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| --- | --- | --- | --- |
| Practice Name  |  | Cycle number |  |
| Staff initiator:  |  | Position title: |  |
| Start date: |  | End date: |  |
| Purpose | What are we trying to accomplish?What do you plan to do? |
| Successful participation in Department of Health free flu vaccination for Victorians program. Provide all patients free flu vaccinations for month of June 2022 (reimbursement from DoH early July 2022). <https://www.health.vic.gov.au/immunisation/funding-influenza-vaccines-for-all-victorians>  |
| How will we know that change is an improvement? What do you hope to achieve? (include measurement/outcome) |
| By participating in this program, all of our patients will have access to a free-flu vaccination thus increasing their protection for this years flu season. To be eligible for $2000 practice grant, for the month of June 2022 we need to;* administer a minimum of 50 influenza vaccines, AND
* provide a minimum of eight additional practitioner working hours OR
* provide a minimum of eight additional vaccination clinic hours

(Hours is per provider. If two x GPs worked for two additional hours, this counts as four hours) |
| What change can we make that will result in improvement? |
| Check private flu stocks and determine how many additional flu vaccinations will be possible.Adjust June template to allow for extra vaccination clinic hours. Update practice information for patients to advise that we are participating in program.  |
| PLAN | By answering this, you will develop the GOAL for improvement. The goal must be SMART - Specific, Measurable, Achievable, Relevant, Time-limited |
| Write a concise statement of what you plan to do, and the steps involved | From the questions/answers above, write your statement or aim of what you are attempting to achieve. |
| For the month of June, to successfully participate in free flu vaccinations for Victorians program (and meet criteria for DoH vaccination grant) to keep our patients/staff protected this flu season.  |
| How are you going to do this? (list the steps to be implemented) |
| Steps | By whom | By when |
| Consult with the PHN practice facilitator, develop a plan of action and present it at staff meetings. |  |  |
| Form a QI team, discuss workflow and allocate roles & responsibilities. [ideally – practice manager (can include PHN practice facilitator) and at least one GP, nurse and admin staff.] |  |  |
| Refer to Department of Health to ensure all areas of program covered <https://www.health.vic.gov.au/immunisation/funding-influenza-vaccines-for-all-victorians>  |  |  |
| Check private flu jab stocks and determine how many jabs will be possible. |  |  |
| Register for program between June 6 - 13 2022  |  |  |
| See opportunities for additional vaccination clinics in roster |  |  |
| Decide how non-NIP flu vaccinations will be tracked in order to claim reimbursement (need provider, date and number of flu jabs administered – no patient identifiers) |  |  |
| Communicate to staff that non-Medicare care holders should be directed to pharmacies where they will be provided a free flu jab vaccination under this program.  |  |  |
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| DO | This may include how the patients react, how the doctors react, how the nurses react, how it fits in with your system or flow of the patient visit. You will ask, “Did everything go as planned?” |
| **Implement your plan and write down observations you have during your implementation.**  | What did you observe? |
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| Were there any unexpected events? |
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| STUDY | You will ask, “Do I have to modify the plan” |
| **After implementation you will study the results and record how well it worked, if you met your goal and document areas of improvement.**  | What did you learn? |
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| Has there been an improvement? |
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| Did you meet your measurement goal? |
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| What could be done differently? |
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| ACT | If it did not work, what you can do differently in your next cycle to address that. If it did work, are you ready to spread it across your entire practice? |
| **Here you will write what you came away with for this implementation, whether it worked or not.**  | What did you conclude from this cycle? |
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