**Chapter Immunization Representative**

**Role Description**

**Basic Functions:**

The Chapter Immunization Representative (CIR) is a voluntary position that serves as an immunization expert and contact for chapter immunization activities. The ideal candidate is a pediatrician, member of the AAP and chapter, and has direct experience and/or familiarity delivering vaccines and working with the Vaccines For Children (VFC) program.

The CIR assists in the development and coordination of chapter immunization activities and educational programs; provides technical assistance to chapter leadership, staff and members and other health professionals on immunization-related topics; communicates with the state immunization program; and serves as a liaison between the chapter and national AAP on immunization issues.

**Responsibilities\*:**

* Serve as a communication liaison between the national AAP and the AAP chapter on immunization issues, providing information about the state immunization program or other immunizations needs/barriers experienced by chapter members.
* Assist in the planning and development of immunization-focused educational sessions at chapter and/or district meetings.
* Serve as the primary chapter point-of-contact for the state immunization program (eg, Immunization Information Systems, VFC, etc.), including but not limited to the following:
  + Be knowledgeable about the local VFC program policies and procedures; serve as a contact person for chapter members
  + Collate and communicate practical issues with implementing VFC guidance or other immunization-related issues and identify themes or opportunities for additional discussion
  + Develop relationships with state immunization program staff and address issues and themes brought forward by chapter colleagues for discussion, including issues/needs with the Immunization Information System
* Be familiar with state regulations relating to immunizations, including but not limited to the following:
  + Exemptions
  + VFC operations
  + Payment Issues
  + Vaccine administration (e.g., who is permitted to administer vaccines)
* Participate in:
  + The CIR Listserv
  + Webinars and/or conference calls for CIRs
  + Annual chapter meeting (may be held in-person)

\* Note: your chapter may have additional expectations of your involvement with the chapter.

**Term:**

* CIRs will serve for 2 years. Terms can be renewed.

*Chapters may create a working group of pediatricians and staff to cover all areas of expertise. One member of the group will serve as the main point of contact to national AAP.*

**Benefits to Chapters:**

* Increased communication and sharing of work and resources on immunization issues with the national AAP
* Leadership and professional development opportunities for chapter members
* Dedicated point of contact for chapter members on immunization issues
* Potential for enhanced or improved relationships with public health and/or state immunization program
* Enhanced understanding of state-specific successes, challenges, and opportunities among national AAP.