

Immunization Quality Improvement for Providers (IQIP) Specialist

Position Summary:

The Immunization Quality Improvement for Providers (IQIP) Specialist is responsible for improved immunization coverage levels among Vaccine for Children Program-eligible children. This position implements the Vaccines for Children (VFC) IQIP. This position monitors provider implementation of the VFC Program and provides training, education, and technical assistance to enrolled providers.

Essential Duties:

- Develops and implements strategies to increase childhood immunization coverage.
- Performs outreach and recruitment of child and adolescent providers for enrollment in the VFC and IQIP Program.
- Informs parents and guardians of eligible children that vaccines are available through the VFC Program.
- Conducts annual assessments of VFC-enrolled immunization providers.
 - Schedules annual on-site assessment visits to VFC-enrolled providers.
 - Conducts pre-visit review of VFC provider information including state data, data from the CDC's Provider Education Assessment and Reporting System (PEAR), and Immunization Quality Improvement Program (IQIP) Online Tool.
 - Conducts site visits.
 - Manages and evaluates assessment data collected during provider visits.
- Conducts education and training on immunization practices.
 - Assists in the development of provider education materials.
 - Conducts in-office educational training and assistance on vaccine management and administration, including vaccine storage and handling, and continuous temperature monitoring systems.
 - Provides education on VFC requirements, state access, reports, inventory, ordering, and fraud and abuse violations.
 - Provides education on IQIP quality improvement plans, IQIP process, and immunization resources.
 - Provides education on strategies to increase immunization coverage levels.
 - Participates in additional immunization education activities as needed, including training for medical assistants, office managers, physicians, nurses, and internal staff.
- Processes vaccine transfers of viable vaccine at VFC and vaccine provider locations, using appropriate storage and handling procedures.
- Conducts immunization coverage rate assessments.
- Assists providers in development and implementation of quality improvement plans through IQIP.
- Provides information to providers on new developments to the VFC and IQIP programs.
- Works closely with department immunization staff to ensure data quality and to track immunization coverage levels.
- Collaborates with and supports department immunization related activities including the administration of vaccine in the case of a vaccine preventable disease outbreak or public health emergencies as required.
- Participates in other community immunization activities as needed.
- Performs other related duties as required.

The above statements reflect the general duties considered necessary to describe the principal functions of the job and shall not be considered as a detailed description of all the work requirements that may be inherent in the job.

Core Competencies for Public Health Professionals:

The Core Competencies for Public Health Professionals contain 56 competency statements that apply across the public health workforce for all those engaged in the practice of public health. All of the Core Competencies are vital for the effective provision of public health activities. While the person in this position may be called on to demonstrate other Core Competencies, below is a list of the most essential for this position.

- 1.2. Accesses existing quantitative and qualitative data.
- 1.4. Analyzes quantitative and qualitative data.
- 1.6. Uses quantitative and qualitative data.
- 2.1. Develops policies, programs, and services.
- 2.2. Implements policies, programs, and services.
- 2.3. Evaluates policies, programs, services, and organizational performance.
- 2.4. Improves policies, programs, services, and organizational performance.
- 3.2. Communicates with internal and external audiences.
- 3.3. Responds to information, misinformation, and disinformation.
- 4.3. Recognizes the diversity of individuals and populations.
- 4.4. Reduces systemic and structural barriers that perpetuate health inequities.
- 6.3. Uses evidence in developing, implementing, evaluating, and improving policies, programs, and services.
- 6.4. Contributes to the evidence base for improving health.
- 7.13. Engages in performance management.

Qualifications:

- RN/BSN preferred
- Five years' experience implementing education and/or training programs.
- Clinical experience preferred.
- Immunization program experience a plus.

Knowledge, Skills, and Abilities:

- Knowledge of the CDC Vaccine for Children Program.
- Knowledge of laws and regulations governing nursing practices.
- Knowledge of theories, principles, and practices of nursing and their application in community health and clinic service settings.
- Knowledge of medical terminology and appropriate abbreviations.
- Knowledge of immunology of surveillance and prevention of vaccine preventable diseases.
- Knowledge of the Advisory Committee on Immunization Practices (ACIP) immunization schedule.
- Knowledge of vaccine administration techniques.
- MS Office, databases, and on-line data management platforms skills.
- Verbal and written communication skills.
- Customer service skills.
- Relationship-building skills.
- Ability to interact appropriately and effectively with a wide range of people.
- Ability to maintain and handle confidential information.
- Ability to follow protocol, procedures, and established guidelines.

- Ability to adapt to changing circumstances and needs.
- Ability to manage a demanding and changing workload.
- Demonstrated strong work ethic.

Physical Demands:

- Driving
- Far visual acuity
- Near visual acuity
- Hearing
- Keyboarding
- Sitting
- Speaking

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