

Checklist: Prepare for the 2025 influenza season

Adapted from the NSW Health [Influenza Vaccination Provider Toolkit – February 2025](#)

DUE	✓	ACTION
NOW	<input type="checkbox"/>	Ensure you have access to the Australian Immunisation Register (AIR) through PRODA .
	<input type="checkbox"/>	Pharmacist immunisers must apply for an AIR provider number through NSW Health .
	<input type="checkbox"/>	Immunisation providers who do not have a Vaccine Account Number (VAN) with the State Vaccine Centre will need to apply for one .
Mid FEB	<input type="checkbox"/>	Discard all expired 2024 influenza vaccine stock and record on NSW Vaccine Centre portal.
	<input type="checkbox"/>	Identify all patients eligible for NIP vaccination programs.
	<input type="checkbox"/>	Check your fridge capacity to store the number of vaccines you will need.
	<input type="checkbox"/>	Check for email regarding pre-allocation orders (including junk folder) which will be sent in the week starting 10 February 2025 .
17 Feb	<input type="checkbox"/>	Acknowledge your pre-allocation order on NSW Vaccine Centre portal before 7 March 2025 . Decrease allocation quantity if you do not have adequate fridge storage space.
MARCH	<input type="checkbox"/>	Order private market influenza vaccines
	<input type="checkbox"/>	Send communications to all patients reminding them of the importance of influenza vaccination.
	<input type="checkbox"/>	Check that all staff are trained in vaccine cold chain management (including receipt of vaccine deliveries).
	<input type="checkbox"/>	Facilitate staff education using the NSW Health Vaccine Storage and Cold Chain Management online training module to equip staff to effectively manage the cold chain.
APRIL	<input type="checkbox"/>	Vaccine deliveries will commence from late March to early April. Confirm receipt of delivery on NSW Vaccine Centre portal.
	<input type="checkbox"/>	Second orders can be placed once delivery of first order has been confirmed. Only order enough stock for use in a maximum 4-week period.
	<input type="checkbox"/>	Send reminder messages to pre-identified patients advising of free influenza vaccination.
	<input type="checkbox"/>	Display influenza campaign posters in your clinic.
Late APR	<input type="checkbox"/>	Commence influenza vaccination clinics from late April onwards.
	<input type="checkbox"/>	Report all vaccinations to the Australian Immunisation Register (AIR) .
	<input type="checkbox"/>	Report all adverse events following immunisation to your public health unit on 1300 066 055.
Mid MAY	<input type="checkbox"/>	Send reminders to patients who have not attended for vaccination.
	<input type="checkbox"/>	Reorder vaccines according to stock on hand and residual demand, taking into consideration the amount of 2024 expired stock at the end of last season.
	<input type="checkbox"/>	Create a flu vaccine waitlist if patient demand exceeds vaccine stock.