Using Vaccine Information Statements

**Project Charter**

Project Name: Using Vaccine Information Statements

Lead Staff/Physician: Dr. B

Project Manager: Aaron

Project Start Date: July 10, 2017

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**Project Aim**

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

Aim statement: (Make sure your aim is measurable and has a timeline.)

Over the next 3 months, our practice will provide each patient/family with the appropriate and current Vaccine Information Statement(s) (VIS) for review prior to immunizing at least 95% of our patients.

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**Performance Gap**

*What is the problem and why are you addressing it?*

Providing the VIS is a component of informed consent and quality care. A federal law requires that parents/families are given a VIS that describes each vaccine for which administration is anticipated. Busy providers sometimes forget this, especially for children who are not receiving their first dose of a vaccine, and fail to provide the VIS. Other times, there is confusion about who in the office (MA, nurse, physician, etc.) is distributing the VIS. At baseline, 63% of our patients receive the proper VIS.

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**Project Deliverables**

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

- Accurate knowledge of the National Childhood Vaccine Injury Act (NCVIA)
- Up-to-date VISs in exam rooms.

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**Barriers**

*What are potential barriers and how will you overcome them?*

- We won’t automatically have updated VISs; we must keep our eye out for when the VIS gets updated. Aaron receives several immunization newsletters, so that may help alert him.
- Some doctors may not see the need to provide VISs if they aren’t familiar with the requirements under the NCVIA or they may anticipate that explaining the VIS will take additional time from the busy office visit.
Measures

What measures will determine success?

To determine the success of our project Aaron will review the records of patients seen by Dr B, in Room #3, who received immunizations. He will record total # of patients immunized and the number of those records with “VIS given” noted by Dr B. Aaron will divide the number of records with “VIS given” noted, by total number of patients immunized to determine the rate.

<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>VIS provided when vaccination given</td>
<td>Patients who have received a vaccine(s) were given the current vaccine administered.</td>
<td>14/22 (63%)</td>
<td>21/22 (95%)</td>
</tr>
</tbody>
</table>

Project Scope

<table>
<thead>
<tr>
<th>In Scope</th>
<th>Out of Scope</th>
</tr>
</thead>
<tbody>
<tr>
<td>Active patients who visit the office during the project period and who receive vaccines.</td>
<td>Patients who do not visit the office during the project period. Patients who do not receive vaccines.</td>
</tr>
</tbody>
</table>

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>Aaron</td>
<td>Project manager</td>
<td>Ensure current VISs are available in exam rooms during patient visits and measures change rate.</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>Parents</td>
<td>High/High</td>
<td>Communicate to parents that there has been a change in office protocol. Discuss the information on the VIS with them and ask if they have any questions.</td>
</tr>
</tbody>
</table>

**Senior Leadership Signature/Approval**

**Printed Name**
Dr. B

**Signature**

**Date**
1/15/2017

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