

## Visit Protocol = Adapted from HPVIQ

<b>✓ Preparing for the Coaching visit</b>	
	Schedule clinic (see p. 2 for talking points) <ul style="list-style-type: none"><li>• Invite vaccine providers and QI leaders</li><li>• Offer CME (1.0 hour) and MOC Part 4 (25 points)</li></ul> <b>Materials to use:</b> Talking points that follow check list, optional: email CME flier to clinic ahead of visit
	Update clinic tracking spreadsheet in Dropbox <ul style="list-style-type: none"><li>• Aim for at least 6 contacts (email and phone) before excluding a clinic</li><li>• Note reason if clinic declines</li></ul> <b>Materials to use:</b> Clinic tracking spreadsheet that is stored and updated in Dropbox folder
	Complete Report Card, saving to Dropbox <b>Materials to use:</b> Report Card template, save completed Report Card to Dropbox in appropriate folder
	Print hard copies of Report Card <b>Materials to use:</b> Completed Report Card
<b>✓ Delivering the Coaching visit</b>	
	<b>Visit Steps</b> (using PPT slides and Report Card) <b>Materials to use:</b> PowerPoint slides (in hardcopy or electronic form) and/or flier, Visit checklist, Completed Report Card
	<b>1.</b> Introduce the QI approach <ul style="list-style-type: none"><li>• Note that the clinic will design a project to improve HPV vaccination</li><li>• Let them know you will provide data they can use for evaluation</li></ul> <b>Materials to use:</b> PowerPoint slides
	<b>2.</b> Encourage a commitment to HPV vaccination <ul style="list-style-type: none"><li>• Review evidence to show that improving rates is important and achievable</li><li>• Explicitly ask for participants' commitment to the project</li></ul> <b>Materials to use:</b> PowerPoint slides
	<b>3.</b> Use Report Card Part 1 to define clinic's problem of low coverage <ul style="list-style-type: none"><li>• Communicate that HPV vaccination coverage is low and needs improvement</li></ul> <b>Materials to use:</b> Discuss and distribute hard copies of Report Card
	<b>4.</b> Set a measurable goal for improvement (Report Card Part 2) <ul style="list-style-type: none"><li>• Ask providers to commit to delivering the first dose of HPV vaccine to at least ## patients over the next 6 months</li><li>• Explain that you will provide 3- and 6-month progress reports</li></ul> <b>Materials to use:</b> Hard copies of Report Card
	<b>5.</b> Select QI strategies

	<ul style="list-style-type: none"> <li>• Model a high-quality recommendation (Report Card Part 3)</li> <li>• Ask providers to share the report card with others in their clinic</li> <li>• Select secondary QI strategies</li> </ul> <p><b>Materials to use: PowerPoint slides</b></p>
	<p><b>6.</b> Create an action plan</p> <ul style="list-style-type: none"> <li>• Map members of the clinic by vaccination role to identify collaborators</li> <li>• Discuss next steps, including timeline, for moving the project forward</li> <li>• Consider ways of aligning the project with existing QI measures and goals</li> </ul> <p><b>Materials to use: PowerPoint slides</b></p>
	<p><b>7.</b> Discuss CME and MOC</p> <p><b>Tell clinic about CME and MOC opportunity, let them know that you will be emailing them electronic versions of MOC materials, Optional: leave hard copy of CME flier</b></p>
<b>✓ Following up after the Coaching visit</b>	
	<p>Email materials to clinic (their report card, CME flier, MOC packet, and PPT slides)</p> <p><b>Materials to use: email all of the following materials: completed report card (same as the hard copy you left them), PowerPoint slides, CME flier, all contents of MOC folder that I sent you (six individual documents – you can email them in the folder or each doc as a separate attachment, if you can just email the whole folder this is probably easiest so that these documents stay together)</b></p>
	<p>Enter data into CDC Online Tool</p>
	<p>At 3-months, send Report Card progress report and conduct follow-up if needed</p> <p><b>Materials to use: Report Card – take original report card, add numbers for three-month follow up, and send to clinic so that they can see how they're doing toward their goal</b></p>
	<p>At 6-months, send Report Card progress report and conduct follow-up if needed</p> <p><b>Materials to use: Report Card – take three-month follow-up report card, add numbers for six-month follow up, and send to clinic so that they can see if they met their goal</b></p>

#### Suggested talking points for AFIX scheduling

For **AFIX Only** clinics use plain text. For **AFIX+P2P** clinics, use all text (plain + underlined).

- **Overview.** Our VFC program is conducting a project to improve HPV vaccination rates in our state. We're working in partnership with the CDC and the University of North Carolina. Since your clinic is a VFC provider, we'd like to meet with you to share your clinic's adolescent vaccination rates as well as evidence-based ways to increase rates and save time during office visits. [Your team will also have the opportunity to participate in a communication training for physicians and other vaccine prescribers. The training is delivered by a physician using interactive webinar, so no travel is required. A physician educator will contact your clinic separately to schedule the webinar at a later date.]

- **CME.** I want to let you know about two great opportunities related to this project. First, providers can earn a free CME credit for attending our visit [and another credit for participating in the physician-led webinar]. Since this session will be about HPV vaccination, we'd like to have as many vaccine providers participate as possible.
- **MOC Part 4.** Second, this project can be a great way for physicians to earn MOC Part 4 credit. We will share a packet of materials that the team can use to apply for 25 points each for up to 10 physicians in your practice. To be eligible, it's important for participating physicians to be involved from the very beginning, so again, please encourage them to attend this visit. Inviting your clinic's quality improvement leaders will also be helpful.