

# Using the vaccination tracker (spreadsheet) for RACH residents

First Name	Surname	Date of birth	Age (DO NOT EDIT)	Indigenous Status	COVID	Due for COVID (DO NOT EDIT)	Influenza	Due for Influenza (DO NOT EDIT)	Prevenar dose	Pneumovax 23 Dose 1	Pneumovax 23 Dose 2	Due for Pneumococcal (DO NOT EDIT)
MICKEY	MOUSE	30/06/1938	87 years, 7 months	N	5/11/2024	OVERDUE	23/04/2023	OVERDUE	1/02/2023			UP TO DATE
MINNIE	MOUSE	16/01/1944	82 years, 1 months	N	25/07/2022	OVERDUE	23/05/2022	OVERDUE				OVERDUE FOR PREVENAR
DONALD	DUCK	30/09/1932	93 years, 4 months	N	2/06/2022	OVERDUE	27/04/2024	OVERDUE				OVERDUE FOR PREVENAR
DAISY	DUCK	25/06/1962	63 years, 8 months	Y	8/02/2022	TOO YOUNG - REVIEW WITH GP	20/04/2024	OVERDUE	1/02/2023			FIRST DOSE OF PNEUMOVAX 23 DUE approximately 01/02/2024

- The vaccination tracker is a “smart” spreadsheet that automatically calculates when a resident is next due for their recommended vaccinations.
- The benefits of using the vaccination tracker are that it:
  - Records all your residents’ vaccinations in ONE location
  - Automatically calculates which vaccines a resident needs, and if they are up to date or overdue
  - Is easy to see which vaccines residents are overdue: If many residents due soon, you can arrange for a vaccination clinic ahead of time.
- Please visit the [Public Health Advice for Residential Aged Care Homes webpage](#) for resources on how to use the vaccination tracker.
- If you have any questions about it, please feel free to email [moh-cdbpolicy@health.nsw.gov.au](mailto:moh-cdbpolicy@health.nsw.gov.au).

## First tab – “Cover”

- This tab gives you the vaccination rate for your facility for each of the vaccines.
- You do not need to change any number in this tab as the numbers are automatically entered and calculated for you once you start entering in residents’ (and staff) names in the other tabs.

Name of RACF:	
Date Tracker Completed	7/01/2025
Total Residents (DO NOT EDIT)	4

Resident	Total Count Up to Date	Uptake
COVID	0	0.00%
Influenza	0	0.00%
Pneumococcal	1	25.00%
Zoster	1	25.00%
RSV	1	25.00%

Total Staff (DO NOT EDIT)	4
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Staff	Total Count Up to Date	Uptake
Influenza	1	25%

## Second tab – “Tracker”

First Name	Surname	Date of birth	Age (DO NOT EDIT)	Indigenous Status	COVID	Due for COVID (DO NOT EDIT)	Influenza	Due for Influenza (DO NOT EDIT)	Prevenar dose	Pneumovax 23 Dose 1	Pneumovax 23 Dose 2	Due for Pneumococcal (DO NOT EDIT)
MICKEY	MOUSE	30/06/1938	87 years, 7 months	N	5/11/2024	OVERDUE	23/04/2023	OVERDUE	1/02/2023			UP TO DATE
MINNIE	MOUSE	16/01/1944	82 years, 1 months	N	29/07/2022	OVERDUE	23/05/2022	OVERDUE				OVERDUE FOR PREVENAR
DONALD	DUCK	30/09/1932	93 years, 4 months	N	2/06/2022	OVERDUE	27/04/2024	OVERDUE				OVERDUE FOR PREVENAR
DAISY	DUCK	25/06/1962	63 years, 8 months	Y	8/02/2022	TOO YOUNG - REVIEW WITH Gf	20/04/2024	OVERDUE	1/02/2023			FIRST DOSE OF PNEUMOVAX 23 DUE approximately 01/02/2024

- Please note the following points about the tracker:
  - It has been pre-filled with 4 false names to show you what a completed tracker looks like.
  - You will need to fill in the
    - first name
    - surname
    - date of birth of each resident
    - if they are Aboriginal and/or Torres Strait Islander (Y/N).
  - Once you put in if/when a resident had a COVID/flu/pneumococcal/shingles/RSV vaccine, the tracker will then automatically calculate if and when the resident is due for their next vaccine.

## Third tab – “Staff-flu”

First Name	Surname	Date of birth	Influenza vaccine	Due for Influenza (DO NOT EDIT)	Refusal or Contraindication
					Comments
MICKEY	MOUSE	30/06/1938	23/04/2023	OVERDUE	
MINNIE	MOUSE	16/01/1944	23/05/2022	OVERDUE	
DONALD	DUCK	30/09/1932	27/05/2025	UP TO DATE	
DAISY	DUCK	25/06/1928	20/04/2024	OVERDUE	

- The third tab of the tracker (“Staff-flu”) is for you to track which staff members have received their annual influenza vaccination.

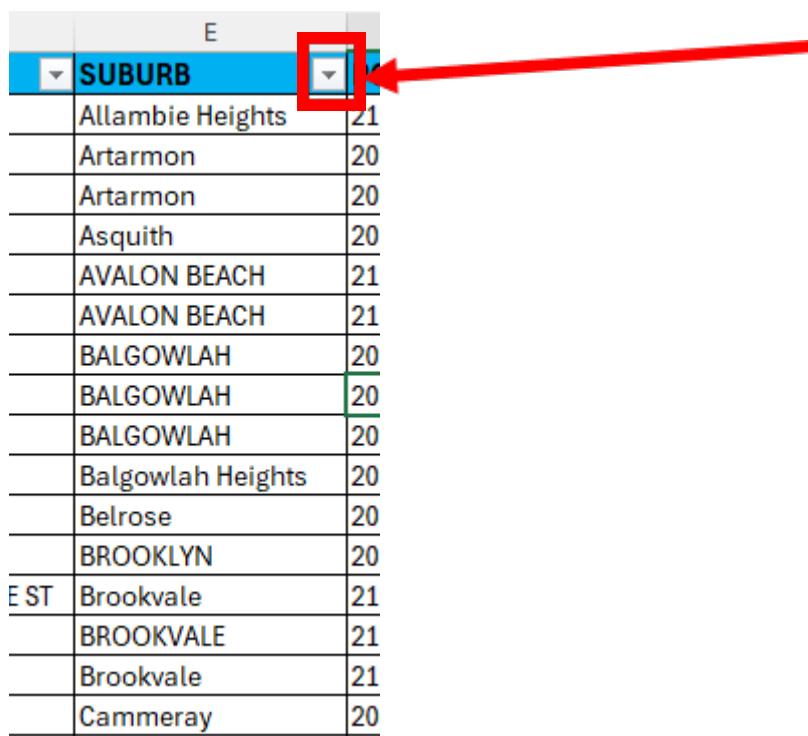
## Fourth tab – “Pharmacies-no charge”

NAME OF PHARMACY	CONTACT PERSON	ADDRESS	ADDRESS 1	SUBURB	POSTCODE	TEL	EMAIL	Opening Hours
AVALON BEACH PHARMACY	Mr Saad Rahman Khan	Shop 2	40 AVALON PARADE	AVALON BEACH	2107	02 9918 2827	avbpharm@gmail.com	Hrs 9-6
BALGOWLAH HEIGHTS PHARMACY	Mr Toni El-Haddad		67 New St	Balgowlah Heights	2093	02 9948 2995	balgowlahheightspharmacy@gmail.com; elhaddadtoni@gmail.com	Hrs 8.30- 6.30

- The fourth tab of the tracker (“Pharmacies-no charge”) contains a list of all the community pharmacies in the Northern Sydney Local Health District that administer vaccinations to RACHs without charge.

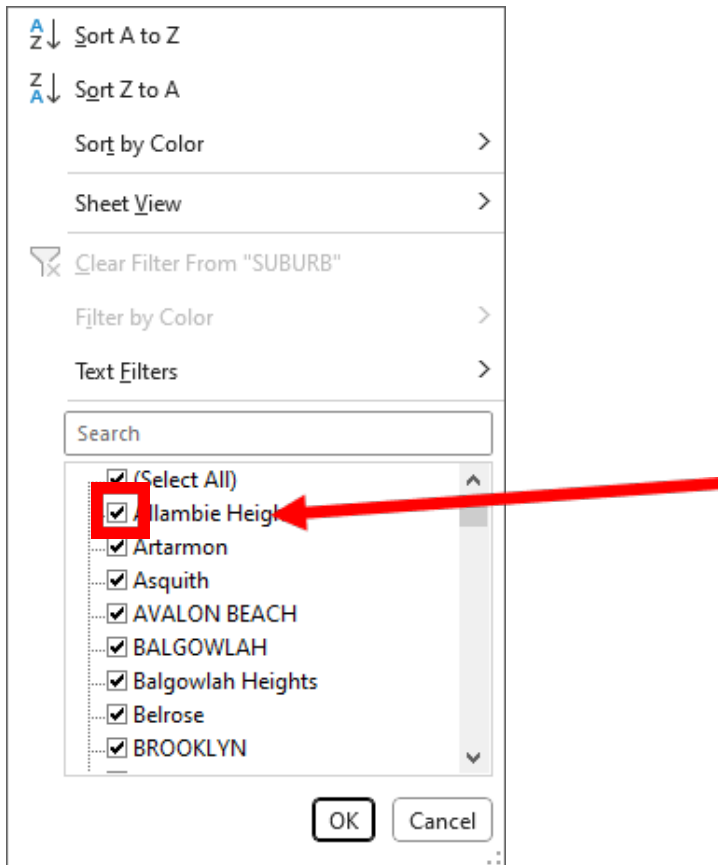
You can sort the pharmacies by their SUBURB (column E):

- Click on the arrow down button:



	E	
	SUBURB	
	Allambie Heights	21
	Artarmon	20
	Artarmon	20
	Asquith	20
	AVALON BEACH	21
	AVALON BEACH	21
	BALGOWLAH	20
	BALGOWLAH	20
	BALGOWLAH	20
	Balgowlah Heights	20
	Belrose	20
	BROOKLYN	20
E ST	Brookvale	21
	BROOKVALE	21
	Brookvale	21
	Cammeray	20

- Click “Select All” then click on the suburbs close to you:



- It is best to schedule vaccination clinics where there are quite a few residents needing vaccination, and to select the pharmacy that is closest to you to minimise transport costs for the pharmacy.