

Instruction Guide

For completing the Continuous Quality Immunization Improvement Process (CQIP) Tool



This **2-Stage** tool is to be used to assist immunization operations in meeting compliance with the standards for military immunization IAW the Department of Defense (DoD) Joint Instruction (AR 40-562, BUMEDINST 6230.15A, AFJI 48-110, CG COMDTINST M6230.4F) and the Centers for Disease Control and Prevention (CDC) General Recommendations on Immunizations. Please note this tool is not intended to be used for inspection purposes.

Stage 1 – Complete Immunization Facility Self-assessment

Step #1-1: Download the CQIP Tool

You can download the CQIP Tool from the Military Vaccine (MILVAX) Agency website – www.vaccines.mil/documents/1512Customer_CQIP_Tool.pdf or you may receive it via email from your MILVAX Regional Analyst (RA).

Step #1-2: Complete the CQIP Tool

Fill out the CQIP Tool by checking the answer that best reflects your areas response to the questions (e.g. yes, no, all which apply, or explain). The questions asked will help you assess your areas ability to meet each of the eight standards for military immunizations.

Step #1-3: Submit the CQIP Tool

Once you complete the tool, send the completed form to your local MILVAX RA for review and suggestions to improve your immunization processes.

Step #1-4: - Receive CQIP Reference & Evaluation Guide

Upon submission of the CQIP Tool, a CQIP Reference Guide will be sent to you via e-mail from your MILVAX RA. This guide provides the detailed DoD and CDC references and resources for the eight standards for military immunizations.

Stage 2 – Regional Analyst Review & Clinic Visit

Step #2-1: Regional Analyst Review & Clinic Visit Scheduled

Once your RA receives your CQIIP tool they will review it and if necessary coordinate for a future face-to-face assistance visit at your location. The RA's purpose for the visit is to assist you and your staff in implementing a safe and effective vaccine program that reflects the eight immunization standards.

RAs possess an in-depth understanding of the Services' Immunization Tracking Systems (ITS), DoD, CDC and Service immunization policies, immunization procedures, educational tools, and vaccine program implementation. They will share best practices, immunization resources, information, and knowledge with the staff during their visit. The RA will thoroughly review processes in place and make recommendations to ensure the appropriate quality improvement mechanisms are met IAW the DoD Joint Instruction.

Step #2-2: MILVAX Immunization Visit Summary Report Prepared & Sent

Upon completion of the assistance visit, the RA will send you MILVAX Immunization Visit Summary Report detailing their observations, findings and recommendations. The completed report is normally available within 7 days after the visit. You and your staff can use the information from the report to implement changes to improve the quality of your facilities' immunization processes.

SUMMARY: The MILVAX Agency is committed to enhancing the health of Service members and beneficiaries, by promoting excellence in immunization policy and practice. MILVAX recommends completion of the CQIIP tool on a semi-annual basis as a means for you to self-assess your immunization processes to ensure compliance with current standards of care and to gauge the effectiveness of your immunization program. You can use the completed and documented CQIIP tool, along with any findings identified, as part of a process improvement plan for Joint Commission (JC) compliance.

Download the instructions & CQIIP Tool – www.vaccines.mil/default.aspx?cnt=lmzU/CQIIP

For additional information about the CQIIP process or forms; or to schedule a CQIIP visit or consultation with your Regional Analyst:

CONTACT Us at:

MILVAX Agency

(877) GET-VACC

(877) 438-8222

Vaccines@amedd.army.mil

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0800 – 1800 ET, Monday - Friday

You can find and contact your MILVAX Regional Analyst (RA) on the map available on the MILVAX website at -- www.vaccines.mil/POCMap/RAMap.aspx

