**2019/2020 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 2019. Immunization monitoring data will be reported, summarized and communicated to inform planning and program operations.

**REPORTING**

Influenza immunizations administered will be reported via reports generated from the Public Health Immunization Monitoring System (PHIMS) at defined time-points.

**Public Health Clinics**

* The process for entry of influenza immunizations into PHIMS has been described in the *WRHA Mass Immunization Event PHIMs Documentation Guidelines*
* Flu clinic immunization counts for each clinic are to be emailed to [immunizationschedules@wrha.mb.ca](mailto:immunizationschedules@wrha.mb.ca) within 1 week of the clinic being completed. The following information will be required:

Date, Name of Clinic, Community Area

Number of Adults Immunized for Flu

Number of Children under the age of 18 years Immunized for Flu

Number of Adults Immunized for Pneumo

* 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 Event PHIMs Documentation Guidelines*
* 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**

* If assistance is required by centralized services, consent forms are then 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 Event PHIMs Documentation Guidelines*

**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, 2019**. **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, 2019**. **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, 2019**. **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.***