

# Implementing Standing Orders in Your Practice

## Checklist:

### Phase 1: Build Support of Leadership

- Discuss the benefits of applying standing orders protocols with practice leadership
- Identify the person who will take the lead and oversee the implementation of the standing orders
- Reach an agreement about which vaccines your practice will administer using standing orders (At minimum: HPV, Tdap, and Meningococcal)  
(Protocol templates available for each vaccine at <http://www.immunize.org/standing-orders/>)

### Phase 2: Plan the Implementation

- Select the standing orders protocol for the vaccines you want to administer
- Determine the role of staff members in carrying out standing orders and where it will take place
- Create and share new standing orders workflow
- Hold a meeting to train staff members on how to implement the new standing orders
- Have any staff making vaccine recommendations complete the online Vaccine Communication training module
- Set a start date

### Phase 3: Go! – Make it Happen

- Start vaccinating!
- Review your progress when you begin standing orders and periodically

