Vaccination Roadmap Self-Assessment

Purpose

The purpose of this roadmap is to assess current vaccination practices at your facility. Use this roadmap to help implement or reinforce these best practices for your ESRD patients, including home patients (if applicable). It can also be used as a guide to improve your facility's efficiency and effectiveness in administering vaccines and increase your vaccination coverage rates.

Here are the basics:
- Keep staff up-to-date with current recommendations.
- Maintain complete, up-to-date patient records.
- Maintain and protect your vaccine supply.
- Help your patients anticipate their own vaccine needs, and those of their family members as well.
- Avoid "missed opportunities" to vaccinate.
- Maintain administration best practices.
- Improve access to your vaccination services.
- Evaluate and improve your practice's performance, then CELEBRATE!

Mark the tasks on the following pages with **Yes** (fully implemented), **No** (Not implemented), or **Partially** (In progress, not fully implemented).

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1 Keep Staff Up-to-Date With Current Vaccine Recommendations

Yes **No** **Partially**

☐ ☐ ☐ We keep the current, official CDC U.S. immunization schedules (or the official schedule of our medical association or state health department) accessible for all staff in a visible area.

Covid
- Immunization Schedule
- Vaccination Recommendations for the Immunocompromised

Pneumococcal
- Pneumococcal Recommendations
- Pneumococcal Vaccine Timing

Flu
Flu Vaccine Recommendations

☐ ☐ ☐ We routinely receive, read, and share updates on vaccines and other immunization issues from government agencies (e.g., CDC), our state or local health department, Immunize.org, or other trusted organizations.
- Vaccination and Dialysis

☐ ☐ ☐ We adhere to the "Rights" of medication administration by ensuring we have the: Right patient; Right vaccine(s); Right time (including the correct age and interval, as well as the product expiration time/date); Right route (including the correct needle gauge and length and technique); Right administration site; and Right documentation.

Maintain Complete, Up-to-Date Patient Vaccine Records

Yes	No	Partially	
☐	☐	☐	We participate in our local/regional/state immunization registry (Immunization Information System or "IIS").
☐	☐	☐	When admitting new patients, we request their record of immunizations and/or check the state IIS.
☐	☐	☐	If the patient is from a nursing home, we obtain vaccination information from the nursing home and update our patient chart or electronic medical record (EMR).
☐	☐	☐	If the patient is in the hospital or ED, vaccination status information is requested and updated in our patient chart or EMR.
☐	☐	☐	We maintain a comprehensive immunization record in a highly visible location in each patient's chart or EMR, including documentation on reasons for vaccine refusals.
☐	☐	☐	We report vaccinations of patients and healthcare workers in the CMS-identified system for reporting vaccinations. (NHSN, EQRS)
☐	☐	☐	We monitor labs associated with vaccinations (e.g. Hep B).

3 Maintain and Protect Your Vaccine Supply

Yes	**No**	**Partially**
☐	☐	☐

We designate a "**vaccine coordinator/champion**" and "**backup vaccine coordinator**" to oversee vaccine storage and handling activities.
- What is a Vaccine Coordinator?

☐	☐	☐

We provide vaccine storage and handling training to each new staff member, as well as updates to all staff whenever recommendations are changed or a new vaccine product is introduced.
- You Call the Shots Vaccine Training Module

☐	☐	☐

We follow the guidance provided in CDC's "Vaccine Storage and Handling Toolkit."

☐	☐	☐

We have a system in place to ensure vaccines are ordered in a timely manner and are consistently available.

Provide Vaccine Education for Staff

Yes	No	Partially
☐	☐	☐

We train all patient-facing staff on the current vaccine recommendations and how to determine valid and invalid contraindications to vaccinations. We post this information in places available to all staff.
- The Adult Vaccine Quiz
- Adult Immunization Schedule by Age

| ☐ | ☐ | ☐ |

We routinely complete a simple screening checklist for vaccine contraindications to check if the patients need any vaccinations to be considered "up-to-date."
- Before You Vaccinate Adults, Consider their "H-A-L-O"!
- Screening Checklist for Contraindications to Vaccines for Adults
- Prevaccination Checklist for COVID-19 Vaccines: Information for Healthcare Professional

| ☐ | ☐ | ☐ |

Staff are trained on how to discuss misperceptions, concerns, and the importance of vaccinations with patients when discussion opportunities arise.
- Vaccine Misinformation Toolkit

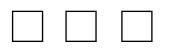## 5 Avoid "Missed Opportunities" to Vaccinate

Yes	No	Partially	
☐	☐	☐	We train our staff to administer multiple vaccinations (as appropriate) to residents who are due/eligible for multiple vaccinations.
☐	☐	☐	We promote vaccination days at our facility. For example: "Pneumo Mondays" or "Flu Shot Fridays".
☐	☐	☐	We reach out to local partners to assist with transportation to a nearby clinic or pharmacy for vaccinations not offered at our facility.

- Neighborhood Navigator
- findhelp.org

Vaccine Communication Best Practices for Patients/Families

Yes	**No**	**Partially**	
☐	☐	☐	We provide patients/families a simple schedule of recommended vaccinations in a language they can easily understand, based on our patient population. • Immunize.org
☐	☐	☐	We have a policy that states the importance we place on vaccinations, and we give a copy of it to all new patients and their families. • Sample Vaccine Policy Statement
☐	☐	☐	We provide the patients and/or family members with documentation (e.g., record card, print-out) of the vaccinations received each time we administer a vaccine. • Qsource Patient Vaccination Card
☐	☐	☐	We provide reliable educational resources (in a language they can read) to staff, patients and their families who have questions or concerns about vaccine safety or who want more vaccine information. This includes vaccine information statement (VIS) documents. • Pneumococcal Conjugate Vaccine: What You Need to Know • Influenza (Flu) Vaccine: What You Need to Know • Current VIS Vaccine Information Statement

Vaccine Communication Best Practices for Patients/Families (cont.)

Yes	No	Partially	
☐	☐	☐	If a patient refuses a vaccine, we document and respect the reason.
☐	☐	☐	We encourage patients to keep and maintain a record of their current vaccinations in the event the information is needed for a medical provider or encounter (e.g. emergency department visit). • Qsource Patient Vaccination Card
☐	☐	☐	We educate patients on the importance of vaccinations within the ESRD population by displaying educational materials (e.g. Flu Campaign) and creating interactive opportunities (e.g. Vaccine Word Search, Bingo) to engage in vaccination learning. • Immunization Word Search
☐	☐	☐	We use the facility Peers in Action to talk and educate patients about recommended vaccinations.

Evaluate and Improve Your Facility's Performance

Yes	No	Partially	
☐	☐	☐	We routinely assess and track the vaccination status of our patients using a systematic approach (e.g. tracker) with patient vaccination statuses, future vaccination dates, and refusal reasons. • Sample Vaccine Tracker • CDC | PneumoRecs Vax Advisor
☐	☐	☐	We monitor vaccination compliance rates monthly at the facility level to determine opportunities for improvement. (Ensure the numerator/denominator is aligned with the CMS calculation of being fully vaccinated).
☐	☐	☐	We discuss vaccination rates with our IDT and Medical Director, at least monthly, to identify "focus" patients needing updated vaccinations and discuss patient-specific interventions, as appropriate.
☐	☐	☐	We share the results with all staff, and we use this information to develop strategies to improve vaccination rates and meet/exceed our facility's goals.(e.g. Sharing the percentage of the population at the facility that is vaccinated using a bar graph to chart vaccination rates for staff and patients and post in the facility for everyone to see)
☐	☐	☐	Facility EQRS/NSHN users double check reporting is accurate and consistent with vaccinations given in the facility, or reported by the patient/family as received elsewhere.

8 Celebrate Your Success!

Congratulations! You have reached your destination!

Use the following strategies and talk to your quality advisor to ensure ongoing success.

1. Monitor Your Processes and Outcomes
Review your data to identify trends and address special cause variation. Data plays an important role in identifying when you've achieved predictable, consistent results.

2. Create a Sustainability Plan
Sustainability is about ensuring that the improvements you have made will last. In order for these enhancements to be lasting, you must establish a plan for sustainability. As you build your plan for sustainability, ask yourself the following questions:
- What can be done to ensure the most successful interventions will become part of the culture in your facility?
- How will you ensure that these steps will continuously support your current processes?
- Will this require that you modify training in your facility?
- How will you track these interventions to ensure improvements in performance measures are sustained?
- If you have a corporate partner, what is their role in supporting this sustainability plan?

Use our Sustainability Planning Tool to help you create your plan.

3. Assign a Process Owner
A process owner is the person who is responsible for maintaining and improving a process, and is responsible for the outcomes of the process and sustaining the changes according to the sustainability plan. Choose a person that will be impacted by the gains of the project.

Additional Resources

- [Qsource ESRD Networks' Vaccine Hub](#)
- [CDC | Vaccines and Immunizations](#)
- [Immunize.org](#)
- [ESRD NCC](#)

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