

HPV VACCINE IS CANCER PREVENTION

Appendix C1

Sample MOC Team Meeting Agenda HPV Vaccine Series Initiation

This sample agenda is intended to help guide the required team meeting conversation following each data cycle. Responses to the questions below will help the Practice Leader to complete the questions on the Practice Project Update. This agenda can be modified to fit the needs of the practice.

Date of Team Meeting: _____

Sample Agenda:

1. Review data and run charts from previous data cycle
2. Discuss intervention(s) implemented and impact of those interventions
 - a. How did the intervention impact the length of patient visit time?
(Increase, Decrease, No change)
 - b. How did the intervention impact provider satisfaction with HPV vaccine communication?
(Increase, Decrease, No change)
3. What impact has participation in this project had on clinical and operational work, overall?
(e.g., scheduling, workflow, patient care, etc.)
(Much easier, Somewhat easier, about the same, somewhat more difficult, much more difficult)
4. Discussion of interventions for next data cycle
 - a. What should we do?
 - b. What do we anticipate to see as a result?

For MOC eligibility, attendees' names need to be listed on the Practice Project Update. Please list participating physicians in attendance for the team meeting.

First Name	Last Name

REMINDER: After your team meeting, please complete the required Practice Provider Update in SurveyMonkey.

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Appendix C2

Sample MOC Team Meeting Agenda HPV Vaccine Series Completion

This sample agenda is intended to help guide the required team meeting conversation following each data cycle. Responses to the questions below will help the Practice Leader to complete the questions on the Practice Project Update survey. This agenda can be modified to fit the needs of the practice.

Date of Team Meeting: _____

Sample Agenda:

1. Review data and run charts from previous data cycle
2. Discuss intervention(s) implemented and impact of those interventions
 - a. How did the intervention impact the number of calls into the office to schedule HPV vaccination visits (Increase, Decrease, No change)
 - b. How did the intervention impact the length of time for patients to wait for an available appointment (Increase, Decrease, No change)
 - c. Office staff satisfaction with workload (Increase, Decrease, No change)
 - d. Other aspects of office workflow impacted? (List out)
3. What impact has participation in this project had on clinical and operational work, overall? (e.g., scheduling, workflow, patient care, etc.)
(much easier, somewhat easier, about the same, somewhat more difficult, much more difficult)
4. Were any office systems disrupted due to the reminder/recall implementation?
 - a. If yes, how will you adapt the process?
5. Discussion of interventions for next data cycle
 - a. What should we do?
 - b. What do we anticipate seeing as a result?

For MOC eligibility, attendees' names need to be listed on the Practice Project Update. List participating physicians in attendance for the team meeting.

First Name	Last Name

REMINDER: After your team meeting, please complete the required Practice Provider Update in SurveyMonkey.