**2018/2019 SEASONAL INFLUENZA IMMUNIZATION MONITORING PROTOCOL**

**PURPOSE**

This protocol is intended to define the influenza immunization monitoring protocolfor WRHA influenza immunization clinics that will be in operation between October and December 2018. Immunization monitoring data will be reported, summarized and communicated to inform planning and program operations.

**REPORTING**

Routine influenza immunization reporting will run for the duration of the public clinics beginning Tuesday, October 16, 2018. Influenza immunizations administered prior to and/or after the conclusion of public clinics will be reported via reports generated from the Public Health Immunization Monitoring System (PHIMS) at defined time-points.

**Public Health: Immunization Clinics for the General Public**

* Four community-based clinics will be in operation October 16-19, 2018.
* Designated clinic site managers will be responsible for providing oversight for the collection of and reporting of immunization monitoring data.
* Public clinic counts will be reported centrally **once per day at the end of each clinic day** to a designated email address (ddelaine@wrha.mb.ca).
* Public clinic immunization data will be collated by designated centralized administrative staff and reported daily by email to key internal stakeholders.
* Campaign-end reports will be generated directly from PHIMS at defined time points.

**Table 1. Process for Collection/Reporting of Influenza Immunization Monitoring Data**

| **Lead Role** | **Responsibility** | **Time Lines** |
| --- | --- | --- |
| Site/Clinic Lead | 1. Coordinate manual collection and collation of influenza immunization consent forms **at post-immunization area**.
 | Duration of clinic |
| Site/Clinic Lead | 1. Centrally report the total number of influenza immunizations at the **end** of each clinic day.
2. Report by email to **[ddelaine@wrha.mb.ca].**
3. **In each report,** indicate: (a) site name and contact; and, (b) total number of influenza immunizations administered.
 | Tuesday through Thursday; October 16-19* 19:00 hrs
 |
| Designated Centralized Administrative Staff | 1. Review email account for daily report.
2. Enter number of immunizations into designated worksheet.
3. Compile report.
4. Distribute report to designated recipients according to established time frames.
 | Compile report and circulate **daily** to key internal stakeholders. |

**Public Health: Outreach Clinics**

* The process for entry of influenza immunizations into PHIMS has been described in the WRHA Mass Immunization Operations Fall 2018.
* Campaign-end reports will be generated directly from PHIMS at defined time points.

**Healthy Sexuality and Harm Reduction Team**

* The process for entry of influenza immunizations into PHIMS has been described in the WRHA Mass Immunization Operations Fall 2018.
* Campaign-end reports will be generated directly from PHIMS at defined time points.

**Travel Health**

* Campaign-end reports will be generated directly from PHIMS at defined time points and reconciled with the Travel Health Coordinator.

**Occupational Health [OESH]**

* Campaign-end reports will be generated directly from PHIMS.
* **If/when there are requests for status updates about the number of influenza immunizations administered by Occupational Health, the lead OESH representative will address/respond directly. Therefore, OESH may wish to track and collate numbers directly at the respective sites.**

**Long Term Care and Personal Care Home Program**

* Campaign-end reports will be generated directly from PHIMS.
* **If/when there are requests for status updates about the number of influenza immunizations administered by LTC and PCH, the respective program representatives will address/respond directly. Therefore, each program may wish to track and collate numbers directly at the respective sites.**

**SUBMISSION OF CONSENT FORMS AND/OR SURVEILLANCE WORKSHEETS FOR CENTRALIZED DATA ENTRY INTO PHIMS**

**Public Health Immunization Clinics for the General Public and outreach Clinics**

* Consent forms are to be forwarded ***after*** clients have been added into PHIMS by the Community Area Clerk, approximately 1 week after each of the clinics. Please send to ***Immunization AY3; 2-490 Hargrave Street*** [*204.940.2688]* for entry into PHIMS. The process for entry of influenza immunizations into PHIMS has been described in the WRHA Mass Immunization Operations Fall 2018.

**OESH**

* Consent forms and/or surveillance worksheets along with reimbursement invoice are to be forwarded to ***Immunization AY3; 2-490 Hargrave*** for entry into PHIMS as soon as immunizations are completed and **before December 31, 2018**. **Please do NOT submit surveillance worksheets via email**. The primary contact for submission of consent forms and/or surveillance worksheets is ***Immunization AY3; 2-490 Hargrave Street*** [*204.940.2688]*.

**Acute Care**

* Consent forms and/or surveillance worksheets along with reimbursement invoice are to be forwarded to ***Immunization AY3; 2-490 Hargrave*** for entry into PHIMS as soon as immunizations are completed and **before December 31, 2018**. **Please do NOT submit surveillance worksheets via email**. The primary contact for submission of consent forms and/or surveillance worksheets is ***Immunization AY3; 2-490 Hargrave Street*** [*204.940.2688]*.

**Long Term Care and Personal Care Homes**

* Consent forms and/or surveillance worksheets along with reimbursement invoice are to be forwarded to ***Immunization AY3;*** ***2-490 Hargrave*** *[204.940.2688]* for entry into PHIMS as soon as immunizations are completed and **before December 31, 2018**. **Please do NOT submit surveillance worksheets via email**. Designated LTC facilities will provide their data on an excel spreadsheet.

The primary contact for submission of consent forms and/or surveillance worksheets is *Immunization, Senior Administrative Secretary [204.940.2688]*.

***PLEASE SUBMIT CONSENT FORMS BY SECURE COURIER ONLY.***