**14 Year Old HPV Vaccination Recall Policy and Process (Add Practice Name)**

 **Application**

The policy applies to all health professional and administration staff at NAME OF PRACTICE

**Purpose**

This policy and process is to ensure that the enrolled 14 year old population who have not yet completed or started a course of Human Papillomavirus (HPV) vaccine at NAME OF PRACTICE are offered the opportunity prior to turning 15 years of age.

**Policy**

1. When practice staff become aware of an eligible patient enrolled with this practice they are required to advise NAME OF PERSON / ROLE the name of the patient
2. Practice staff may become aware of the patients age through:
3. Age related PMS information
4. New enrolment to the practice
5. Through the practice’s PMS recall system
6. Notification of an eligible patient is made by raising a task (light bulb) associated with the patient file to responsible staff member responsible for recalls / vaccinations
7. It is expected all clinical staff will offer to provide the HPV vaccine opportunistically if appropriate.
8. Clinical and Administrative staff should ensure the patients’ demographics are current, including telephone numbers.

**Recall Process:**

1. Identify those turning 14
2. Run a query builder for 14 year olds with NO HPV vaccination history ( See Appendix 1)
3. The designated staff member for vaccine recalls will print a list of eligible patients weekly ( or according to practice policy)
4. Before a patient is recalled for the HPV vaccinations their records will be checked to ensure that:
	1. The patient is still eligible
	2. That there is no contraindication to receiving the vaccination
	3. The vaccine hasn’t been given elsewhere; this includes a status query ( the practice must ensure the patient is opted onto the NIR and the appropriate HPV schedule)
	4. Review the patient notes to check the vaccination offer has not been declined
	5. A patient alert is added to the patient file if the vaccine has been declined
5. Recall process to be completed as per the practices usual recall process e.g. 3 contact attempts, letter. Text phone call, alert in notes. The recall should be addressed to the patient and the parent / guardian.
6. The practice will have an agreed process for non-responders / decliners to be re offered the HPV vaccine in 6-12 months or at aged 16 years. The recall at 16 can be addressed to the patient.

**Key relevant documents**

* Immunisation Standards and guidelines (Ministry of Health, 2017. Immunisation Handbook 2017. Wellington)
* PHARMAC Pharmaceutical Schedule <https://www.pharmac.govt.nz/tools-resources/pharmaceutical-schedule/>

**Document management and control**

|  |  |  |
| --- | --- | --- |
| **Owner:** | **Content manager:** | **Approved b**y: |
| **Date approved:** | **Review date:** |

**Appendix 1: Setting an Auto recall**

How to add an auto recall for 14 year olds (on MedTech)

For MedTech an Auto recall can be added through Module>Set Up>Recall / Screening>Auto recall>New>Recall type – Vaccine>Age 14-26>Gender – All>Okay

**Appendix 2 : Query Builder for 14 year olds**

How to create a Query Builder (on MedTech)

****

