

Project Charter

Project Name	Vaccine Recommendations
Lead Staff/Physician	Dr. B
Project Manager	Abby
Project Start Date	

Project Aim

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

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

Over the next 3 months, doctors in our practice will start using a presumptive recommendation* for vaccines, aiming to reduce the number of parents who delay or refuse vaccines by 50%.

*For the purpose of this test, present the vaccine recommendation(s) with the presumption that they will be accepted and administered; present all recommended vaccines together.

Performance Gap

What is the problem and why are you addressing it?

Our practice recently [assessed our immunization rates](#), and learned they were lower than expected—64% of children were up-to-date (UTD) on all vaccinations. When reviewing charts we noticed vaccines were refused and/or delayed in 20% of all charts. Dr B, our Practice Improvement Lead, dug some more into his own patient files, and learned that in the past 6 months, 75% of his patients were UTD on vaccinations, and 20% of his patients had refused or delayed at least 1 vaccine.

Project Deliverables

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

- A short list of phrases that can be used to make a presumptive vaccine recommendation. Practices can develop their own list, or borrow phrases tested in research or suggested by immunization authorities.

Barriers

What are potential barriers and how will you overcome them?

- Dr B has been practicing for 15 years and has always asked parents if they were getting all the vaccines that day, which is not a presumptive approach. It will be a change and he may not always remember.
- Parents may still refuse or delay vaccines, even if Dr B makes a presumptive recommendation.

Measures

What measures will determine success?

To determine the success of our project, Dr B will count the number of patients who receive a presumptive recommendation for vaccines, how many parents are refusing or delaying vaccines, and how many of his patients are UTD on vaccinations.

Measure	Operational Definition	Baseline	Goal
Vistis with a presumptive vaccine recommendation	Percentage of visits during which at least one vaccine is due and Dr B makes a presumptive vaccine recommendation.	0%	80%
Dr B's vaccine refusers/delayers	Percentage of all patients seen by Dr B, for whom a vaccine was recommended and refused.	20%	10%
Dr B's UTD patients	Percentage of all patients seen by Dr B, who are now UTD on vaccines.	75%	85%

Project Scope

In Scope	Out of Scope
Patients Dr B sees during the period, who are due for at least 1 vaccine	Patients not seen by Dr B Patients not seen in the trial period Patients who do not have at least one vaccine due

Project Team Roles and Responsibilities

Team members	Roles	Responsibilities
Dr. B	Physician lead	Review logs and measure results.
Abby	Project Manager	Room patients, flag chart with immunizations due, record presumptive immunization recommendation (as reported by Dr B) and patient/parent questions.
Sarah	Medical Assistant (MA)	Room patients, flag chart with immunizations due, record presumptive immunization recommendation (as reported by Dr B) and patient/parent questions.
Emily	MA	Room patients, flag chart with immunizations due, record presumptive immunization recommendation (as reported by Dr B) and patient/parent questions.

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

Stakeholder Name	Impact on Project (High, Medium, Low)	Strategies to Communicate and Gain Support
Pediatricians (Dr B)	Medium	Dr B is the one who has to make the presumptive recommendations. His interaction with the parents/patients is crucial. He is already supportive of this project. Abby will remind him of why we're doing this if he gets discouraged because he finds old habits hard to break, or if parents continue to doubt vaccines.
MAs	High	The MA's role is important. MAs not directly in the project won't be impacted much. We will continue to present coverage rates though, and explain why we need optimal rates to protect children.

Senior Leadership Signature/Approval

Printed Name

Dr. B

Signature



Date

1/15/2018

