u>https://www.cdc.gov/vaccines/partners/childhood/professionals.html#presentation-10-</u> ways
	9a. Train and educate your staff on vaccine administration	<ul> <li>88. Skills Checklist for Vaccine Administration [IAC] <u>https://immunize.org/catg.d/p7010.pdf</u></li> <li>89. Immunization Courses: Webcasts and Self Study [CDC] <u>https://www.cdc.gov/vaccines/ed/courses.html</u></li> <li>90. Vaccine Administration e-Learn [CDC] <u>https://www2.cdc.gov/vaccines/ed/vaxadmin/va/ce.asp</u></li> <li>91. Don't Be Guilty of These Preventable Errors in Vaccine Administration [IAC] <u>http://www.immunize.org/catg.d/p3033.pdf</u></li> <li>92. Vaccines with Diluents: How to Use Them [IAC] <u>http://www.immunize.org/catg.d/p3040.pdf</u></li> </ul>
	10. People who administer vaccines and staff who manage or support vaccine administration are knowledgeable and receive ongoing education.	<ul> <li>93. Skills Checklist for Vaccine Administration [IAC] <u>https://immunize.org/catg.d/p7010.pdf</u></li> <li>94. Supplies You May Need at an Immunization Clinic [IAC] <u>http://www.immunize.org/catg.d/p3046.pdf</u></li> </ul>
	10a. Provide a strong recommendation for all needed vaccines	<ul> <li>95. Make a Strong Flu Vaccine Recommendation [CDC] https://www.cdc.gov/flu/pdf/freeresources/healthcare/make-strong-vaccine- recommendation-2017.pdf</li> <li>96. Talking with Parents about Vaccines for Infants [CDC] https://www.cdc.gov/vaccines/hcp/conversations/talking-with-parents.html</li> <li>97. #HowlRecommend Vaccination Video Series [CDC] https://www.cdc.gov/vaccines/howirecommend/index.html</li> </ul>



Immunization Standard	Clinical Skills, Techniques, and Procedures	Resources
	10b. Distribute Vaccine Information Statement (VIS) to each patient before administering a vaccine	<ul> <li>98. Current VISs [CDC] <u>https://www.cdc.gov/vaccines/hcp/vis/current-vis.html</u></li> <li>99. Current dates of Vaccine Information Statements (VISs) [IAC] <u>http://www.immunize.org/catg.d/p2029.pdf</u></li> </ul>
	11. Healthcare professionals simultaneously administer as many indicated vaccine doses as possible.	100. Vaccine Recommendations and Guidelines of the ACIP: Simultaneous Administration [CDC] https://www.cdc.gov/vaccines/hcp/acip-recs/general-recs/timing.html#simultaneous
	11a. Use electronic health record (EHR) prompts	101. Vaccination Programs: Provider Reminders [The Community Guide] https://www.thecommunityguide.org/findings/vaccination-programs-provider-reminders
	11b. Recommend and offer vaccine at the same visit for all vaccines. Make a recommendation and referral for vaccines that are not available.	<ul> <li>102. Talking with Parents about Vaccines for Infants [CDC] <u>https://www.cdc.gov/vaccines/hcp/conversations/talking-with-parents.html</u> </li> <li>103. #HowIRecommend Vaccination Video Series [CDC] <u>https://www.cdc.gov/vaccines/howirecommend/index.html</u> </li> </ul>
	11c. Implement standing orders	<ul> <li>104. Using Standing Orders for Administering Vaccines: What You Should Know [IAC] <a href="http://www.immunize.org/catg.d/p3066.pdf">http://www.immunize.org/catg.d/p3066.pdf</a></li> <li>105. Standing Orders [IAC] <a href="http://www.immunize.org/standing-orders">http://www.immunize.org/catg.d/p3066.pdf</a></li> <li>105. Standing Orders [IAC] <a href="http://www.immunize.org/standing-orders">http://www.immunize.org/standing-orders</a></li> <li>106. 10 Steps to Implementing Standing Orders for Immunization in Your Practice Setting [IAC] <a href="http://www.immunize.org/catg.d/p3067.pdf">http://www.immunize.org/standing-orders</a></li> </ul>
	12. Vaccination records for patients are accurate, complete, and easily accessible.	107. Tips for Locating Old Immunization Records [IAC] https://immunize.org/catg.d/p3065.pdf
	12a. Participate in the statewide immunization registry, the New Jersey Immunization Information System (NJIIS), and record all administered vaccinations in NJIIS	108. New Jersey Immunization Information System (NJIIS) [NJDOH] <u>https://njiis.nj.gov/core/web/index.html#/home</u> 109. Your Child's Best Shot Brochure – English [NJDOH] <u>https://njiis.nj.gov/docs/njiis_your_childs_bestshot.pdf</u> 110. Your Child's Best Shot Brochure – Spanish [NJDOH] <u>https://njiis.nj.gov/docs/njiis_your_childs_bestshot_spanish.pdf</u>
	12b. If there is a vaccine refusal, document conversation and continue conversation at next visit	<ul> <li>111. Declination of Influenza Vaccination [IAC] <u>http://www.immunize.org/catg.d/p4068.pdf</u></li> <li>112. Refusal to Vaccinate [American Academy of Pediatrics]</li> </ul>



Immunization Standard	Clinical Skills, Techniques, and Procedures	Resources
		https://www.aap.org/en-us/advocacy-and-policy/aap-health- initiatives/immunizations/Pages/refusal-to-vaccinate.aspx
	12c. If referred for vaccination, confirm with patient that they received the recommended vaccines	113. Notification of Vaccination Letter Template [IAC] <u>http://www.immunize.org/catg.d/p3060.pdf</u>
	12d. Provide your patient with a copy of their own vaccine administration record	114. Vaccine Administration Record for Children and Teens [IAC] <u>https://immunize.org/catg.d/p2022.pdf</u>
	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).	<ul> <li>115. Vaccine Adverse Event Reporting System (VAERS) [CDC] <u>https://www.cdc.gov/vaccinesafety/ensuringsafety/monitoring/vaers/index.html</u></li> <li>116. National Vaccine Injury Compensation Program [Health Resources &amp; Services Administration] <u>https://www.hrsa.gov/vaccine-compensation/how-to-file/index.html</u></li> </ul>
	13a. Create a protocol for responding to adverse events	117. Medical Management of Vaccine Reactions in Children and Teens in a Community Setting [IAC] <u>https://immunize.org/catg.d/p3082a.pdf</u>
	13b. Follow standard precautions to control infection	118. Guide to Infection Prevention for Outpatient Settings: Minimum Expectations for Safe Care [CDC] https://www.cdc.gov/HAI/settings/outpatient/outpatient-care-guidelines.html
	14. All personnel who have contact with patients are appropriately vaccinated.	<ul> <li>119. Recommended Vaccines for Healthcare Workers [CDC] <u>https://www.cdc.gov/vaccines/adults/rec-vac/hcw.html</u></li> <li>120. Healthcare Personnel Vaccination Recommendations [IAC] <u>https://immunize.org/catg.d/p2017.pdf</u></li> <li>121. Hepatitis B and Healthcare Personnel [IAC] <u>https://immunize.org/catg.d/p2109.pdf</u></li> <li>122. Declination of Influenza Vaccination [IAC] <u>http://www.immunize.org/catg.d/p4068.pdf</u></li> <li>123. Barriers and Strategies to Improving Influenza Vaccination among Healthcare Personnel [CDC] <u>https://www.cdc.gov/flu/toolkit/long-term-care/strategies.htm</u></li> </ul>
Implementation of Strategies to Improve	15. Systems are used to remind parents/guardians, patients, and healthcare professionals when vaccinations are due and to recall those who are overdue.	124. NJIIS Reminder Recall Help Guide [NJDOH] https://njiis.nj.gov/docs/ReminderRecall/Reminder_Recall_Help_Guide.pdf



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Vaccination Coverage		125. Vaccination Programs: Client Reminder and Recall Systems [The Community Guide] <u>https://www.thecommunityguide.org/findings/vaccination-programs-client-reminder-</u> and-recall-systems
	15a. Implement standing orders	<ul> <li>126. Using Standing Orders for Administering Vaccines: What You Should Know [IAC] <u>http://www.immunize.org/catg.d/p3066.pdf</u></li> <li>127. Standing Orders [IAC] <u>http://www.immunize.org/standing-orders</u></li> <li>128. 10 Steps to Implementing Standing Orders for Immunization in Your Practice Setting [IAC] <u>http://www.immunize.org/catg.d/p3067.pdf</u></li> </ul>
	15b. Use electronic health record (EHR) prompts	129. Vaccination Programs: Provider Reminders [The Community Guide] https://www.thecommunityguide.org/findings/vaccination-programs-provider-reminders
	15c. Offer reminder/recall to patients. Send reminders about needed vaccines. Use data in NJIIS or EHR to develop reminder/recall lists.	<ul> <li>130. NJIIS Reminder Recall Help Guide [NJDOH] <u>https://njiis.nj.gov/docs/ReminderRecall/Reminder_Recall_Help_Guide.pdf</u> </li> <li>131. Vaccination Programs: Client Reminder and Recall Systems [The Community Guide] <u>https://www.thecommunityguide.org/findings/vaccination-programs-client-reminder-and-recall-systems</u></li> </ul>
	16. Office- or clinic-based patient record reviews and vaccination coverage assessments are performed annually.	132. Provider assessment and feedback [The Community Guide] <u>https://www.thecommunityguide.org/findings/vaccination-programs-provider-</u> assessment-and-feedback.
	16a. Assess how your practice is doing	<ul> <li>133. Quality Improvement Projects Targeting Immunization [CDC] https://www.cdc.gov/vaccines/ed/quality-improvement-proj.html</li> <li>134. Healthy People 2020 Objectives [Office of Disease Prevention and Health Promotion] https://www.healthypeople.gov/2020/topics-objectives/topic/immunization-and- infectious-diseases</li> <li>135. ChildVaxView [CDC] https://www.cdc.gov/vaccines/imz-managers/coverage/childvaxview/index.html</li> <li>136. TeenVaxView [CDC] https://www.cdc.gov/vaccines/imz-managers/coverage/teenvaxview/index.html</li> <li>137. SchoolVaxView [CDC] https://www.cdc.gov/vaccines/imz-managers/coverage/teenvaxview/index.html</li> </ul>



Immunization Standard	Clinical Skills, Techniques, and Procedures	Resources
	16b. Participate in the Immunization Quality Improvement for Providers (IQIP) program	138. (IQIP) Immunization Quality Improvement for Providers [CDC] https://www.cdc.gov/vaccines/programs/igip/at-a-glance.html
	17. Healthcare professionals practice community-based approaches.	<ul> <li>139. What Works Fact Sheet [The Community Guide] https://www.thecommunityguide.org/sites/default/files/assets/What-Works-Factsheet- Vaccination.pdf</li> <li>140. Vaccination Programs: Community-Based Interventions Implemented in Combination [The Community Guide] https://www.thecommunityguide.org/findings/vaccination- programs-community-based-interventions-implemented-combination</li> <li>141. Vaccination Programs: Schools and Organized Child Care Centers [The Community Guide] https://www.thecommunityguide.org/findings/vaccination-programs-schools-and- organized-child-care-centers</li> </ul>
	17a. Conduct community awareness campaigns	<ul> <li>142. Protect Me With 3+ Adolescent Immunization Awareness Campaign [NJDOH &amp; The Partnership for Maternal and Child Health of Northern New Jersey]         <u>www.protectmewith3.com</u></li> <li>143. New Jersey Influenza Honor Roll [NJDOH]         <u>https://www.nj.gov/health/cd/edu_training/vpdp_flu_honor_roll.shtml</u></li> </ul>
	17b. Identify community partners to ensure services are reaching everyone, not just those who visit the office routinely	<ul> <li>144. New Jersey Hot Shots for Tots Immunization Campaign [NJDOH] <u>https://nj.gov/health/cd/imm_requirements/vpdp_hotshots.shtml</u></li> <li>145. New Jersey College &amp; University Flu Challenge [NJDOH] <u>https://www.nj.gov/health/cd/edu_training/vpdp_flu_challenge.shtml</u></li> </ul>

### Additional Resources:

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



### Vaccine-Specific Resources:

### **Chickenpox (Varicella)**

- CDC: <a href="https://www.cdc.gov/vaccines/vpd/varicella/index.html">https://www.cdc.gov/vaccines/vpd/varicella/index.html</a>
- NJDOH: https://nj.gov/health/cd/topics/varicella.shtml
- IAC: <u>https://www.immunize.org/handouts/chickenpox-vaccines.asp</u>

#### Diphtheria

- CDC: <u>https://www.cdc.gov/vaccines/vpd/diphtheria/index.html</u>
- NJDOH: <u>https://nj.gov/health/cd/topics/diphtheria.shtml</u>
- IAC: <u>https://www.immunize.org/handouts/diphtheria-vaccines.asp</u>

### **Hepatitis A**

- CDC: <a href="https://www.cdc.gov/vaccines/vpd/hepa/index.html">https://www.cdc.gov/vaccines/vpd/hepa/index.html</a>
- NJDOH: <u>https://nj.gov/health/cd/topics/hepatitisa.shtml</u>
- IAC: https://www.immunize.org/handouts/hepatitis-a-vaccines.asp

### Hepatitis B

- CDC: <u>https://www.cdc.gov/vaccines/vpd/hepb/index.html</u>
- NJDOH, Hepatitis B: <u>https://nj.gov/health/cd/topics/hepatitisb.shtml</u>
- NJDOH, Perinatal Hepatitis B: <u>https://nj.gov/health/cd/topics/hepatitisb\_perinatal.shtml</u>
- IAC: https://www.immunize.org/handouts/hepatitis-b-vaccines.asp

### Hib (Haemophilus influenzae type b)

- CDC: <a href="https://www.cdc.gov/vaccines/vpd/hib/index.html">https://www.cdc.gov/vaccines/vpd/hib/index.html</a>
- NJDOH: https://nj.gov/health/cd/topics/haemophilus.shtml
- IAC: <u>https://www.immunize.org/handouts/hib-vaccines.asp</u>



### Human papillomavirus (HPV)

- CDC: <u>https://www.cdc.gov/vaccines/vpd/hpv/index.html</u>
- NJDOH: <u>https://nj.gov/health/cd/topics/hpv.shtml</u>
- National HPV Roundtable Resources: <u>https://hpvroundtable.org/resource-library/</u>
- IAC: <u>https://www.immunize.org/handouts/hpv-vaccines.asp</u>

### Influenza

- CDC: <a href="https://www.cdc.gov/vaccines/vpd/flu/index.html">https://www.cdc.gov/vaccines/vpd/flu/index.html</a>
- NJDOH: https://nj.gov/health/cd/topics/flu.shtml
- IAC: https://www.immunize.org/handouts/influenza-vaccines.asp

### Measles

- CDC: https://www.cdc.gov/vaccines/vpd/measles/index.html
- NJDOH: https://nj.gov/health/cd/topics/measles.shtml
- IAC: <u>https://www.immunize.org/handouts/measles-mmr-vaccines.asp</u>

### Meningococcal

- CDC: <a href="https://www.cdc.gov/vaccines/vpd/mening/index.html">https://www.cdc.gov/vaccines/vpd/mening/index.html</a>
- NJDOH: https://nj.gov/health/cd/topics/meningo.shtml
- IAC, Meningococcal ACWY: <u>https://www.immunize.org/handouts/meningococcal\_acwy.asp</u>
- IAC, Meningococcal B: <u>https://www.immunize.org/handouts/meningococcal\_b.asp</u>

### Mumps

- CDC: <u>https://www.cdc.gov/vaccines/vpd/mumps/index.html</u>
- NJDOH: <u>https://nj.gov/health/cd/topics/mumps.shtml</u>
- IAC: <u>https://www.immunize.org/handouts/mumps-mmr-vaccines.asp</u>



### Pneumococcal

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

### Polio (Poliomyelitis)

- CDC: <u>https://www.cdc.gov/vaccines/vpd/polio/index.html</u>
- NJDOH: https://nj.gov/health/cd/topics/polio.shtml
- IAC: <u>https://www.immunize.org/handouts/polio-vaccines.asp</u>

### Rotavirus

- CDC: <u>https://www.cdc.gov/vaccines/vpd/rotavirus/index.html</u>
- IAC: https://www.immunize.org/handouts/rotavirus-vaccines.asp

### Rubella

- CDC: <u>https://www.cdc.gov/vaccines/vpd/rubella/index.html</u>
- NJDOH: <u>https://nj.gov/health/cd/topics/rubella.shtml</u>
- IAC: <u>https://www.immunize.org/handouts/rubella-mmr-vaccines.asp</u>

### Tetanus

- CDC: <u>https://www.cdc.gov/vaccines/vpd/tetanus/index.html</u>
- NJDOH: https://nj.gov/health/cd/topics/tetanus.shtml
- IAC: <u>https://www.immunize.org/handouts/tetanus-vaccines.asp</u>

### Whooping Cough (Pertussis)

- CDC: <u>https://www.cdc.gov/vaccines/vpd/pertussis/index.html</u>
- NJDOH: https://nj.gov/health/cd/topics/pertussis.shtml
- IAC: <u>https://www.immunize.org/handouts/pertussis-vaccines.asp</u>

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