

IPI Advisor Training Checklist

Immunization Program

Goal: To ensure the IPI advisor is connected to the MDH Immunization Program and understands the components and resources used within the program.

- Contact your IPI coordinator at MDH.
- Obtain and review the current IPI Advisor Manual.
- Make sure you are listed as the IPI advisor contact on the MDH Workspace:
<https://oep.health.state.mn.us/secure/>.
- Visit, bookmark, and be knowledgeable about the content within each of the following web sites:
MDH Immunization Program: www.health.state.mn.us/immunize
MnVFC Program: www.health.state.mn.us/vfc
IPI Program: www.health.state.mn.us/divs/idepc/immunize/ipi/index.html
National Center for Immunization and Respiratory Disease (NCIRD) – Vaccines for Children (VFC):
www.cdc.gov/vaccines/programs/vfc/default.htm

IPI Site Visits

Goal: To ensure the IPI advisor understands the purpose of MnVFC site visits and the process involved in conducting them, and is able to conduct a site visit independently.

- Obtain a copy of your county's clinic list from your IPI coordinator.
- Attend the annual MDH IPI advisor training.
- Review, download, and be knowledgeable about MnVFC site visit paperwork:
 - Provider Questionnaire (PQ)
 - Clinic Checklist (CCL)
 - Talking Points and Rationale for the PQ
 - Talking Points and Rationale for the CCL
 - MnVFC Policies and Procedures Manual
 - Visit Cover Sheet
 - Follow-up Form
 - Educational Visit Form

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IPI Program
P.O. Box 64975
St. Paul, MN 55164-0975
651-201-5503, 1-800-657-3970
www.health.state.mn.us/immunize



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Storage and Handling

Goal: To ensure the IPI advisor is able to identify storage and handling mishaps in an immunization practice, identify the process for addressing a mishap when it occurs, and provide technical assistance on storage and handling mishaps.

- Review “How to Manage Your MnVFC Vaccine” in the MnVFC Policies and Procedures Manual.
- Review the CDC Storage and Handling Toolkit.
- Review and be knowledgeable about the IPI Protocol for Vaccine Storage and Handling Mishaps.
- Review the Storage and Handling chapter of the Got Your Shots Providers Guide.

Clinical Practice

Goal: To ensure the IPI advisor has a robust knowledge of immunization practice and is able to identify and locate useful and necessary immunization resources.

- CDC vaccines and immunizations: www.cdc.gov/vaccines
- Information for public health professionals: www.vaccineinformation.org
- Immunization Action Coalition: www.immunize.org
- ACIP recommendations: www.cdc.gov/vaccines/recs/acip/default.htm
- Obtain a copy of the most current Epidemiology and Prevention of Vaccine-Preventable Diseases (“Pink Book”). MDH provides one copy to all LPH agencies annually. Additional copies may be purchased or downloaded from: www.cdc.gov/vaccines/pubs/pinkbook/default.htm.
- Review and be familiar with the resources listed on the IPI Advisor Resource List.