

Practice visit checklist

Practice details

Name of practice:

Contact person:

ACIR32A Report details

Practice coverage rates:

Is the practice receiving GPII20A Practice Report?

Yes No

Division details

Date of visit:

Staff member conducting visit:

Key resources for practice visit:

- Immunisation: Recording, Reporting & Rates: a guide for practice staff (September 2009)*
- Immunisation: Recording, Reporting & Rates: a guide for division staff (September 2009)* (for your reference only)
- Immunisation: Recording, Reporting & Rates: Important Contacts Quick Guide*
- The Australian Immunisation Handbook (current edition)* – available at www.immunise.health.gov.au
- Queensland Health – current Immunisation Schedule
- Queensland Health - Eligibility for funded vaccines
- Other – specify

Optional resources for practice visit:

You will require a longer practice visit if using these resources.

- Immunisation: Recording, Reporting & Rates – Audit & Practice Reporting Profile*
- Practice letter generated from Immunisation: Recording, Reporting & Rates – ACIR32A database
- The National Due and Overdue Rules for Childhood Immunisation* (current edition)
- Other – specify

Essential points to discuss:

- Immunisation reporting and why it is important
- Who does what and why? Who is responsible for immunisation reporting?
- How does the practice report their immunisation data?
- Equipment, e.g. computers, software (if applicable)
- Practice coverage rates – is the practice above or below 90%? What does the coverage rate mean for the practice?
- Incentive payments for practices and parents
- Reports and Statements, including GPII20A Practice Report & VIVAS reminder notices
- Reporting immunisations, including accurate data entry, Aboriginal and Torres Strait Islander identification, etc
- ACIR Secure Site
- Key contacts
- Refer to the Contacts section in the *Immunisation: Recording, Reporting & Rates: a guide for practice staff* (September 2009) and include telephone number of the division and the practices medical software provider.

Options for follow-up

- Telephone call – Date:
- Practice visit – Date:
- Immunisation: Recording, Reporting & Rates – Audit & Practice Reporting Profile* Date:
- Other: