Adapt These Best Practices to Suit Your Organization’s Needs

Standing orders are an easy way to simplify the process of vaccinating appropriate patients in a given setting. Putting a straightforward vaccination procedure in place and educating and training your staff can facilitate routine vaccinations in appropriate adult patients. One study showed that use of standing orders led to a 17% increase in vaccination rates compared with other interventions. Standing orders can be customized for many common vaccine-preventable diseases (VPDs) and each set should be adjusted to function within your institution’s workflow.

Steps to Support the Implementation of Standing Orders

1. Check for existing standing orders as a reference
2. Review your state laws on creating standing orders
3. Customize standing orders to suit the needs of your practice
   - Determine target audience, characteristics for vaccination/nonvaccination, procedures, and required documentation
4. Specify when vaccine should be administered (eg, “now” until vaccine is administered or refused by patient)
5. Gather the appropriate signature (institution, physician, or authorized practitioner) to authorize the standing order for your institution
6. Provide copies of standing orders to clinical personnel administering vaccinations
7. Retain signed standing order with all other signed medical procedures
8. Assign responsibility to review and renew standing orders (eg, nurse or pharmacist)
9. Remember to renew standing orders before expiration

To learn more about implementing standing orders in your practice, or for resources supporting best practices in vaccination, visit www.immunize.org.