

PLANNING CHECKLIST FOR IMMUNIZATION CAMPAIGN

	Description of Planning Steps	Completed	In progress	Not started
STEP 1	Background on behavior change	☐	☐	☐
STEP 2	Define project goals	☐	☐	☐
	Choose target group	☐	☐	☐
STEP 3	Carry out baseline measurements	☐	☐	☐
	Produce a needs assessment report	☐	☐	☐
STEP 4	Determine a budget for the immunization program	☐	☐	☐
	Identify management personnel by position title	☐	☐	☐
	Educate leadership about the importance of immunizing healthcare personnel	☐	☐	☐
	Develop an overall Immunization Policy for your health care setting	☐	☐	☐
	Set priorities through developing SMART goals, objectives and activities	☐	☐	☐
	Determine project indicators that correspond to each of the objectives	☐	☐	☐
	Develop a program action plan using this toolkit as a guide	☐	☐	☐
	Develop a timeline for program implementation – use for example a Gantt chart - http://asq.org/index.aspx	☐	☐	☐
	Develop an organizational chart showing the structure and management of the immunization program	☐	☐	☐
	Organize a program kick-off event	☐	☐	☐
	Send staff reminder letters about the importance of immunizations offering on site vaccinations	☐	☐	☐
	Develop and produce informational materials (e.g., brochures, posters) on VPDs	☐	☐	☐
	A program promoting immunizations should ensure the provision of immunizations if possible within the hospital setting. This entails ensuring the following: - Dedicated staff for delivery of immunizations - Ensure availability and adequate supply of vaccines - selection of clinic sites and clinic vaccination teams - intended vaccination days and hours - vaccine storage facilities - Develop the electronic record of monitoring immunizations as well as systems for Vaccine Safety Monitoring, Reporting, Treatment and Referral - Information about Immunization Information Systems (IIS), also known as Immunization Registries, are available at: http://www.cdc.gov/vaccines/programs/iis/default.htm	☐	☐	☐
	Measure evaluation indicators progressively as process and outcome objectives are completed	☐	☐	☐
	Produce final evaluation reports	☐	☐	☐

