

# Local Immunisation Planning Network

## Information sheet

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Queensland Divisions  
of General Practice  
Association Incorporated (IA18808)

### 1. Aims/objectives

The Local Immunisation Planning Network concept is designed to meet two of the three goals of the Queensland Vaccine Management Project which are:

1. To strengthen working relationships between key immunisation and vaccine management stakeholders (including service and non-service providers) at a local and State-wide level.
2. To provide Divisions of General Practice with the opportunity to identify common local issues that can inform future work and priorities in the areas of immunisation and vaccine management.

This is to be achieved through the collaboration of vaccine service providers (including GPs, Practice Nurses, Practice Managers, City/Shire Council, Community Health Clinics and Aboriginal Community Controlled Health Services) and interested stakeholders (including Population Health Unit staff, Pharmacists and Child Care Centres) to discuss common local immunisation and vaccine management issues and brainstorm possible solutions. This is under the facilitation of the Division of General Practice and Population Health Unit.

### 2. Methodology for running a Local Immunisation Planning Network meeting

Divisions of General Practice can choose the most appropriate format of coordinating a Local Immunisation Planning Network – as long as it achieves the primary aims/objectives as stated above. For example, it could be the focus of one of the regular Local Area Immunisation Network meetings between Divisions, Councils, Population Health Units, etc with other appropriate groups or individuals invited or it could be an independent workshop coordinated during business hours or out of hours.

One possible methodology for conducting the Local Immunisation Planning Network meeting is using a **'world café' format** which is useful for large groups of people. However this may not suit smaller, more established groups so the Division/PHU is encouraged to utilise whatever style is most appropriate for the group.

QDGP has supplied a **'world café'** style framework and tools for coordinating a Local Immunisation Planning Network. A document called **'A quick reference guide for putting conversations at work'** developed by **The World Café Community** has been attached to provide further insight into coordinating a world café.

Please contact Jasmine Parker at QDGP to discuss if you are unsure how best to approach the Local Immunisation Planning Network meeting format.

### **3. Process of preparing, promoting, facilitating and progressing outcomes of the Local Immunisation Planning Network meeting**

#### **3.1. Preparing**

##### **Topics**

Preparation involves the Division of General Practice and Public Health Nurse (Immunisation) discussing the most appropriate topics to be covered in the Local Immunisation Planning Network meeting and/or collecting feedback at the beginning of the meeting to further direct the topics.

Topics may be quite general such as:

- Increasing immunisation coverage rates of particular hard to reach groups or cohorts, for example 4 year olds and Aboriginal and Torres Strait Islander people
- Implementation of the school-based vaccination program
- Maintaining the cold chain for private vaccines collected by consumers on prescription
- Increasing Indigenous identification in practices/clinics
- Supporting vaccine management in aged care residential facilities
- Increasing flu vaccine immunisation rates for health care workers, over 65s, etc

Or very specific to the local area such as:

- Immunising immigrants/refugees
- Vaccine storage disaster planning and recovery due to natural disasters
- Other areas identified by the Division of General Practice and Public Health Nurse (Immunisation) or suggested at the Local Immunisation Planning Network meeting

It is suggested that a minimum of 3 and a maximum of 6 topics are selected for discussion. The topic should be worded in a manner that encourages collaboration, information sharing and a problem-solving approach.

##### **Equipment (if using world café format)**

Equipment suggested for the Local Immunisation Planning Network meeting includes:

- Butchers paper for the table leader to record discussion
- Marker pens for each table
- Butchers paper to cover tables so that each person can record comments/thoughts (optional)
- Flipchart to hold butchers paper when each table leader presents topics

#### **3.2. Promoting**

The next stage is to invite vaccine service providers and stakeholders groups to attend the Local Immunisation Planning Network meeting.

Promotion could be through the Immunisation Local Area Group, newsletter, targeted invitations, phone and other appropriate mechanisms through the Division and Population Health Unit. A template article has been provided in the Facilitator's Kit, which should be modified according to the target audience.

Advise Jasmine Parker at QDGP of the date, time and location of the meeting as soon as booked so that a representative from QDGP can provide assistance at the meeting.

### 3.3. Facilitating

Facilitation of the Local Immunisation Planning Network meeting involves the following steps:

1. Provide an overview of the purpose of the meeting.
2. Define the topics and/or seek feedback on the topics suggested.
3. Define the structure of the meeting.
4. Discuss, share information and problem-solve each topic.
5. If using a general discussion format:
  - Tackle one topic at a time including defining the topic, identifying the issues/challenges and brainstorming ways to overcome each issue/challenge.
  - Write notes or key points on a flipchart or whiteboard.
  - Allocate a period of time per topic to ensure that all topics are covered.
6. If using a world café format:
  - Appoint topics to tables (note, depending on quantity of topics and quantity of people, topics may need to be duplicated).
  - Nominate a table leader to scribe notes (hint, tape a small chocolate such as a freddo frog underneath one seat at each table. Whoever has the chocolate is the table leader).
  - Run three progressive rounds of conversation. It is suggested that the first round is 20 minutes, second is 15 minutes and third 10 minutes.
  - After the first round, the table leader stays and the other members travel to other tables of interest. The table leader welcomes new guests and briefly shares the main ideas, themes and questions of the initial conversation.
  - After the three rounds of conversation, the table leader is to present the key ideas with the rest of the group. Discussion after each topic can occur with the group to make sure all key information was captured and to discuss methods of progressing outcomes.
7. Close the meeting with a recap on meeting outcomes and way forward.
8. Ask everyone to complete the evaluation form.

For Divisions of General Practice and Population Health Units that don't have an Immunisation Local Area Group or other like network, it is highly encouraged that one of the meeting outcomes be to reconvene on a regular basis.

Two template PowerPoint presentations have been included in the Facilitator's Kit to guide the Local Immunisation Planning Network meeting – the first in a discussion format and the second in a world café format. If using a world café format, the attached document '**A quick reference guide for putting conversations at work**' also provides detailed information about the dynamics of facilitating a world café.

As mentioned above, QDGP will send a representative to the Local Immunisation Planning Network meeting to help with the facilitation.

### 3.4. Progressing outcomes

Following the Local Immunisation Planning Network meeting, it is suggested that the Division of General Practice and Public Health Nurse (Immunisation) regroup to review outcomes and discuss/decide how best to progress including what support is required from QDGP.

As mentioned above, for Divisions of General Practice and Population Health Units that don't have an Immunisation Local Area Group or other like network, this may include reconvening the group on a regular basis (e.g. quarterly). An opportunity has been included in the evaluation form for participants to indicate if they would like to be involved on an ongoing basis.

Some or all of the following options could be utilised to progress outcomes:

- build the priorities and activities into the Division Immunisation work plan; and
- refer outcomes to the existing Immunisation Local Area Group, and/or
- refer outcomes to the existing Division program advisory group, and/or
- refer outcomes to existing partnerships, collaboratives and networks, and/or
- establish a new immunisation committee or network with representatives from appropriate groups (if no other committee or advisory group is in place).

There may also be issues that QDGP could provide support if relevant to several Divisions and can be followed-up as part of the GPII Program. QDGP will support implementation were possible and advocate any issues of state/national focus.

Following the Local Immunisation Planning Network Meeting, QDGP will collate the evaluations and send the Division a copy of the results.

For further information and advice about coordinating your Local Immunisation Planning Network meeting, contact Jasmine Parker at QDGP on 07 3105 8300 or email [jparker@qdgp.org.au](mailto:jparker@qdgp.org.au).