

## Sample timeline and activities in preparation for running an immunisation clinic in your practice

This timeline has been put together with the help of Australian practice nurses and is designed to be used as a guide only. The procedures followed in your practice may vary from those outlined in this timeline.

Timeframe	Considerations
8 weeks out	<ul style="list-style-type: none"> <li>What type of immunisation clinic are you running? <i>Use the practice immunisation models found on <a href="http://www.communityimmunity.com.au">www.communityimmunity.com.au</a> to help you decide what would work best for your practice.</i></li> </ul>
7 weeks out	<ul style="list-style-type: none"> <li>Have you run a query on your practice software to see how many patients you should be expecting to attend your clinic? <i>This helps to determine how many clinics you will need to run and how much vaccine you will need to order. You could use the Recall and reminder tip sheets for your practice software found on <a href="http://www.communityimmunity.com.au">www.communityimmunity.com.au</a> to help you run a query to identify your patients needing vaccination.</i></li> </ul>
6 weeks out	<ul style="list-style-type: none"> <li>Have you set the date of your clinic?</li> <li>Have you allocated the nurses time to run this clinic?</li> <li>Has a room been booked to use for the clinic? <i>It helps to work these out at the same time to make sure there are nurses and space available to run the clinic.</i></li> </ul>
5 weeks out	<ul style="list-style-type: none"> <li>Have you ensured that everyone in the practice understands their role in running the clinic? <i>It helps to remind everyone at regular staff meetings in the lead up to your immunisation clinic. You should establish everyone's role before patients begin ringing to book!</i></li> </ul>
4 weeks out	<ul style="list-style-type: none"> <li>Have you sent out your patient reminder letters to patients? <i>Refer to the letter template available on <a href="http://www.communityimmunity.com.au">www.communityimmunity.com.au</a> if you don't have your own.</i></li> <li>Have you got your posters and your patient materials displayed in the practice?</li> <li>Have you got a notice at the front desk advertising the clinic?</li> </ul>
3 weeks out	<ul style="list-style-type: none"> <li>Have you ordered enough supply of vaccine to arrive in time?</li> <li>Have you ensured all staff immunisations are up to date?</li> </ul>
2 weeks out	<ul style="list-style-type: none"> <li>Have you checked that the anaphylaxis kit is complete and well stocked?</li> </ul>
1 week out	<ul style="list-style-type: none"> <li>Have you got sufficient copies of patient pre-screening information and consent forms? <i>Consent forms are required for patients under the age of 18 years.</i></li> </ul>
Following the clinic	<ul style="list-style-type: none"> <li>De-brief with your colleagues to discuss what worked well in your clinic and what you would do differently next time. <i>You can modify this timeline to help you plan for your next immunisation clinic.</i></li> </ul>

This sample timeline and activities tips sheet is intended for use as a guide only, with the information based on clinical experience gained from primary healthcare nurses and may not reflect the procedures followed in your practice. There may be other procedures and/or considerations relevant to this sample timeline and activities tips sheet that may not have been taken into account. Any use of this sample timeline and activities tips sheet available from bioCSL is at the user's own risk and bioCSL Pty Ltd will not be responsible for any actions taken based on the use of this sample timeline and activities tips sheet. To the extent permitted by law, bioCSL Pty Ltd excludes all liability arising howsoever from the use of this sample timeline and activities tips sheet.