

IMMUNIZER PILOT PARTICIPANT MEMORANDUM OF UNDERSTANDING

The purpose of the Memorandum of Understanding is to outline the roles and responsibilities, timing and support expectations for the CDC Two-Dimensional (2D) Vaccine Barcoding Pilot.

ROLES AND RESPONSIBILITIES of IMMUNIZERS

Immunizer participants have agreed to meet the following responsibilities to the best of their ability in order to deliver a successful pilot outcome:

Responsibilities of Participating Immunizers

Area	Immunizer Responsibilities
Participation	<ul style="list-style-type: none"> • Participate in the Pilot implementation for a period of 8 consecutive months. • Provide current level of readiness, resources and time allocations (points of contacts, escalations etc.). • Provide necessary sponsorship and time for staff, to train and work with Pilot Team to document workflows and system needs.
Participant Information (Practice)	<ul style="list-style-type: none"> • Provide information to Pilot Team Public Health Advisors (PHAs) and technical support teams on current practices and current vaccine dispensing processes e.g. quantity of immunization administered; time period of administration and other relevant information. • Provide current level of accuracy, labor and other process metrics requested by the Pilot Team. • Provide information (files, captured, manually or automatically entered, records queued, etc.) on current EMR system being used, including screen shots of systems in order to ease configuration challenges. • Provide information on process flows of data entry into IIS, including interfaces (manual/automated) if any.
Pilot Implementation	<ul style="list-style-type: none"> • The responsible Pilot Team Member of the Pilot Team will make the initial purchase of the identified scanners and any associated hardware on behalf of the CDC and will retain ownership of them for the duration of the project. The ownership will transfer from the Pilot Team to the individual Participating Immunizers at a time mutually determined in the future. However, during the life of the project and after project conclusion, the Participating Immunizers will be the end users of the scanners. • Participate and engage with the Pilot Team during installation of necessary hardware provided by the Pilot Team. • Provide access to necessary resources/facilities/rooms to Pilot Team members for installation. • Participate in the Time and Motion Study if selected in order to allow the Pilot Team to capture additional processes that may benefit. • Report administered vaccines utilization including 2D and linear barcoded vaccines per requirements specified by the Pilot Team.

Area	Immunizer Responsibilities
	<ul style="list-style-type: none"> • Provide timely feedback during the Pilot phase to the efficacy of the use of 2D barcodes.
Site Visits	<ul style="list-style-type: none"> • Support Pilot Team on site visits; logistics, workplace, access to facilities etc. • Provide information on current process and practice capabilities.
Education & Training	<ul style="list-style-type: none"> • Participate in educational webinars and classroom education, as needed. • Follow recommended process steps for capturing data as outlined in training sessions. • Travel to training sessions if necessary (travel reimbursements may be provided as incentives). • Provide feedback on training for continuous training collateral improvement. • Participate in the immunizer educational forum developed by the Pilot Team (travel reimbursements may be provided as incentives).
Technical Support	<ul style="list-style-type: none"> • Use support tools (hot-lines, online portals etc.) for technical issues during the Pilot implementation.
Performance Evaluation	<ul style="list-style-type: none"> • Complete an assessment form twice during informational webinars to provide feedback on experience with the Pilot. • Provide, if possible, an electronic copy of EMR data cleansed of patient and physician identifying information, three times immediately before and during the Pilot.

COMMITMENT AND NOTIFICATION OF WITHDRAWAL

This memorandum of understanding (MOU) does not represent a legal binding document, but rather an agreement to work together for the purposes of a successful pilot outcome. Should any of the participants in the Pilot need to withdraw, the Pilot Team requests a three week notification to allow the team to adjust the data and collection approach. The parties understand that the responsibilities outlined above represent an expectation only in the spirit of completing a successful pilot. The parties also understand and agree that no party shall be liable to the other for any damages relating to this MOU.

IMMUNIZER REPRESENTATIVE

Immunizer Name & Address: Linda Nauvare (KCPHD) 507 N. Nahun St. Suite 100
 By: Linda Nauvare
 Date: 3/21/12
Ellensburg, WA 98926

PILOT TEAM REPRESENTATIVE

By: _____
 Date: 4/26/2012

Joe Durbin
 Vice President
 Public Health Advisor
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