

Checklist timeline

Due	Action	Complete ✓
By mid-March	Discard previous year flu vaccine stock (note some flu vaccines expire before March)	
	Identify at-risk and eligible patients for NIP and state-funded (6 months to < 5 years) vaccination programs - calculate how many vaccines are required for each cohort for your first order	
	Check your fridge capacity to store the amount of vaccines you will need	
	Place your first funded vaccine order (order enough for the first 3 weeks provided you have adequate fridge storage space)	
	Contact wholesalers to order private market vaccine	
1 April	Send communications to all patients reminding them of the importance of flu vaccination and commencement of the program on 1 May	
Mid-April	Check that all staff are trained in vaccine cold chain management (including receipt of vaccine deliveries)	
	First funded vaccine order deliveries received	
	Send reminder messages to pre-identified patients advising of your practice flu vaccination arrangements	
	Display flu campaign posters in your clinic	
Late April onwards	Commence flu vaccination clinics	
	Report all vaccinations to the Australian Immunisation Register (AIR)	
	Report adverse events following immunisation to your local public health unit	
mid-May	Review patient vaccine uptake - send reminders to patients who have not attended for vaccination and reorder according to stock on hand and residual demand	