

PEDIATRIC & ADOLESCENT IMMUNIZATION STANDARDS JOB AID



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	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 (NJIS), record all administered vaccinations in NJIS					
	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					

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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
	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)					
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 NJIS 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					

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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
	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 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					

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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
	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					
	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 (NJIS), and record all administered vaccinations in NJIS					
	12b. If there is a vaccine refusal, document conversation and continue conversation at next visit					
	12c. If referred for vaccination, confirm with patient that they received the recommended vaccines					
	12d. Provide your patient with a copy of their own vaccine administration record					
	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).					

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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
	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.					
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 NJIS 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
Availability of Vaccines	1. Vaccination services are readily available.	
	1a. Create vaccination-only appointments	1. Article: Practice-Proven Interventions to Increase Vaccination Rates and Broaden the Immunization Season https://www.amjmed.com/article/S0002-9343(08)00466-X/pdf 2. Guideline for Large-Scale Influenza Vaccination Clinic Planning [CDC] https://www.cdc.gov/flu/professionals/vaccination/vax_clinic.htm
	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)] https://www.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] https://www.cdc.gov/vaccines/hcp/clinical-resources/shortages.html 5. Vaccine Storage and Handling Toolkit [CDC] https://www.cdc.gov/vaccines/hcp/admin/storage/toolkit/storage-handling-toolkit.pdf 6. Vaccine Storage and Handling Resources [CDC] https://www.cdc.gov/vaccines/hcp/admin/storage/index.html 7. Vaccine Storage and Handling [CDC Pink Book] https://www.cdc.gov/vaccines/pubs/pinkbook/vac-storage.html
	1d. If vaccine stock is not available, keep a list of other vaccination providers in the area	8. Vaccine Referral [CDC] https://www.cdc.gov/vaccines/hcp/adults/downloads/standards-immz-practice-referral.pdf 9. New Jersey Local Health Departments [New Jersey Department of Health (NJDOH)] https://www.state.nj.us/health/lh/community/index.shtml#1 10. New Jersey Federally Qualified Health Centers [NJDOH] https://healthapps.state.nj.us/fhs/cphc/cphcSearch.aspx

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

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

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Immunization Standard	Clinical Skills, Techniques, and Procedures	Resources
	<p>4. Patient costs are minimized.</p> <p>4a. Create office policies that minimize patient costs e.g. accepting all forms of insurance, accommodating for changes to insurance</p> <p>4b. Participate in the New Jersey Vaccines for Children Program (NJ VFC)</p>	<p>33. Vaccination Programs: Reducing Client Out-of-Pocket Costs [The Community Guide] https://www.thecommunityguide.org/findings/vaccination-programs-reducing-client-out-pocket-costs</p> <p>34. Immunization Billables Project [CDC] https://www.cdc.gov/vaccines/programs/billables-project/index.html</p> <p>35. New Jersey Vaccines for Children (NJ VFC) [NJDOH] https://njiis.nj.gov/core/web/index.html#/vfcDocs</p> <p>36. VFC brochure: information for healthcare providers [NJDOH] https://njiis.nj.gov/docs/VFCBrochure.pdf</p> <p>37. Understanding New Jersey's VFC and 317 Programs Webinar [NJDOH] https://register.gotowebinar.com/rt/6433148365834246403</p> <p>38. Provider Manual: New Jersey VFC and 317-Funded Adult Program [NJDOH] https://njiis.nj.gov/docs/vfc_provider_manual.pdf</p>
<p>Assessment of Vaccination Status</p>	<p>5. Healthcare professionals review the vaccination and health status of patients at every encounter to determine which vaccines are indicated.</p> <p>5a. Stay up-to-date on Advisory Committee on Immunization Practices (ACIP) recommendations; review annually at minimum</p> <p>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</p> <p>5c. Provide patient/guardian questionnaire at check-in</p>	<p>39. General Best Practice Guidelines for Immunization [CDC] https://www.cdc.gov/vaccines/hcp/acip-recs/general-recs/index.html</p> <p>40. Recommended Adult Immunization Schedule for ages 19 years or older, United States, 2019 [CDC] https://www.cdc.gov/vaccines/schedules/hcp/adult.html</p> <p>41. Summary of Recommendations for Child/Teen Immunization [IAC] https://immunize.org/catg.d/p2010.pdf</p> <p>42. ACIP Vaccine Recommendations and Guidelines [CDC] https://www.cdc.gov/vaccines/hcp/acip-recs/index.html</p> <p>43. HALO [IAC] http://www.immunize.org/catg.d/p3070.pdf</p> <p>44. New Jersey School Immunization Requirements [NJDOH] https://www.nj.gov/health/cd/imm_requirements/</p> <p>45. Childhood Vaccine Assessment Tool [CDC] https://www2a.cdc.gov/vaccines/childquiz/</p>

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Immunization Standard	Clinical Skills, Techniques, and Procedures	Resources
	5d. Use electronic health record (EHR) prompts	46. Vaccination Programs: Provider Reminders [The Community Guide] https://www.thecommunityguide.org/findings/vaccination-programs-provider-reminders
	6. Healthcare professionals assess for and follow only medically accepted contraindications.	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	48. Recommended Adult Immunization Schedule for ages 19 years or older, United States, 2019 [(CDC) https://www.cdc.gov/vaccines/schedules/hcp/adult.html 49. Summary of Recommendations for Child/Teen Immunization [IAC] https://immunize.org/catg.d/p2010.pdf
	6b. Review contraindications to immunization	50. Contraindications and Precautions [CDC] https://www.cdc.gov/vaccines/hcp/acip-recs/general-recs/contraindications.html 51. Guide to Contraindications and Precautions to Commonly Used Vaccines [IAC] https://immunize.org/catg.d/p3072a.pdf 52. Screening Checklist for Contraindications to HPV, MenACWY, MenB, and Tdap Vaccines for Teens [IAC] https://immunize.org/catg.d/p4062.pdf 53. Screening Checklist for Contraindications to Vaccines for Children and Teens [IAC] https://immunize.org/catg.d/p4060.pdf
	6c. Review the New Jersey Department of Health’s medical exemption form	54. Guidance for Requesting a Medical Exemption from Mandatory Immunization [NJDOH] https://www.nj.gov/health/forms/imm-53.pdf 55. Medical Exemptions: Separating Fact from Fiction Webinar - View the archived recording at the following link https://www.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.	56. Vaccine Preventable Disease Program [NJDOH] https://nj.gov/health/cd/vpdp.shtml 57. Sample Vaccine Policy Statement [IAC] https://immunize.org/catg.d/p2067.pdf
	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

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

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Immunization Standard	Clinical Skills, Techniques, and Procedures	Resources
Documentation of Vaccines		72. Checklist for Safe Vaccine Storage and Handling [IAC] http://www.immunize.org/catg.d/p3035.pdf 73. Don't Be Guilty of These <i>Preventable</i> Errors in Vaccine Storage and Handling [IAC] http://www.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 (https://www.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	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	75. Vaccine Storage and Handling Toolkit [CDC] https://www.cdc.gov/vaccines/hcp/admin/storage/toolkit/index.html 76. You Call the Shots-Storage and Handling [CDC] https://www2a.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)	77. Vaccine Storage and Handling: A Focus on Temperature Excursions webinar [NJDOH & the Ernest Mario School of Pharmacy, Rutgers, the State University of New Jersey] https://njiis.nj.gov/core/web/index.html#/vfcDocs 78. Do Not Turn Off Circuit Breaker Sticker [IAC] https://immunize.org/catg.d/p2091.pdf 79. Do Not Unplug Refrigerator or Freezer Sticker [IAC] https://immunize.org/catg.d/p2090.pdf 80. Vaccine Storage & Handling Guide Cling https://njiis.nj.gov/docs/VaccineStorageGuide.pdf
	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	82. Emergency Response Worksheet [IAC] https://immunize.org/catg.d/p3051.pdf 83. Vaccine Management Policy Template [NJDOH] https://njiis.nj.gov/docs/Vaccine_Management_Policy_Template.pdf

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	8g. Provide training to all new staff and to all staff when there are updates	84. Immunization Courses: Webcasts and Self Study [CDC] https://www.cdc.gov/vaccines/ed/courses.html 85. Pink Book Webinar Series [CDC] https://www.cdc.gov/vaccines/ed/webinar-epv/index.html 86. You Call the Shots: Web-based Training Course [CDC] https://www.cdc.gov/vaccines/ed/youcalltheshots.html
	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] https://www.cdc.gov/vaccines/partners/childhood/professionals.html#presentation-10-ways
	9a. Train and educate your staff on vaccine administration	88. Skills Checklist for Vaccine Administration [IAC] https://immunize.org/catg.d/p7010.pdf 89. Immunization Courses: Webcasts and Self Study [CDC] https://www.cdc.gov/vaccines/ed/courses.html 90. Vaccine Administration e-Learn [CDC] https://www2.cdc.gov/vaccines/ed/vaxadmin/va/ce.asp 91. Don't Be Guilty of These Preventable Errors in Vaccine Administration [IAC] http://www.immunize.org/catg.d/p3033.pdf 92. Vaccines with Diluents: How to Use Them [IAC] http://www.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.	93. Skills Checklist for Vaccine Administration [IAC] https://immunize.org/catg.d/p7010.pdf 94. Supplies You May Need at an Immunization Clinic [IAC] http://www.immunize.org/catg.d/p3046.pdf
	10a. Provide a strong recommendation for all needed vaccines	95. Make a Strong Flu Vaccine Recommendation [CDC] https://www.cdc.gov/flu/pdf/freeresources/healthcare/make-strong-vaccine-recommendation-2017.pdf 96. Talking with Parents about Vaccines for Infants [CDC] https://www.cdc.gov/vaccines/hcp/conversations/talking-with-parents.html 97. #HowIRecommend Vaccination Video Series [CDC] https://www.cdc.gov/vaccines/howirecommend/index.html

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	10b. Distribute Vaccine Information Statement (VIS) to each patient before administering a vaccine	98. Current VISs [CDC] https://www.cdc.gov/vaccines/hcp/vis/current-vis.html 99. Current dates of Vaccine Information Statements (VISs) [IAC] http://www.immunize.org/catg.d/p2029.pdf
	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.	102. Talking with Parents about Vaccines for Infants [CDC] https://www.cdc.gov/vaccines/hcp/conversations/talking-with-parents.html 103. #HowIRecommend Vaccination Video Series [CDC] https://www.cdc.gov/vaccines/howirecommend/index.html
	11c. Implement standing orders	104. Using Standing Orders for Administering Vaccines: What You Should Know [IAC] http://www.immunize.org/catg.d/p3066.pdf 105. Standing Orders [IAC] http://www.immunize.org/standing-orders 106. 10 Steps to Implementing Standing Orders for Immunization in Your Practice Setting [IAC] http://www.immunize.org/catg.d/p3067.pdf
	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] https://njiis.nj.gov/core/web/index.html#/home 109. Your Child's Best Shot Brochure – English [NJDOH] https://njiis.nj.gov/docs/njiis_your_childs_bestshot.pdf 110. 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	111. Declination of Influenza Vaccination [IAC] http://www.immunize.org/catg.d/p4068.pdf 112. Refusal to Vaccinate [American Academy of Pediatrics]

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		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] http://www.immunize.org/catg.d/p3060.pdf
	12d. Provide your patient with a copy of their own vaccine administration record	114. Vaccine Administration Record for Children and Teens [IAC] https://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).	115. Vaccine Adverse Event Reporting System (VAERS) [CDC] https://www.cdc.gov/vaccinesafety/ensuringsafety/monitoring/vaers/index.html 116. National Vaccine Injury Compensation Program [Health Resources & Services Administration] https://www.hrsa.gov/vaccine-compensation/how-to-file/index.html
	13a. Create a protocol for responding to adverse events	117. Medical Management of Vaccine Reactions in Children and Teens in a Community Setting [IAC] https://immunize.org/catg.d/p3082a.pdf
	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.	119. Recommended Vaccines for Healthcare Workers [CDC] https://www.cdc.gov/vaccines/adults/rec-vac/hcw.html 120. Healthcare Personnel Vaccination Recommendations [IAC] https://immunize.org/catg.d/p2017.pdf 121. Hepatitis B and Healthcare Personnel [IAC] https://immunize.org/catg.d/p2109.pdf 122. Declination of Influenza Vaccination [IAC] http://www.immunize.org/catg.d/p4068.pdf 123. Barriers and Strategies to Improving Influenza Vaccination among Healthcare Personnel [CDC] https://www.cdc.gov/flu/toolkit/long-term-care/strategies.htm
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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Immunization Standard	Clinical Skills, Techniques, and Procedures	Resources
Vaccination Coverage		125. Vaccination Programs: Client Reminder and Recall Systems [The Community Guide] https://www.thecommunityguide.org/findings/vaccination-programs-client-reminder-and-recall-systems
	15a. Implement standing orders	126. Using Standing Orders for Administering Vaccines: What You Should Know [IAC] http://www.immunize.org/catg.d/p3066.pdf 127. Standing Orders [IAC] http://www.immunize.org/standing-orders 128. 10 Steps to Implementing Standing Orders for Immunization in Your Practice Setting [IAC] http://www.immunize.org/catg.d/p3067.pdf
	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.	130. NJIIS Reminder Recall Help Guide [NJDOH] https://njiis.nj.gov/docs/ReminderRecall/Reminder_Recall_Help_Guide.pdf 131. Vaccination Programs: Client Reminder and Recall Systems [The Community Guide] https://www.thecommunityguide.org/findings/vaccination-programs-client-reminder-and-recall-systems
	16. Office- or clinic-based patient record reviews and vaccination coverage assessments are performed annually.	132. Provider assessment and feedback [The Community Guide] https://www.thecommunityguide.org/findings/vaccination-programs-provider-assessment-and-feedback .
	16a. Assess how your practice is doing	133. Quality Improvement Projects Targeting Immunization [CDC] https://www.cdc.gov/vaccines/ed/quality-improvement-proj.html 134. Healthy People 2020 Objectives [Office of Disease Prevention and Health Promotion] https://www.healthypeople.gov/2020/topics-objectives/topic/immunization-and-infectious-diseases 135. ChildVaxView [CDC] https://www.cdc.gov/vaccines/imz-managers/coverage/childvaxview/index.html 136. TeenVaxView [CDC] https://www.cdc.gov/vaccines/imz-managers/coverage/teenvaxview/index.html 137. SchoolVaxView [CDC] https://www.cdc.gov/vaccines/imz-managers/coverage/schoolvaxview/index.html

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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/iqip/at-a-glance.html
	17. Healthcare professionals practice community-based approaches.	139. What Works Fact Sheet [The Community Guide] https://www.thecommunityguide.org/sites/default/files/assets/What-Works-Factsheet-Vaccination.pdf 140. Vaccination Programs: Community-Based Interventions Implemented in Combination [The Community Guide] https://www.thecommunityguide.org/findings/vaccination-programs-community-based-interventions-implemented-combination 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
	17a. Conduct community awareness campaigns	142. <i>Protect Me With 3+</i> Adolescent Immunization Awareness Campaign [NJDOH & The Partnership for Maternal and Child Health of Northern New Jersey] www.protectmewith3.com 143. New Jersey Influenza Honor Roll [NJDOH] https://www.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	144. New Jersey Hot Shots for Tots Immunization Campaign [NJDOH] https://nj.gov/health/cd/imm_requirements/vpdp_hotshots.shtml 145. New Jersey College & University Flu Challenge [NJDOH] https://www.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: <https://nj.gov/health/cd/vpdp.shtml>
- Immunization Action Coalition, Ask the Experts: <https://www.immunize.org/askexperts/>

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Vaccine-Specific Resources:

Chickenpox (Varicella)

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

Diphtheria

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

Hepatitis A

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

Hepatitis B

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

Hib (*Haemophilus influenzae* type b)

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

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Human papillomavirus (HPV)

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

Influenza

- CDC: <https://www.cdc.gov/vaccines/vpd/flu/index.html>
- 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: <https://www.immunize.org/handouts/measles-mmr-vaccines.asp>

Meningococcal

- CDC: <https://www.cdc.gov/vaccines/vpd/mening/index.html>
- NJDOH: <https://nj.gov/health/cd/topics/meningo.shtml>
- IAC, Meningococcal ACWY: https://www.immunize.org/handouts/meningococcal_acwy.asp
- IAC, Meningococcal B: https://www.immunize.org/handouts/meningococcal_b.asp

Mumps

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



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Pneumococcal

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

Polio (Poliomyelitis)

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

Rotavirus

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

Rubella

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

Tetanus

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

Whooping Cough (Pertussis)

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