



Improving Adult Vaccination Practices Toolkit

SAMPLE ACTION PLAN TEMPLATE—This template may be modified when developing an action plan

Related Quality Measure	Change To Be Made	Potential Barriers	Action Steps	Team Members Involved	Resources Needed	Timeline	Follow Up: Was the goal achieved and was a change made?	Follow Up: Results/Lessons Learned
<p>Example:</p> <p>Adults ages 65 or older in the measurement year: evidence of pneumococcal vaccine ever received</p>	<p>Example:</p> <p>Improve education of older patients and families about importance of pneumococcal vaccine</p>	<p>Example:</p> <ul style="list-style-type: none"> • Time constraints • Vaccine hesitancy • Language barriers 	<p>Example:</p> <ul style="list-style-type: none"> • Chart audit • Call patients who are due for immunization • Schedule appointments for vaccination 	<p>Example:</p> <ul style="list-style-type: none"> • Physician • Medical Assistant 	<p>Example:</p> <ul style="list-style-type: none"> • Identify educational tools • Determine how to disseminate tools • Educational brochures • Photocopying • Staff able to distribute • Staff able to answer questions 	<p>Example:</p> <ul style="list-style-type: none"> • Reassess at 6 months 	<p>Example:</p> <ul style="list-style-type: none"> • Goal was not achieved, but a change was made 	<ul style="list-style-type: none"> • Patient education material handed out for each visit, MA asked about immunizations at each visit • Take time to educate patients, have written material available
Goal 1:							Y / N Comments:	
Goal 2:							Y / N Comments:	