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	**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.					
	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 (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					
	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					

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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	5. Healthcare professionals review the vaccination and health status of patients at every encounter to determine which vaccines are indicated.					
	5a. Stay up-to-date on Advisory Committee on Immunization Practices (ACIP) recommendations; review annually at minimum					

	5b. Conduct pre-visit planning:
	  i. Assess for vaccination at every encounter
	  ii. Search for patient vaccination history in NJIIS
	  iii. Conduct patient chart review and review patient's risk factors (HALO - health, age, lifestyle, and occupation) and contraindications					

	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.					
	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	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.					
	7a. Distribute Vaccine Information Statement (VIS) to each patient before administering a vaccine					
	7b. Have written materials available to address common parental concerns					

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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
	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 iv. Review recommendation communication strategies such as "SHARE" 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					
Proper Storage, Administration, and Documentation of Vaccines	**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					
	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: i. **Refrigerator**: between 2°C and 8°C (36°F and 46°F) ii. **Freezer**: 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					
	8g. Provide training to all new staff and to all staff when there are updates					
	9. Up-to-date, written vaccination protocols are accessible at all locations where vaccines are administered.					
	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
	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 (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					

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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
	14. All personnel who have contact with patients are appropriately vaccinated.					
Implementation of Strategies to Improve Vaccination Coverage	**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					
	15c. Offer reminder/recall to patients. Send reminders about needed vaccines. Use data in NJIIS or EHR to develop reminder/recall lists					
	16. Office- or clinic-based patient record reviews and vaccination coverage assessments are performed annually.					
	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					

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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.	
Availability of Vaccines	1a. Create vaccination-only appointments	1. *Article*: Practice-Proven Interventions to Increase Vaccination Rates and Broaden the Immunization Season amjmed.com/article/S0002-9343(08)00466-X/pdf 2. Guidance for Planning Vaccination Clinics Held at Satellite, Temporary, or Off-Site Locations [CDC] cdc.gov/vaccines/hcp/admin/mass-clinic-activities/index.html
	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)] cdc.gov/flu/business/hosting-vaccination-clinic.htm
	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] cdc.gov/vaccines/hcp/clinical-resources/shortages.html 5. Vaccine Storage and Handling Toolkit [CDC] cdc.gov/vaccines/hcp/admin/storage/toolkit/storage-handling-toolkit.pdf 6. Vaccine Storage and Handling [CDC] cdc.gov/vaccines/hcp/admin/storage-handling.html
	1d. If vaccine stock is not available, keep a list of other vaccination providers in the area	7. Vaccine Referral [CDC] cdc.gov/vaccines/hcp/adults/downloads/standards-immz-practice-referral.pdf 8. New Jersey Local Health Departments [New Jersey Department of Health (NJDOH)] state.nj.us/health/lh/community/ 9. New Jersey Federally Qualified Health Centers [NJDOH] healthapps.state.nj.us/fhs/cphc/cphcSearch.aspx 10. Vaccine Finder vaccines.gov/

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Immunization Standard	Clinical Skills, Techniques, and Procedures	Resources
		11. Travel Clinics [CDC] cdc.gov/travel/page/find-clinic
	2. Vaccinations are coordinated with other healthcare services and provided in a medical home when possible.	12. Patient-Centered Medical Homes: How Public Health Practitioners Can Support PCMHs [CDC] cdc.gov/nccdphp/dch/pdfs/DCH-CMH-Issue-Brief.pdf 13. Patient-Centered Primary Care Collaborative pcpcc.org/about/medical-home
	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] thecommunityguide.org/findings/vaccination-programs-special-supplemental-nutrition-program-women-infants-children-wic
	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	15. New Jersey Immunization Information System (NJIIS) njiis.nj.gov/core/web/index.html#/home
	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)] nfid.org/resource/adolescent-vaccination-because-you-can-protect-your-teens-from-some-things/ 17. United for Adolescent Vaccination [UNITY] unity4teenvax.org/
	3. Barriers to vaccination are identified and minimized.	18. (IQIP) Immunization Quality Improvement for Providers [CDC] cdc.gov/vaccines/programs/iqip/at-a-glance.html 19. Vaccination Programs: Healthcare System-Based Interventions Implemented in Combination [The Community Guide] thecommunityguide.org/findings/vaccination-programs-health-care-system-based-interventions-implemented-combination
	3a. Review/implement standing orders	20. Using Standing Orders for Administering Vaccines: What You Should Know [Immunization Action Coalition (IAC)] immunize.org/catg.d/p3066.pdf

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Immunization Standard	Clinical Skills, Techniques, and Procedures	Resources
		21. Standing Orders [IAC] immunize.org/standing-orders 22. 10 Steps to Implementing Standing Orders for Immunization in Your Practice Setting [IAC] immunize.org/catg.d/p3067.pdf 23. Vaccination Programs: Standing Orders [The Community Guide] thecommunityguide.org/findings/vaccination-programs-standing-orders
	3b. Discuss reasons for delayed immunization with parents at each immunization visit	24. Talking to Parents about Vaccines [CDC] cdc.gov/vaccines/hcp/conversations/conv-materials.html 25. *Positive Approaches for Managing Vaccination Fears and Misinformation Webinar*; view the recorded webinar at youtube.com/watch?v=uqW72GjLBxI&feature=youtu.be. For CME, CNE, and CHES credits, complete the evaluation survey at: surveymonkey.com/r/3QLYLTL.
	3c. Dedicate certain office hours to vaccination	26. Article: Practice-Proven Interventions to Increase Vaccination Rates and Broaden the Immunization Season amjmed.com/article/S0002-9343(08)00466-X/pdf
	3d. Have culturally relevant educational materials for parents on-hand	27. Parent education handouts in various languages [IAC] immunize.org/handouts/adolescent-vaccination.asp 28. Spanish Materials for Parents [CDC] cdc.gov/vaccines/partners/childhood/spanish.html 29. NJDOH, Vaccine Preventable Disease Program [NJDOH] nj.gov/health/cd/vpdp.shtml 30. Flu Vaccination in Other Languages [NJDOH] nj.gov/health/cd/topics/flu_other_lan.shtml 31. Minority Health [CDC] cdc.gov/minorityhealth/index.html
	4. Patient costs are minimized.	32. Vaccination Programs: Reducing Client Out-of-Pocket Costs [The Community Guide] thecommunityguide.org/findings/vaccination-programs-reducing-client-out-pocket-costs
	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] cdc.gov/vaccines/programs/billables-project/index.html
	4b. Participate in the New Jersey Vaccines for Children Program (NJ VFC)	34. New Jersey Vaccines for Children (NJ VFC) [NJDOH] njiis.nj.gov/core/web/index.html#/vfcDocs

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

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

Immunization Standard	Clinical Skills, Techniques, and Procedures	Resources
	iii. Explain the potential costs of getting sick iv. Review recommendation communication strategies such as "SHARE" v. Provide education materials or trusted websites to review	cdc.gov/hpv/parents/vaccine/six-reasons.html 63. Finding Credible Vaccine Information [CDC] cdc.gov/vaccines/vac-gen/evalwebs.htm
	7d. Provide your patient/guardian with a vaccine administration record	64. Request for Copy of NJIIS Immunization Record [NJDOH] state.nj.us/health/forms/imm-46.pdf 65. State of New Jersey Health History and Appraisal [New Jersey Department of Education/NJDOH] nj.gov/education/safety/health/records/docs/hha.pdf
	7e. If there is a vaccine refusal, document conversation and continue conversation at next visit	66. Record of Vaccine Declination [IAC] immunize.org/catg.d/p4059.pdf 67. Why Vaccinate [CDC] cdc.gov/vaccines/parents/why-vaccinate/index.html 68. Documenting parental refusal to have their children vaccinated [AAP] downloads.aap.org/DOPCSP/SOID_RTV_form_01-2019_English.pdf
Proper Storage, Administration, and Documentation of Vaccines	**8. Healthcare professionals follow appropriate procedures for vaccine storage and handling.**	69. Vaccine Storage and Handling [CDC] cdc.gov/vaccines/hcp/admin/storage/index.html 70. Vaccine Storage and Handling Toolkit [CDC] cdc.gov/vaccines/hcp/admin/storage/toolkit/index.html 71. Checklist for Safe Vaccine Storage and Handling [IAC] immunize.org/catg.d/p3035.pdf 72. Don't Be Guilty of These *Preventable* Errors in Vaccine Storage and Handling [IAC] immunize.org/catg.d/p3036.pdf
	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 (cdc.gov/vaccines/hcp/admin/storage/toolkit/index.html) for more information.
	8b. Designate a vaccine coordinator and backup coordinator to oversee all vaccine storage and handling activities	73. NJ VFC & 317 Program Manual [NJDOH] nj.gov/health/cd/documents/vpdp/vfc_provider_manual.pdf

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

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

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

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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] cdc.gov/HAI/settings/outpatient/outpatient-care-guidelines.html
	14. All personnel who have contact with patients are appropriately vaccinated.	118. Recommended Vaccines for Healthcare Workers [CDC] cdc.gov/vaccines/adults/rec-vac/hcw.html 119. Healthcare Personnel Vaccination Recommendations [IAC] immunize.org/catg.d/p2017.pdf 120. Hepatitis B and Healthcare Personnel [IAC] immunize.org/catg.d/p2109.pdf 121. Declination of Influenza Vaccination [IAC] immunize.org/catg.d/p4068.pdf 122. Increase Influenza Vaccination Coverage among your Health Care Personnel [CDC] cdc.gov/flu/toolkit/long-term-care/plan.htm
Implementation of Strategies to Improve Vaccination Coverage	**15. Systems are used to remind parents/guardians, patients, and healthcare professionals when vaccinations are due and to recall those who are overdue.**	123. NJIIS Reminder Recall Help Guide [NJDOH] njiis.nj.gov/docs/ReminderRecall/Reminder_Recall_Help_Guide.pdf 124. Vaccination Programs: Client Reminder and Recall Systems [The Community Guide] thecommunityguide.org/findings/vaccination-programs-client-reminder-and-recall-systems
	15a. Implement standing orders	125. Using Standing Orders for Administering Vaccines: What You Should Know [IAC] immunize.org/catg.d/p3066.pdf 126. Standing Orders [IAC] immunize.org/standing-orders 127. 10 Steps to Implementing Standing Orders for Immunization in Your Practice Setting [IAC] immunize.org/catg.d/p3067.pdf
	15b. Use electronic health record (EHR) prompts	128. Vaccination Programs: Provider Reminders [The Community Guide] 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.	129. NJIIS Reminder Recall Help Guide [NJDOH] njiis.nj.gov/docs/ReminderRecall/Reminder_Recall_Help_Guide.pdf 130. Vaccination Programs: Client Reminder and Recall Systems [The Community Guide] thecommunityguide.org/findings/vaccination-programs-client-reminder-and-recall-systems

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Immunization Standard	Clinical Skills, Techniques, and Procedures	Resources
	16. Office- or clinic-based patient record reviews and vaccination coverage assessments are performed annually.	131. Provider assessment and Feedback [The Community Guide] thecommunityguide.org/findings/vaccination-programs-provider-assessment-and-feedback.
	16a. Assess how your practice is doing	132. Quality Improvement Projects Targeting Immunization [CDC] cdc.gov/vaccines/ed/quality-improvement-proj.html 133. Healthy People 2030 Vaccination [Office of Disease Prevention and Health Promotion] health.gov/healthypeople/objectives-and-data/browse-objectives/vaccination 134. ChildVaxView [CDC] cdc.gov/vaccines/imz-managers/coverage/childvaxview/index.html 135. TeenVaxView [CDC] cdc.gov/vaccines/imz-managers/coverage/teenvaxview/index.html 136. SchoolVaxView [CDC] cdc.gov/vaccines/imz-managers/coverage/schoolvaxview/index.html
	16b. Participate in the Immunization Quality Improvement for Providers (IQIP) program	137. (IQIP) Immunization Quality Improvement for Providers [CDC] cdc.gov/vaccines/programs/iqip/at-a-glance.html
	17. Healthcare professionals practice community-based approaches.	138. What Works Fact Sheet: Increasing Appropriate Vaccination [The Community Guide] thecommunityguide.org/resources/what-works-increasing-appropriate-vaccination.html 139. Vaccination Programs: Community-Based Interventions Implemented in Combination [The Community Guide] thecommunityguide.org/findings/vaccination-programs-community-based-interventions-implemented-combination 140. Vaccination Programs: Schools and Organized Child Care Centers [The Community Guide] thecommunityguide.org/findings/vaccination-programs-schools-and-organized-child-care-centers
	17a. Conduct community awareness campaigns	141. *Protect Me With 3+* Adolescent Immunization Awareness Campaign [NJDOH & The Partnership for Maternal and Child Health of Northern New Jersey] protectmewith3.com 142. New Jersey Influenza Honor Roll [NJDOH] nj.gov/health/cd/edu_training/vpdp_flu_honor_roll.shtml
	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] nj.gov/health/cd/imm_requirements/vpdp_hotshots.shtml

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Immunization Standard	Clinical Skills, Techniques, and Procedures	Resources
		144. New Jersey College & University Flu Challenge [NJDOH] nj.gov/health/cd/edu_training/vpdp_flu_challenge.shtml

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
- Immunization Action Coalition, Ask the Experts: immunize.org/askexperts/

Vaccine-Specific Resources:

Chickenpox (Varicella)

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

Diphtheria

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

Hepatitis A

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

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Hepatitis B

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

Hib (*Haemophilus influenzae* type b)

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

Human papillomavirus (HPV)

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

Influenza

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

Measles

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

Meningococcal

- CDC: cdc.gov/vaccines/vpd/mening/index.html
- NJDOH: nj.gov/health/cd/topics/meningo.shtml

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- IAC, Meningococcal ACWY: immunize.org/handouts/meningococcal_acwy.asp
- IAC, Meningococcal B: immunize.org/handouts/meningococcal_b.asp

Mumps

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

Pneumococcal

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

Polio (Poliomyelitis)

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

Rotavirus

- CDC: cdc.gov/vaccines/vpd/rotavirus/index.html
- IAC: immunize.org/handouts/rotavirus-vaccines.asp

Rubella

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

Tetanus

- CDC: cdc.gov/vaccines/vpd/tetanus/index.html
- NJDOH: nj.gov/health/cd/topics/tetanus.shtml

- IAC: immunize.org/handouts/tetanus-vaccines.asp

Whooping Cough (Pertussis)

- CDC: cdc.gov/vaccines/vpd/pertussis/index.html
- NJDOH: nj.gov/health/cd/topics/pertussis.shtml
- IAC: 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.