Post-Season Debrief Agenda

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Practice Site Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Led by (Immunization Champion and/or Practice Manager): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

I. Attendees

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| 1 | 11 |
| 2 | 12 |
| 3 | 13 |
| 4 | 14 |
| 5 | 15 |
| 6 | 16 |
| 7 | 17 |
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| 9 | 19 |
| 10 | 20 |

II. Agenda Topics

1. Review your final overall vaccination rate (by vaccine type):

a. Review graph of actual progress vs. targeted goal

b. Review missed opportunities vs. vaccinations given

2. Discuss the pillar strategies chosen for helping to increase your vaccination rates:

a. Did they work? If not, why not? If so, what allowed for their successful implementation?

b. What lessons were learned from the implementation of this 4 Pillars Toolkit program? What would   
 you do differently going forward?

3. Assess your vaccine inventory levels:

a. Were levels sufficient to meet the demand for each vaccine type?

b. Which vaccines did you need to order additional supply for (if any)?

4. Set your vaccination goal for next year.

5. Discuss which toolkit pillar strategies you will implement for this next year to continue to increase your   
 vaccination rates.

III. Goals to implement for next year

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IV. Assignments

1. Upload agenda and corresponding meeting minutes to the online site.