

# ADULT IMMUNIZATION STANDARDS JOB AID



The Adult Immunization Standards Job Aid is a self-assessment tool for healthcare staff who have adult patients. To complete the checklist below, 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 (see page 3) to achieve the level of competence you expect.

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 NJIS</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					

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	d. Send reminders about needed vaccines. Use data in NJIIS or EHR to develop reminder/recall lists					
<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 (NJIIS) and record all administered vaccinations in NJIIS					
	b. Follow-up and document vaccinations that were received at other locations					
	c. Provide your patient with a vaccine administration record					

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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 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>1. Recommended Adult Immunization Schedule for ages 19 years or older, United States, 2019 [Centers for Disease Control and Prevention (CDC)] <a href="https://www.cdc.gov/vaccines/schedules/hcp/adult.html">https://www.cdc.gov/vaccines/schedules/hcp/adult.html</a></li> <li>2. Summary of Recommendations for Adult Immunization [Immunization Action Coalition (IAC)] <a href="http://www.immunize.org/catg.d/p2011.pdf">http://www.immunize.org/catg.d/p2011.pdf</a></li> </ol>
	b. Implement standing orders	<ol style="list-style-type: none"> <li>3. 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>4. Standing Orders [IAC] <a href="http://www.immunize.org/standing-orders">http://www.immunize.org/standing-orders</a></li> <li>5. 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/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>6. New Jersey Immunization Information System (NJIIS) <a href="https://njiis.nj.gov/core/web/index.html#/home">https://njiis.nj.gov/core/web/index.html#/home</a></li> <li>7. Contraindications and Precautions [CDC] <a href="https://www.cdc.gov/vaccines/hcp/acip-recs/general-recs/contraindications.html">https://www.cdc.gov/vaccines/hcp/acip-recs/general-recs/contraindications.html</a></li> <li>8. Screening Checklist for Contraindications to Vaccines for Adults [IAC] <a href="http://www.immunize.org/catg.d/p4065.pdf">http://www.immunize.org/catg.d/p4065.pdf</a></li> <li>9. Guide to Contraindications and Precautions to Commonly Used Vaccines in Adults [IAC] <a href="http://www.immunize.org/catg.d/p3072.pdf">http://www.immunize.org/catg.d/p3072.pdf</a></li> <li>10. HALO [IAC] <a href="http://www.immunize.org/catg.d/p3070.pdf">http://www.immunize.org/catg.d/p3070.pdf</a></li> </ol>

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	d. Provide patient questionnaire at check-in	11. Patient Vaccine Questionnaires [CDC] <a href="https://www.cdc.gov/vaccines/hcp/adults/downloads/patient-intake-form.pdf">https://www.cdc.gov/vaccines/hcp/adults/downloads/patient-intake-form.pdf</a> <a href="http://www.immunize.org/catg.d/p4036.pdf">http://www.immunize.org/catg.d/p4036.pdf</a>
	e. Use electronic health record (EHR) prompts	12. Clinician Reminders [IAC] <a href="http://www.immunize.org/catg.d/p2023.pdf">http://www.immunize.org/catg.d/p2023.pdf</a>
	f. Offer reminder/recall to patients	13. Patient Reminders [National Foundation for Infectious Diseases] <a href="http://www.adultvaccination.org/professional-resources/adult">http://www.adultvaccination.org/professional-resources/adult</a> 14. Reminder Systems and Strategies for Increasing Adult Vaccination Rates [CDC] <a href="https://www.cdc.gov/vaccines/hcp/adults/for-practice/reminder-sys.html">https://www.cdc.gov/vaccines/hcp/adults/for-practice/reminder-sys.html</a>
	g. Assess how your practice is doing	15. 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://www.thecommunityguide.org/findings/vaccination-programs-provider-assessment-and-feedback">https://www.thecommunityguide.org/findings/vaccination-programs-provider-assessment-and-feedback</a> . 16. Quality Improvement Projects Targeting Immunization [CDC] <a href="https://www.cdc.gov/vaccines/ed/quality-improvement-proj.html">https://www.cdc.gov/vaccines/ed/quality-improvement-proj.html</a>
Recommend	a. Provide a strong recommendation for all needed vaccines	17. Standards for Practice: Vaccine Recommendation [CDC] <a href="https://www.cdc.gov/vaccines/hcp/adults/for-practice/standards/recommend.html">https://www.cdc.gov/vaccines/hcp/adults/for-practice/standards/recommend.html</a> 18. How to Give a Strong Recommendation to Adult Patients Who Require Vaccination [Medscape] <a href="https://www.medscape.com/viewarticle/842874?src=par_cdc_stm_mscpedt&amp;faf=1">https://www.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> </ul>	19. Vaccine Preventable Disease Program [NJDOH] <a href="https://nj.gov/health/cd/vdpd.shtm">https://nj.gov/health/cd/vdpd.shtm</a> 20. For Educating Your Adult Patients [CDC] <a href="https://www.cdc.gov/vaccines/hcp/adults/for-patients/index.html?CDC_AA_refVal=https%3A%2F%2Fwww.cdc.gov%2Fvaccines%2Fadultpatiented%2Findex.html">https://www.cdc.gov/vaccines/hcp/adults/for-patients/index.html?CDC_AA_refVal=https%3A%2F%2Fwww.cdc.gov%2Fvaccines%2Fadultpatiented%2Findex.html</a>

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	<ul style="list-style-type: none"> <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	21. Declination of Influenza Vaccination [IAC] <a href="http://www.immunize.org/catg.d/p4068.pdf">http://www.immunize.org/catg.d/p4068.pdf</a>
	d. Send reminders about needed vaccines. Use data in NJIS or EHR to develop reminder/recall lists	22. NJIS Reminder Recall Help Guide [NJDOH] <a href="https://njiis.nj.gov/docs/ReminderRecall/Reminder_Recall_Help_Guide.pdf">https://njiis.nj.gov/docs/ReminderRecall/Reminder_Recall_Help_Guide.pdf</a>
	<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		25. Immunization Courses: Webcasts and Self Study [CDC] <a href="https://www.cdc.gov/vaccines/ed/courses.html">https://www.cdc.gov/vaccines/ed/courses.html</a> 26. Administering Vaccines to Adults: Dose, Route, Site and Needle Size [IAC] <a href="http://www.immunize.org/catg.d/p3084.pdf">http://www.immunize.org/catg.d/p3084.pdf</a> 27. Don't Be Guilty of These <i>Preventable</i> Errors in Vaccine Administration [IAC] <a href="http://www.immunize.org/catg.d/p3033.pdf">http://www.immunize.org/catg.d/p3033.pdf</a> 28. How To Administer Intramuscular and Subcutaneous Vaccine Injections to Adults [IAC] <a href="http://www.immunize.org/catg.d/p2020a.pdf">http://www.immunize.org/catg.d/p2020a.pdf</a> 29. Supplies You May Need at an Immunization Clinic [IAC] <a href="http://www.immunize.org/catg.d/p3046.pdf">http://www.immunize.org/catg.d/p3046.pdf</a> 30. Vaccines with Diluents: How to Use Them [IAC] <a href="http://www.immunize.org/catg.d/p3040.pdf">http://www.immunize.org/catg.d/p3040.pdf</a>

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	c. Implement standing orders for vaccine administration	31. 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> 32. Standing Orders [IAC] <a href="http://www.immunize.org/standing-orders">http://www.immunize.org/standing-orders</a> 33. 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/catg.d/p3067.pdf</a>
	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>	34. Vaccine Storage and Handling [CDC] <a href="https://www.cdc.gov/vaccines/hcp/admin/storage/index.html">https://www.cdc.gov/vaccines/hcp/admin/storage/index.html</a> 35. Vaccine Storage and Handling Toolkit [CDC] <a href="https://www.cdc.gov/vaccines/hcp/admin/storage/toolkit/index.html">https://www.cdc.gov/vaccines/hcp/admin/storage/toolkit/index.html</a> 36. Checklist for Safe Vaccine Storage and Handling [IAC] <a href="http://www.immunize.org/catg.d/p3035.pdf">http://www.immunize.org/catg.d/p3035.pdf</a> 37. Don't Be Guilty of These <i>Preventable</i> Errors in Vaccine Storage and Handling [IAC] <a href="http://www.immunize.org/catg.d/p3036.pdf">http://www.immunize.org/catg.d/p3036.pdf</a>
	e. Distribute Vaccine Information Statement (VIS) to each patient before administering a vaccine	38. Current VISs [CDC] <a href="https://www.cdc.gov/vaccines/hcp/vis/current-vis.html">https://www.cdc.gov/vaccines/hcp/vis/current-vis.html</a> 39. Current dates of Vaccine Information Statements (VISs) [IAC] <a href="http://www.immunize.org/catg.d/p2029.pdf">http://www.immunize.org/catg.d/p2029.pdf</a>
	f. Ensure proper care for patients	40. Minimize potential risks to your patients by following safety protocols.
	g. Follow standard precautions to control infection	41. 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">https://www.cdc.gov/HAI/settings/outpatient/outpatient-care-guidelines.html</a>
	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)	42. Medical Management of Vaccine Reactions in Adult Patients [IAC] <a href="http://www.immunize.org/catg.d/p3082.pdf">http://www.immunize.org/catg.d/p3082.pdf</a> 43. Vaccine Adverse Event Reporting System (VAERS) [CDC] <a href="https://www.cdc.gov/vaccinesafety/ensuringsafety/monitoring/vaers/index.html">https://www.cdc.gov/vaccinesafety/ensuringsafety/monitoring/vaers/index.html</a>

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Refer	a. Refer patients for vaccines you do not stock	44. Vaccine Referral [CDC] <a href="https://www.cdc.gov/vaccines/hcp/adults/downloads/standards-immz-practice-referral.pdf">https://www.cdc.gov/vaccines/hcp/adults/downloads/standards-immz-practice-referral.pdf</a> 45. Vaccine Prescription Pad [CDC] <a href="https://www.cdc.gov/vaccines/hcp/adults/downloads/vaccine-rx-pad.pdf">https://www.cdc.gov/vaccines/hcp/adults/downloads/vaccine-rx-pad.pdf</a>
	b. Provide a list of locations in the area to mention in a referral	46. New Jersey Local Health Departments [NJDOH] <a href="https://www.state.nj.us/health/lh/community/index.shtml#1">https://www.state.nj.us/health/lh/community/index.shtml#1</a> 47. HealthMap Vaccine Finder <a href="https://vaccinefinder.org/">https://vaccinefinder.org/</a> 48. Travel Clinics [CDC] <a href="https://wwwnc.cdc.gov/travel/page/find-clinic">https://wwwnc.cdc.gov/travel/page/find-clinic</a>
	c. If referred, confirm with patient that they received the recommended vaccines	49. Notification of Vaccination Letter Template [IAC] <a href="http://www.immunize.org/catg.d/p3060.pdf">http://www.immunize.org/catg.d/p3060.pdf</a>
Document	a. Participate in the statewide immunization registry (NJIS) and record all administered vaccinations in NJIS	50. New Jersey Immunization Information System (NJIS) [NJDOH] <a href="https://njiis.nj.gov/core/web/index.html#/home">https://njiis.nj.gov/core/web/index.html#/home</a> 51. New Jersey Immunization Information System (NJIS): Information for Adults, English <a href="https://nj.gov/health/cd/documents/vdpd/njiis_information_adults.pdf">https://nj.gov/health/cd/documents/vdpd/njiis_information_adults.pdf</a> 52. New Jersey Immunization Information System (NJIS): Information for Adults, Spanish <a href="https://njiis.nj.gov/docs/C2552--NJIS%20Rack%20Card%20for%20Adult%20Patients--Spanish.pdf">https://njiis.nj.gov/docs/C2552--NJIS%20Rack%20Card%20for%20Adult%20Patients--Spanish.pdf</a>
	b. Follow-up and document vaccinations that were received at other locations	53. Notification of Vaccination Letter Template [IAC] <a href="http://www.immunize.org/catg.d/p3060.pdf">http://www.immunize.org/catg.d/p3060.pdf</a>
	c. Provide your patient with a vaccine administration record	54. Vaccine Administration Record for Adults [IAC] <a href="http://www.immunize.org/catg.d/p2023.pdf">http://www.immunize.org/catg.d/p2023.pdf</a>

**Additional Resources:**

- 55. Standards for Adult Immunization Practice [CDC]  
<https://www.cdc.gov/vaccines/hcp/adults/for-practice/standards/index.html>
- 56. Vaccinating Adults: A Step-by-Step Guide [IAC]  
<http://immunize.org/guide/>