

DC DOH Immunization Advisory Committee

Member Roles

December 2015

General Roles and Responsibilities

In representing your organization on the DOH Immunization Advisory Committee (DC IPAC) you are expected to do the following:

- Represent the perspective of your organization on the committee
- Attend meetings regularly
- Share pertinent updates discussed at DC IPAC as indicated with appropriate colleagues of your organization after DC IPAC meetings
- Bring pertinent updates to DC IPAC meetings from your organization as indicated in the operating procedures
- Notify the appropriate colleagues of your organization of any decision or action that will or does require a response from your sector. For instance, if DC IPAC discusses the implications of new ACIP recommendations, DC IPAC members who have contact with health care providers should disseminate information to the providers they interact with.

In order to carry out your role and communicate/discuss DC IPAC-related matters with your organization, you may want to:

- Insert brief immunization updates (provided by DOH) into your organization's electronic or hardcopy newsletters,
- Use ongoing meetings with your colleagues to share immunization information
- Convene ad-hoc meetings with identified colleagues to discuss identified issues/decisions
- Send an email with pertinent information to sector colleagues and/or
- Distribute appropriate handouts from DC IPAC meetings to relevant colleagues.

Advisory role

One of the charges of the committee is to advise DOH in planning, implementing and evaluating immunization activities. This role involves:

- **Advice to DOH based on individual committee member expertise.** The role of the Advisory Committee is to advise DOH on the development of immunization activities. However, the Advisory Committee does not have the ultimate authority on what will be implemented; DOH will make any final decisions. **The Advisory Committee does, however, have the power of persuasion and the power that comes from having the information needed to make immunization program planning workable.**
- **Represent your group.** Each of the committee members represents a group that is an immunization advocate. We encourage you to maintain communication with others who share the committee's interests and use those relationships to further the vision and charge of DC IPAC. We also hope that you send the main messages from the Advisory Committee meetings to your organization and its partners as needed.
- **Consensus.** Our goal is to achieve consensus on as many issues as possible. Even where there is disagreement on some issues, we hope to come together on the main points of DC immunization policy.

- **Reasonable comments and suggestions.** We will carefully consider all comments and suggestions about the DOH immunization program. Your feedback is important to the formulation of immunization policy.

Particular Expertise/Perspective to be brought to DC IPAC from Sectors

Local Public Health Advocates: Ward or other demographic perspective on providing immunization services and outreach to the community.

Clinicians: represent issues of providing immunizations to each particular patient population served.

Schools: address issues of compliance with District law.

DC Association of Health Plans: assist with system issues and linkage to provider networks and clinics; able to connect appropriate staff to problem solve.

Provider Professional Associations: communicate with provider associations on the Advisory Committee's decisions and actions.

Community-based Organizations: provide input regarding immunization outreach and education.

Health Systems: system-level perspective on providing immunization services in a multi-site health care organization.