Project Charter

Project Name: Vaccine Monitoring

Lead Staff/Physician: Dr. B

Project Manager: Abby

Project Start Date:

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**Project Aim**

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

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

Over the next 3 months, our practice will log the current, minimum and maximum temperatures, as recorded by our digital dataloggers (DDLs), every morning on days the clinic is open, (this is required by the Vaccines for Children [VFC] program and recommended by the Centers for Disease Control and Prevention [CDC]).

While this is a requirement of the VFC program, it is also important for delivering the best patient care. When vaccines are exposed to temperatures outside of the recommended range, they can lose potency. If impotent vaccines are given to children, they may not confer protection, but since the children have received the vaccine, parents and doctors don’t know that children are left vulnerable. Proper vaccine storage can prevent vaccines from losing potency, and proper vaccine monitoring helps identify vaccines that may have been destroyed.

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**Performance Gap**

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

Our practice was recently audited, and the VFC coordinator pointed out that we had not been recording the current, minimum and maximum temperatures each day, since we installed our new DDL.

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**Project Deliverables**

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

- A paper and electronic log of current, minimum and maximum temperatures as required by the VFC program.

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**Barriers**

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

- This is a new task for both Abby, who will be performing the bulk of the work, and the practice. With any new task we expect there will be kinks to work out.
- Abby works full time, Monday through Friday, but twice a month the clinic is open on Saturday, and Abby will not be there to log the temperatures. She also is takes time off occasionally.
- Staff are usually busy at this practice and this is adding another task to their plates.
Measures
What measures will determine success?

To determine the success of our project, Dr B will check the vaccine temperature logs and count how many days had complete entries in both logs.

<table>
<thead>
<tr>
<th>Measure</th>
<th>Operational Definition</th>
<th>Baseline Number (%)</th>
<th>Goal Number (%)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Vaccine temperatures</td>
<td>Number of days for which there was a complete entry in both the paper and electronic logs of the current, minimum and maximum temperatures in both the vaccine refrigerator and freezer.</td>
<td>0%</td>
<td>90%</td>
</tr>
<tr>
<td>recorded</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Project Scope

<table>
<thead>
<tr>
<th>In Scope</th>
<th>Out of Scope</th>
</tr>
</thead>
<tbody>
<tr>
<td>Days when the clinic is open</td>
<td>Sundays, holidays, days when the clinic is closed.</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>Review logs and measure results.</td>
</tr>
<tr>
<td>Abby</td>
<td>Project Manager</td>
<td>Check the DDLs each morning, log current, minimum and maximum temperatures, and reset the DDLs.</td>
</tr>
<tr>
<td>Carla</td>
<td>MA</td>
<td>Fill in for Abby on days she is out of the office.</td>
</tr>
</tbody>
</table>
Other
Ground rules, decision making process, etc.

- 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 (Dr B)</td>
<td>Medium</td>
<td>Abby is managing most tasks and change, but Dr B will be reviewing her logs. As he is the project lead, he is already supportive of this project.</td>
</tr>
<tr>
<td>MAs</td>
<td>High</td>
<td>This is a simple task, but it delays Abby or Carla from rooming patients on busy days, leaving more work for the other MAs. A meeting will be held to communicate to all the MAs what we are doing and why it is important.</td>
</tr>
</tbody>
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Senior Leadership Signature/Approval

Printed Name: Dr. B
Signature: [Signature]
Date: 1/15/2018