



Joint Task Force National Capital Region Medical **DIRECTIVE**

NUMBER 5103.08

APR 18 2012

J-3B

SUBJECT: Immunization Delivery Optimization (IDO) Work Group Charter

- References:
- (a) Deputy Secretary of Defense Memorandum, "Establishing Authority for Joint Task Force National Capital Region Medical (JTF CapMed) and JTF CapMed Transition Team (Unclassified)," September 12, 2007
 - (b) Deputy Secretary of Defense Action Memorandum, "Civilian and Military Personnel Management Structures for the Joint Task Force-National Capital Region Medical," January 15, 2009
 - (c) Comprehensive Master Plan for the National Capital Region Medical, April 23, 2010
 - (d) Supplement to the Comprehensive Master Plan for the National Capital Region Medical, August 31, 2010

1. PURPOSE. This Directive, in accordance with the authority in References (a) through (d) and the authority of the Commander, Joint Task Force National Capital Region Medical (CJTF), establishes an IDO Work Group in order to optimize immunization delivery, to standardize immunization practices, and to facilitate preparedness for public health emergencies in the Joint Operations Area (JOA) in accordance with the Joint Task Force National Capital Region Medical (JTF CapMed) Decision-Making Process.

2. APPLICABILITY. This Directive applies to the JTF CapMed Headquarters, Fort Belvoir Community Hospital (FBCH), Walter Reed National Military Medical Center (WRNMMC) [hereafter, FBCH and WRNMMC are referred to as Medical Treatment Facilities (MTFs)], and the Joint Pathology Center.

3. MISSION. The IDO Work Group is being established to oversee immunization programs in support of JTF CapMed's goal to achieve recognition as an organization delivering "world class" patient-centered healthcare in an integrated healthcare delivery system. The IDO Work Group is the command's executive oversight committee and point of contact for all matters related to immunization and chemoprophylaxis. Specifically, the IDO Work Group will focus on the following:

- a. Coordinate procurement and management of vaccines within the JOA, to include distribution, control, and tracking.

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- b. Seek and promulgate the best practices in quality, safety, efficiency, performance, adverse event management, and access as each pertains to immunization practice.
- c. Develop innovative solutions to current and emerging problems in immunization practice.
- d. Facilitate timely and accurate recording and reporting of immunizations administered in the JOA.
- e. Optimize influenza immunization rates among MTF staff (military, civilian, contract, and volunteers).
- f. Develop the CJTF's annual seasonal influenza vaccine implementation plan and accompanying media guidance.
- g. Develop outcome measures and audit immunization practice within the JOA.

4. ORGANIZATION AND MANAGEMENT. The IDO Work Group establishes its own operating procedures, meeting schedule, and interim work products to complete its mission. The group is composed of subject matter expert representatives from the MTFs and from the JTF CapMed Clinical and Healthcare Business Operations, J-3B. The composition of the Work Group is as follows:

- a. Chairperson. As nominated by the JTF CapMed Chief, Public Health and Preventive Medicine and appointed by CJTF.
- b. Recorder. As appointed by the Working Group.
- c. Voting Members:
 - (1) J-3A, Current Operations Officer
 - (2) J-3B, Chief Public Health and Preventive Medicine
 - (3) J-5, Homeland Security/EM Planner
 - (4) Public Health Emergency Officer, Naval Support Activity, Bethesda
 - (5) Public Health Emergency Officer, FBCH
 - (6) Public Health Emergency Officer, Pentagon
 - (7) Chief, Preventive Medicine, WRNMMC
 - (8) Chief, Preventive Medicine, FBCH
 - (9) Director of Immunizations, WRNMMC
 - (10) Clinic Manager, Allergy and Immunizations Clinic, WRNMMC

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(11) Chief, Immunization Clinic, FBCH

(12) Head Nurse, Immunization Clinic, FBCH

(13) Officer-in-Charge, Allergy and Immunizations Clinic, 779th MDG

(14) Nurse, Allergy and Immunizations Clinic, 779th MDG

d. Advisors:

(1) Military Vaccine Agency (MILVAX) Regional Analyst

(2) Representative, Vaccine Healthcare Centers Network

e. All team members are expected to attend meetings established by the Chairperson, to be prepared for discussions that ensue, and to contribute accordingly. In the event a team member is unable to attend a scheduled meeting, an informed and empowered representative may attend and vote in his or her stead.

5. RESPONSIBILITIES. See Enclosure

6. RELATIONSHIPS. The IDO Work Group shall be accountable to, and route required written products and briefings to, the Executive Council through the Clinical Care/Quality Integrated Delivery System (IDS) Implementation Board. The Clinical Care/Quality IDS Implementation Board may require the Work Group to render periodic accounts of its progress and shall:

a. Review briefs prepared for presentation to the Executive Council.

b. Monitor initiatives of the IDO Work Group to assure submitted work products:

(1) Are delivered on time.

(2) Meet the quality expectations of the Executive Council.

(3) Promptly address any problematic Service-specific issues.

(4) Recognize the viewpoint of all constituencies.

c. Recommend the formation of additional working groups to address issues as they arise.

7. AUTHORITIES

a. Tasking Authority. As specified in the Enclosure, each voting member shall provide one alternate member. This requires that the voting member identify decision-makers who can act on behalf of the functional area they represent.

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b. Budgeting Authority. None.

c. Policy Authority. The IDO Work Group is authorized to approve subject matter content and develop courses of action for non-contentious items. For contentious and/or high-profile subject matter, the Work Group shall ensure approval by the Executive Council through the Director, J-3B, with codification of approved decisions via an issuance.

8. ADMINISTRATION

a. Committee Leadership and Management Meeting Frequency. The Work Group shall meet at least quarterly, and more often if needed, to ensure immunization practice matters are addressed. Subgroups may be established as needed.

b. Decision Making Methodology. A simple quorum (no fewer than 8 of the voting members in any combination) majority of sitting members will be required to move an issue or briefing forward. The Chairperson is a voting member for the purposes of quorum determination and in case of tie votes.


c. Status Reporting. Status reports shall be routed to the Director, Clinical and Healthcare Business Operations (J-3B), JTF CapMed, for presentation to the Executive Director, Healthcare Operations, JTF CapMed.

d. Problem/Issue Escalation and Resolution Processes. In the event that the IDO Work Group encounters problems or issues that it cannot resolve, it shall seek the counsel of the Director, Clinical and Healthcare Business Operations (J-3B).

e. Committee Status. The IDO Work Group is a standing committee and will continue to meet and deliberate until the internal organizational structure of the JTF CapMed is revised.

9. RELEASABILITY. This Directive is approved for public release and is available on the Internet from the JTF CapMed Web Site at: www.capmed.mil.

10. EFFECTIVE DATE. This Directive is effective immediately.


STEPHEN L. JONES
Major General, U. S. Army
Acting Commander

Enclosure
Responsibilities

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ENCLOSURE

RESPONSIBILITIES

1. CHAIRPERSON. The Chairperson shall:

a. Forward an agenda to each voting member no later than 3 working days prior to each scheduled meeting. The agenda may be incorporated into the meeting minute's format.

b. Forward a clearly written summary of the proceedings of the previous meeting to each voting member no later than 3 working days prior to each scheduled meeting. The written summary must:

(1) Endorse information/decision briefs deemed ready for consideration by the Executive Council.

(2) Specify the way ahead for information/decision briefs deemed not ready for consideration by the Executive Council.

c. Appoint individuals and form ad hoc work groups to accomplish tasks consistent with the IDO Work Group's mission.

d. Appoint an alternate recorder in the absence of the recorder.

2. RECORDER. The Recorder shall:

a. Prepare an agenda at the Chairperson's direction in time for the Chairperson to meet the deadline of paragraph 1.a.

b. Prepare a clearly written summary of the proceedings of the previous meeting at the Chairperson's direction in time for the Chairperson to meet the deadline of paragraph 1.b.

3. VOTING MEMBERS. The Voting members (or designated alternate) shall:

a. Keep their respective leadership engaged and aware of the decision-making mechanisms in place and the issues being addressed by reporting groups.

b. Apprise their respective leadership of the IDO Work Group's progress, workings, and recommendations.

c. Prepare their respective Component leader for participation in the Executive Council by discussing salient issues contained in the briefs.

d. Act as subject matter experts without any bias to organizational loyalty, but based on technical capabilities.

4. WORK GROUP FUNCTIONS. The IDO Work Group shall provide management oversight for the immunization program across the JOA.