

Tool used by UNC research staff to evaluate the fidelity and quality of webinar intervention delivery

AFIX Implementation Checklist

Facilitator: _____	Clinic name (VFC#): _____	State: _____
Observer: _____	Date: _____	Start time: _____ / End time: _____

Part 1. Please circle the score which best describes your observation of the level of implementation of each AFIX visit activity. For scores “0” and “1” please enter your observations in the space provided for comments.

- Scores:
 0 = Absent
 1 = Partial implementation
 2 = Complete implementation

Activity	Level of Implementation	
Step 1: Set the context for QI.		
1. Used open-ended question(s) to investigate the clinic’s current adolescent immunization program.	0 1 2	
Step 2: Communicate the AFIX program rationale.		
2. Explained the quality improvement approach of the AFIX program.	0 1 2	
3. Explained the focus on HPV vaccination.	0 1 2	
4. Explained that continuous QI requires participation of attendees.	0 1 2	
Step 3: Share the AFIX report card		
5. Provided report card to participants.	0 1 2	
6. Highlighted that low HPV vaccination coverage is a problem for the clinic.	0 1 2	
7. Invited reactions and questions about the report card.	0 1 2	

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Activity	Level of Implementation	Comments
Step 4: Set a measurable goal for improving HPV vaccination		
8. Discussed the 6-month vaccine coverage goal (e.g., # = 10% of pts).	0 1 2	
9. Discussed 3 month feedback.	0 1 2	
Step 5: Select QI strategies.		
10. Provided participants a menu of immunization QI strategies.	0 1 2	
11. Discussed the goal of increasing provider recommendation of HPV vaccine as primary QI strategy.	0 1 2	
12. Engaged participants in selecting a secondary QI strategy as appropriate to the clinic's needs.	0 1 2	
Step 6: Create a communication plan.		
13. Discussed ways to share report card with clinicians and staff.	0 1 2	

Part 2. What other strategies and/or materials, if any, were used to deliver the visit (check all that apply)?

- Displayed slide deck
- Recommend watching Minnesota videos on HPV vaccination communication
- Employed instructional strategies (e.g., skill practice, role-modeling)
- Arranged additional support; describe: _____
- Provided other materials; describe: _____

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Part 3. Please circle the score which best describes your observation of the QI session facilitator. Please enter your observations in the space provided for comments.

During the QI session, the facilitator...	Never / sometimes	Most of the time	All of the time	Comments
(1) ...was well-organized.	1	2	3	
(2) ...encouraged collaborative exchanges.	1	2	3	
(3) ...was knowledgeable.	1	2	3	
(4) ...used a professional tone.	1	2	3	
(5) ...encouraged providers to commit to behavior change (e.g., persuasive).	1	2	3	

Part 4. Please share any additional observations in this box.