



# Instructions for Completing the Continuous Quality Immunization Improvement Process/Virtual Continuous Quality Immunization Improvement Process Assessment Tool



The Continuous Quality Immunization Improvement Process/Virtual Continuous Quality Immunization Improvement Process (CQIIP/VCQIIP) Assessment tool is used to assist immunization operations with compliance of the Standards for Military Immunization as outlined in Appendix B of the Department of Defense (DoD) Joint Instruction (AR 40-562, BUMEDINST 6230.15B, AFI 48-110\_IP, CG COMDTINST M6230.4G) and the Centers for Disease Control and Prevention (CDC) General Best Practice Guidelines for Immunization. Please note this tool is **NOT** intended to be used for inspection purposes. Immunization Healthcare Division (IHD) Immunization Healthcare Specialists (IHS) are a resource to assist immunization sites with providing their stakeholders with the best practices available for immunization delivery. During an On-Site or Virtual CQIIP conducted by your IHS, this product will provide them with a quality control tool to assess the immunization process. The CQIIP/VCQIIP tool can also be used as a Self-Assessment tool in between on-site or virtual assessments conducted by your IHS to gauge a clinic's progress in achieving program improvements based on past recommendations.

## Step 1 – Completing the CQIIP/VCQIIP Assessment tool:

- a. Downloading the CQIIP/VCQIIP Assessment tool:** You can download the CQIIP/VCQIIP Assessment tool from the Defense Health Agency's (DHA's) Immunization Healthcare Branch (IHD) website <http://www.health.mil/CQIIP> or you may receive it via email from your IHS. Your IHS contact information can be found at: <http://www.health.mil/ContactYourIHS>.
- b. Completing the CQIIP/VCQIIP Assessment tool:** Fill out the CQIIP/VCQIIP Assessment tool by checking the answer that BEST reflects your site's answer to the questions (e.g. yes, no, check all that apply, or explain). The questions asked will help you and the IHS assess your site's ability to meet each of the immunization standards.
- c. Submitting the CQIIP/VCQIIP Assessment tool:** Once completed, email the CQIIP/VCQIIP Assessment tool to your IHS.

## Step 2 –The difference between the CQIIP/VCQIIP visit and documents being reviewed:

- a. CQIIP** - the IHS physically comes to your immunization site; **VCQIIP** is done virtually via phone and computer/video conference.
- b. Documents for review:** Immunization site personnel should have the following items available:
  - Current Privileged Physician appointment letter, standing orders, and immunization-specific OI/SOP
  - Vaccine Information Statements (VIS) and military-specific vaccine (adenovirus, anthrax, and/or smallpox) brochures
  - Freezer and/or refrigerator temperature log
  - Emergency plan for vaccine storage and handling
  - Screening questionnaires and forms
  - Staff training records or dashboard
- c. Additional information:** The IHS may ask for additional materials to be forward via email; especially for a VCQIIP; which may include, but is not limited to, photos or video of equipment and/or supplies.

## Step 3--IHS Review of CQIIP/VCQIIP Assessment tool & Visit:

- a. IHS Review of CQIIP/VCQIIP Assessment tool & scheduling of visit (on-site/virtual):** Once your IHS receives the CQIIP/VCQIIP Assessment tool, they will review it and coordinate a visit (on-site/virtual). IHSs possess an in-depth understanding of DoD, CDC, and Service immunization policies, procedures and educational tools. They will share best practices, immunization resources, information, and knowledge during their visit (on-site/virtual). Your IHS will thoroughly review the immunization program and make recommendations to ensure the appropriate quality improvement mechanisms are met IAW the DOD Joint Instruction.

**Immunization Program Assessment Report (IPAR):** Upon completion of the visit (on-site/virtual), the IHS will forward a IPAR outlining their assessment and recommendations. The IPAR is typically forwarded to POCs at the site 7-10 days after the visit. The Site can use the IPAR to implement changes geared toward improving the quality of your immunization program. For additional information contact your IHS:

<http://www.health.mil/ContactYourIHS>