1. Engage Your Staff

**Designate a Influenza Champion to plan and implement strategies.**
- Identify strategies that can be easily used in your practice.
- Assign staff to each task
- Develop a plan to implement more strategies over time.

**Train staff to effectively communicate about flu vaccines.**
- Use the presumptive approach when discussing influenza vaccine with patients.
  “Today your child is due for the flu vaccine.”
- Review Tips for Talking with Parents about the Flu Vaccine to address common concerns.
- Discuss sick visits as an opportunity to immunize.

**Ensure that clinic staff get their flu shots.**
- Offer flu vaccine onsite to your staff.
- Require staff to get a flu shot.
- Document flu vaccine declinations.

2. Set Goals and Monitor Progress

**Assess your office flu vaccine needs and set a goal**
- Estimate your flu vaccine needs through June. Using NDIIS to determine doses administered and account for any new patients to the office.
- Review the provider office flu vaccination rates from the last flu season and mid-season report cards sent by NDDoH.
- Review your provider office annual goal to help set new goals.

**Order enough flu vaccine and track your inventory regularly.**
- Order age-appropriate flu vaccine to reach your target goal.
- Check flu vaccine inventory weekly.
- Contact the NDDoH before your stock runs out, once all allocations have been placed orders need to be placed in NDIIS. Be prepared for increases in demand (such as flu clinics, school clinics, etc.)
- Pre-book your flu vaccine when the pre-book information is sent to your provider office by the NDDoH (this usually occurs in January)
2. Set Goals and Monitor Progress CONT.

**Schedule team meetings regularly to:**

- Review influenza coverage rate report in NDIIS and compare rates to your target goal.
- Run reminder/recall to assess those patients who have not received their influenza vaccination yet.
- Troubleshoot barriers.

3. Enhance You Clinic Workflow

**Use the NDIIS to screen all patients.**

- Regularly generate a list of patients who still need flu vaccine using the influenza client immunization record report and the reminder/recall.
- Review charts before the start of each day and pull the patient’s forecast from NDIIS.
- Use prompts/flags to remind clinicians when patients are due.

**Create demand for the flu vaccine throughout the year.**

- Administer flu vaccine until the last dose expires (usually June).
- Recall patients due for flu vaccine. This can be done by letter, postcard, text or using patient portals.
- Distribute flu factsheets to patients.
- Display flu posters in the office, use reminders on TV and your provider website and use social media such as Facebook.

**Make it easy for patients to come in.**

- Start scheduling flu shot appointments before the season starts.
- Offer drop-in or evening appointments such as a flu blitz.
- Work with local area schools, businesses and daycares to offer flu vaccines on site.
- Offer flu shots for the entire family at the same visit.
- Administer flu vaccine during all appointments, including ill visits.
- For kids 6 months to 8 years receiving their first flu vaccine ever, schedule their appointment for the second dose before they leave the office.