Reporting requirements

Successful applicants will be required to meet the following reporting and data requirements. The Service Providers will be responsible for ensuring outcomes and output reporting in accordance with the agreement.

1. Engagement plan for vulnerable groups

Detail activities undertaken to communicate and engage with selected priority population group/s for the Nurse Winter Vaccination program.

|  |  |  |
| --- | --- | --- |
| Reporting requirement | Detail activities  | Time frame  |
| Identify the target population group/s to focus program activities on, and reason for selection. (\*Refer to target population and eligibility) |  |  |
| List the vaccine/s which will be the focus of discussion for the targeted population group. |  |  |
| Describe communication strategies to reach and engage with the targeted population groups |  |  |
| If relevant, include detail on strategies for program promotion. |  |  |

*\*ATAGI[[1]](#footnote-2) recommends a 2023 COVID-19 vaccine booster dose for adults in the following groups, if their last COVID-19 vaccine dose or confirmed infection (whichever is the most recent) was 6 months ago or longer, and regardless of the number of prior doses received:*

* *All adults aged 65 years and over.*
* *Adults aged 18 to 64 years who have medical co‑morbidities that increase their risk of severe COVID-19, or disability with significant or complex health needs.*

*People most at risk of influenza[[2]](#footnote-3) and its complications are:*

* *all Aboriginal and Torres Strait Islander people aged 6 months and over.*
* *all children aged 6 months to less than 5 years of age.*
* *all individuals aged 5 years and over with medical risk conditions.*
* *pregnant women.*
* *people aged 65 years and over.*
1. Program design and Models of service

Description of activities undertaken to meet program outcomes, including expected timeframes.

|  |  |  |
| --- | --- | --- |
| Reporting requirement | Description and timeline of planned activities  | Activity undertaken? Y/N |
| Nurse training on effective communication with vaccine hesitant patients. |  |  |
| Communication strategies to **recall** patients who are due or overdue for recommended vaccines. |  |  |
| Strategies to **engage** with vaccine hesitant patients to discuss the importance of immunisation with their healthcare provider. |  |  |
| Conversations to promote vaccine acceptance |  |  |
| Strategies to increase the uptake of vaccinations |  |  |
| Strategy to provide culturally appropriate and safe, if relevant to the target population. |  |  |
| Strategy to ensure that program outcomes are delivered within the timeframe of April 2023 – June 2023. |  |  |

1. Data

Summarise details of patient engagement and vaccinations provided by aggregating data from the [Data Worksheet Template](https://cesphn.org.au/wp-content/uploads/All_Categories/Immunisation/PDFs/20230329_Data-Worksheet-Template_2023-Nurse-winter-vaccination-program.xlsx):

|  |  |  |
| --- | --- | --- |
| Reporting requirement | Expected | Actual |
| Number patients in the targeted population groups |  |  |
| Number of patients **contacted** (including attempts to contact) to participate in program  |  |  |
| Number of patients **successfully engaged** to discuss vaccine acceptance and uptake |  |  |
| Number of vaccines **administered** as a result of program |  |  |

1. Evaluation

|  |  |
| --- | --- |
| Reporting requirement | Detail  |
| Evaluate and outline program **successes** |  |
| Evaluate and outline program **challenges** |  |
| Evaluate and outline program **outcomes** |  |

1. [Department of Health, 2023 ATAGI booster advice](https://www.health.gov.au/news/atagi-2023-booster-advice) [↑](#footnote-ref-2)
2. [↑](#footnote-ref-3)