

CHECKLIST

PERTUSSIS VACCINATION CAMPAIGN

Use this checklist as a guide to plan your clinic's Pertussis Vaccination Campaign for family physicians and healthcare personnel. This approach encourages collaboration between family physicians, clinic managers and healthcare personnel to ensure a successful immunization campaign at your worksite.

- Identify and convene a multi-disciplinary team meeting for the Pertussis Vaccination Campaign for family physicians and healthcare personnel
- Discuss who will participate. Excuse those with medical reasons or up-to-date Tdap shots. Create and print authorization/permission forms.
- Appoint an in-house "family physician champion" to educate staff about the importance of immunizing healthcare personnel against pertussis.
- Determine your budget for the Pertussis Vaccination Campaign.
- Coordinate with your healthcare insurance provider to discuss costs and logistics.**
- Order the Tdap vaccine.
- Work with staff to develop a promotion and logistical plan for the campaign. When and where will immunizations be given? How will you engage staff? Plan a kick-off event to generate excitement. Offer incentives for participation. Make the vaccine available so that staff on different shifts can participate.
- Hold the clinic "kick-off" and begin offering the Tdap vaccine to staff.
- Take a photo of the "family physician champion" being immunized and publish it in internal newsletters or distribute via e-mail.
- Track vaccination rates for eligible family physicians and healthcare personnel.
- Report your results to the MAFP Foundation by May 7th and your clinic will receive a Certificate of Participation, be recognized on the MAFP Foundation webpage, listed in the *Minnesota Family Physician* magazine and entered in a random drawing to receive one of five \$100 gift cards. (See enclosed response card.)
- Share your success on this very important patient safety project.