Project Charter

Project Name: Contraindications to Childhood Vaccination

Lead Staff/Physician: Dr. B

Project Manager: Aaron

Project Start Date: July 10, 2017

Project Aim

What are you trying to accomplish? Every aim will required multiple small tests of change (PDSAs).

Aim statement: (Make sure your aim is measurable and has a timeline.)
Over the next 3 months, among our patients seen at ages 2–24 months, we will:

- Increase the incidence of screening for contraindications to 100%
- Eliminate any administration of vaccines if a true contraindication is present (0% of vaccine are given if true contraindication is present)
- Decrease the number of missed opportunities to vaccinate due to following incorrect contraindications and/or using precautions too liberally (90% of vaccines are given when due).

Performance Gap

What is the problem and why are you addressing it?

Our providers are very pro-vaccination, but too often misunderstand what are true contraindications to vaccines. Sometimes vaccines are not given if a child presents with mild or moderate illness. We expect that they can be vaccinated at the next well visit, but some children may not return and even those who do are left vulnerable to disease in the interim.

Project Deliverables

What are the tangible things that the project will produce to enable the aim to be achieved?

- Accurate knowledge of contraindications.
- Fewer vaccines administered when contraindications are present.
- Fewer missed opportunities to vaccine when contraindications are not present, but perceived.

Barriers

What are potential barriers and how will you overcome them?

- Some parents may not want to vaccinate their child who has a mild illness, even though it is not a true contraindication in most cases.
- If MAs are not used to administering a screening and providers are not used to reviewing them, it could feel like an onerous step.
Measures
What measures will determine success?

To determine the success of our project, we will measure how many charts have a documented contraindication screening, how many vaccines were given even if a true contraindication was discovered and, how many missed opportunities to vaccinate resulted from mistaking a condition for a contraindication.

<table>
<thead>
<tr>
<th>Measure</th>
<th>Operational Definition</th>
<th>Baseline Number (percentage)</th>
<th>Goal Number (percentage)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Documentation of a screening for contraindications</td>
<td>The chart contains documentation that a screening for vaccine contraindications for was conducted and report of the findings.</td>
<td>10/20 (50%)</td>
<td>20/20 (100%)</td>
</tr>
<tr>
<td>Vaccine given when a contraindication was found</td>
<td>If the screening yielded a true contraindication to the vaccine. it was not administered.</td>
<td>1/20 (5%)</td>
<td>0/20 (0%)</td>
</tr>
<tr>
<td>Vaccine given when no true contraindication is present</td>
<td>If a vaccine was due, screening was performed and no contraindication or precaution was present, the vaccine was administered.</td>
<td>15/20 (75%)</td>
<td>18/20 (90%)</td>
</tr>
</tbody>
</table>

Project Scope

In Scope
Active patients ages 2 months to 24 months, who visit the office during the project period.

Out of Scope
Patients who do not visit the office during the project period.
Patients older than 24 months.

Project Team Roles and Responsibilities

<table>
<thead>
<tr>
<th>Team members</th>
<th>Roles</th>
<th>Responsibilities</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dr. B</td>
<td>Physician lead</td>
<td>Communicate with physicians and explain project and provide updates to all staff at staff meetings.</td>
</tr>
<tr>
<td>Ashley, RN</td>
<td>Nurse lead</td>
<td>Review at least 20 charts each cycle to assess improvements. Share results with Dr. B.</td>
</tr>
</tbody>
</table>
Other

**Ground rules, decision making process, etc.**

- Improvement will likely take multiple small tests of change; the team agrees to work collaboratively to improve coverage rates.
- This project will require a team approach, all staff input and ideas are welcome (no wrong ideas).
- Stay positive (change can be hard).

### Stakeholders

<table>
<thead>
<tr>
<th>Stakeholder Name</th>
<th>Impact on Project (High, Medium, Low)</th>
<th>Strategies to Communicate and Gain Support</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pediatricians</td>
<td>High</td>
<td>Involve all providers in the planning meetings to get their ideas and buy in.</td>
</tr>
<tr>
<td>Nurses and MAs</td>
<td>High</td>
<td>Involve the “opinion leaders” of the group in the planning meetings and use their ideas on how to test and implement the screening protocol.</td>
</tr>
<tr>
<td>Parents</td>
<td>Medium</td>
<td>Inform parents by notifying them that your practice will implement a new screening to make sure that vaccines are always administered on-time and appropriately.</td>
</tr>
</tbody>
</table>

**Senior Leadership Signature/Approval**

**Printed Name**

Dr. B

**Signature**

[Signature Image]

**Date**

1/15/2017