|  |  |  |
| --- | --- | --- |
| **TOPIC AREA** |  |  |
| [ ]  Antibiotic Stewardship  | [ ]  Infection Control Surveillance | [ ]  Vaccination/Immunization |
| [ ]  Environmental Hygiene | [ ]  Staff Infection Exposure Prevention | [x]  **COVID-19 Staff Vaccination** |
| [ ]  Hand Hygiene | [ ]  Testing/Screening, Cohorting Residents | [ ]  COVID-19 Resident Vaccination |
| [ ]  Isolation Precautions  | [ ]  Visitors Restriction Infection Prevention | [ ]  Sepsis |

**Conduct Root Cause Analyses for Each Identified Gap or Opportunity:**

* Determine contributing factors, events, system issues and processes involved
* Utilize RCA tools as appropriate (e.g., [5 Whys Worksheet](https://hqin.org/resource/five-whys-worksheet/), [QAPI Fishbone Diagram](https://hqin.org/resource/qapi-fishbone-diagram/), Cause & Effect Diagram)
* Conduct a Plan-Do-Study-Act (PDSA) to test the intervention, review results and adjust actions as needed

**Identify Infection Prevention and Control Gaps & Areas of Opportunity:**

* [Infection Control Assessment and Response (ICAR) Tool for General Infection Prevention and Control (IPC) Across Settings](https://www.cdc.gov/hai/prevent/infection-control-assessment-tools.html)
* Review previous survey findings, federal and state regulations and CDC updates for long term care facilities
* Check [CMS Quality Safety & Oversight (QSO) memos](https://www.cms.gov/Medicare/Provider-Enrollment-and-Certification/SurveyCertificationGenInfo/Policy-and-Memos-to-States-and-Regions)

The sample RCA, actions, interventions, best practices and metrics illustrated here to address identified infection prevention areas of opportunity are solely intended as example guidance. Your team should perform an infection prevention gap analysis/risk assessment and build a customized action plan to best meet the needs of your specific organization and community.

|  |
| --- |
| **Area of Opportunity:**  |
| Staff COVID-19 vaccination rate of \_\_\_\_\_.  |
| **Root Cause Analysis** **(specify each root cause and address each within the action plan):** |
|  |
|  |
|  |
|  |
| **S.M.A.R.T. Goal: (Specific, Measurable, Achievable, Relevant, Time-based)** |
| Achieve a “Set based on rate above” staff vaccine rate by “enter date” |

| **Project Start Date** | **Specific Actions and Interventions****\****HQIN IP Intervention Resources (optional)* | **Projected****Completion****Date** | **Person/Team Responsible**\**To include QAPI Committee* | **Ongoing Monitoring and Surveillance** | **Additional Comments/Resources** |
| --- | --- | --- | --- | --- | --- |
|  | * Review COVID-19 vaccination policies and procedures and update as needed
* P&Ps will communicate the plan and process for: vaccinating all eligible staff; providing exemptions and accommodations for those who are exempt; tracking and documenting staff vaccinations
 |  | Administrator, Director of Nursing, Infection Preventionist | Check federal, local, and state guidance monthly to ensure P&Ps are current (check weekly during pandemic) | **Ensure P&Ps are evidence-based and follow current federal, state and local vaccination recommendations.*** [Recommendations and Guidelines | ACIP](https://www.cdc.gov/vaccines/acip/recommendations.html)
* [Interim Clinical Considerations for Use of COVID-19 Vaccines | CDC](https://www.cdc.gov/vaccines/covid-19/clinical-considerations/covid-19-vaccines-us.html)
 |
|  | * Incorporate COVID-19 vaccination information into new hire orientation
 |  | Administrator, Director of Nursing, Infection Preventionist, Department Staff | New hire medical records will be audited to ensure vaccination status is noted | * [Vaccine Education and Training for Healthcare Professionals | CDC](https://www.cdc.gov/vaccines/ed/index.html)
 |
|  | * Develop ongoing COVID-19 vaccination campaign (to include the promotion of boosters) utilizing various messaging and resources
* Identify peer champions
* Meet with medical director to obtain his/her agreement to serve as a resource for questions
* Medical director to send letter to staff members encouraging vaccination
 |  | Medical Director, Administrator, Director of Nursing, Infection Preventionist, Unit Leaders, Department Managers, Interdisciplinary Team |  | * CMS Long-Term Care Community Champions: Voices from the Front Line
* [Long-Term Care Community Champions - Video #1](https://www.youtube.com/watch?v=k0WbAhveyDY)
* [Long-Term Care Community Champions - Video #2](https://www.youtube.com/watch?v=YNj4ti-7t5Q&t=2s" \t "_blank)
* [Long-Term Care Community Champions - Video #3](https://www.youtube.com/watch?v=QXQoUUBhI9A" \t "_blank)
* [COVID-19 Vaccine Resource Hub](https://vaccineresourcehub.org/) (This app, created by the Johns Hopkins International Vaccine Access Center, includes easy-to-reference training on COVID-19 and links to quality information sources)
 |
|  | * Meet with pharmacy vendor to obtain agreement to serve as a resource for questions
* Facility leadership and board of directors send letter to staff members encouraging vaccination
* Provide easy-to-use and accessible messaging/resources for staff
* Provide department managers with talking points for staff discussions
* Consider language barriers; make information available for staff whose first language is not English
* Provide compensated time off to get the vaccine if side effects occur
* Assist with vaccine access in the facility or community
* Address childcare concerns
* Provide vouchers for transportation
 |  |  |  | * [LTC Facility Staff: Reasons to Get Vaccinated Against COVID-19 Today | CDC](https://www.cdc.gov/vaccines/covid-19/downloads/COVID-19-LTCF-staff-poster-reasons-to-vaccinate-today.pdf)
* [One-on-One Vaccine Conversation Guide | AHRQ](https://www.ahrq.gov/sites/default/files/wysiwyg/nursing-home/materials/vaccine-conversation-guide.pdf)
* [Myths and Facts about COVID-19 Vaccines](https://www.cdc.gov/coronavirus/2019-ncov/vaccines/facts.html) | CDC
* [OARS + Model for Motivational Interviewing | HQIN](https://hqin.org/resource/oars-model-for-motivational-interviewing/)
* [Long-term Care Administrators and Managers: Options for Coordinating Access to COVID-19 Vaccines | CDC](https://www.cdc.gov/vaccines/covid-19/long-term-care/pharmacy-partnerships/administrators-managers.html)
* [Find a COVID vaccine near you | CDC](https://www.vaccines.gov/)
* [Guidance for Vaccinating Older Adults and People with Disabilities: Ensuring Equitable COVID-19 Vaccine Access | CDC](https://www.cdc.gov/vaccines/covid-19/clinical-considerations/older-adults-and-disability/access.html)
* [Communication Toolkit for Migrants, Refugees, and Other Limited-English-Proficient Populations | CDC](https://www.cdc.gov/immigrantrefugeehealth/resources/communication-toolkit.html?CDC_AA_refVal=https%3A%2F%2Fwww.cdc.gov%2Fcoronavirus%2F2019-ncov%2Fneed-extra-precautions%2Fcommunication-toolkit.html)
* [Latinx Community Greater than COVID – The Conversation](https://www.greaterthancovid.org/theconversation/latinx-community/?utm_campaign=KFF-2021-Coronavirus&utm_medium=email&_hsmi=128419289&_hsenc=p2ANqtz-8AMHgli-WBOD7sBDQ23WLFATBYw3L8g_Twp1HpINYmctsI7n-udJqBiQZsdxLNiyBG2mEmgPewjNvAHNFseg6GEUA4lzwyGPD99FrjBivM17NW41Y&utm_content=128419289&utm_source=hs_email)
 |
|  | * Document education regarding the benefits and potential risks associated with the COVID-19 vaccine
 |  | Administrator, Director of Nursing, Infection Preventionist, Department Staff |  | * [Documenting Vaccinations | CDC](https://www.cdc.gov/vaccines/hcp/admin/document-vaccines.html)
* [QSO-21-19-NH | CMS](https://www.cms.gov/files/document/qso-21-19-nh.pdf)
 |
|  | * Develop tools to monitor and track/trend compliance
* Maintain documentation of vaccine administration or declination (including boosters)
* Obtain vaccination status for all healthcare personnel (HCP) including employees, contractors, students, trainees and volunteers (i.e., medical director, rehab services, environmental services, etc.)
* Determine baseline compliance rates for vaccinations
* Report COVID-19 vaccination data to NHSN
* Audit compliance of NHSN vaccine status reporting accuracy
* Maintain awareness related to Community transmission
 |  | Administrator, Director of Nursing, Infection Preventionist | Determine audit schedule to monitor interventions/ improvement | * [Staff COVID-19 Vaccine Administration Form and Instructions | HQIN](https://hqin.org/resource/staff-covid-19-vaccine-administration-form/)
* [COVID-19 Vaccination Tracking Tool | HQIN](https://hqin.org/resource/covid-vaccination-tracking-tool/)
* [COVID-19 Vaccination Declination Form | HQIN](https://hqin.org/wp-content/uploads/2023/08/COVID-19-Vaccination-Declination-Form_091923.pdf)
 |
|  | NHSN Administrator, Director of Nursing, Infection Preventionist | Determine audit schedule to monitor interventions/ improvement | * [Getting Started with Weekly COVID-19 Vaccination Reporting for LTCFs](https://hqin.org/wp-content/uploads/2021/05/NHSN-Quick-Reference-Guide-to-Weekly-Vaccine-Reporting-for-LTCF.pdf) | NHSN
* [Weekly HCP & Resident COVID-19 Vaccination Data Reporting](https://www.cdc.gov/nhsn/ltc/weekly-covid-vac/index.html) | NHSN
* [LTCF NHSN FAQs, Scenarios & Important Links](https://hqin.org/wp-content/uploads/2021/06/LTCF-NHSN-FAQs-and-Links-1.pdf) | HQIN
 |
|  | * Establish two staff members with Level 3 (SAMS Card) access for NHSN reporting
 |  | NHSN Administrator, Infection Preventionist |  | * [Increasing LTCF SAMS Level Access to NHSN | CDC](https://www.cdc.gov/nhsn/ltc/covid19/sams-access.html#:~:text=You%20must%20submit%20your%20two%20forms%20of%20identification,SAMS%20Grid%20Card%20permits%20LEVEL-3%20access%20to%20NHSN.)
 |
|  | * Join Health Quality Innovation Network’s NHSN reporting group
 |  | NHSN Administrator, Infection Preventionist |  | * [How to Join the HQIN Nursing Home Reporting NHSN Group](https://hqin.org/resource/how-to-join-the-hqin-nursing-home-reporting-nhsn-group/) | HQIN
 |
|  | * Report findings and compliance at monthly/quarterly QAPI meeting
 |  | QAPI Team |  | * [QAPI At a Glance: A Step by Step Guide to Implementing Quality Assurance and Performance Improvement (QAPI) in Your Nursing Home](https://www.cms.gov/medicare/provider-enrollment-and-certification/qapi/downloads/qapiataglance.pdf)
 |
|  | * Download and distribute recommended resources from the [Health Quality Innovation Network Resource Center](https://hqin.org/resources/) (Copy and paste resource titles in the search bar at the top right side of the page)
 |  |  |  | * 7 Questions About the COVID-19 Vaccine
* Vaccine Encouragement Email Signatures
* Vaccine Letter to Residents and Family Members/Responsible Party
* Adult Immunization Flyer (available in English and Spanish)
* COVID-19 Immunization Readiness Gauge
* Electronic Public Displays
* Simple Strategies for Encouraging Staff to Get the COVID-19 Vaccine
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