# SIS Checklists

Schools Immunisation System

# Vaccination consent form checklist:

- Is demographic data correct and legible?
- Is consent data correct and legible?
- Is non attendance data correct and legible?
- Is the form signed?
- Is the batch number correct and in date?
- Is the vaccination date correct?
- Is the vaccination location correct?

# Data entry checklist:

- Are demographic details correct?
- Is the current school correct?
- System PID added to form?
- Consent record added?
- Vaccination or reason not given added?
- Is the academic year and cohort correct?
- Is the vaccination location correct?
- Is the stage status updated correctly?

# After data entry checks:

Generate the below report following data entry for each school:

- Vaccination quality report
  - Are all clients counted correctly?
  - Are vaccination dates correct?
  - Are vaccination locations correct?
  - Are vaccine batch numbers correct?
  - Report filed with vaccination consent forms?

# After data entry checks:

Generate the Individual school session summary report following data entry for each school:

- Is the total number of completed vaccinations correct?
- Is the total number of non attendance correct?
- Is the total number of manually completed and terminated correct?
- Is the denominator correct?
- Is the uptake % total correct?
- Report filed with vaccination consent forms?

# Monthly data quality checks:

- DNA follow up completed
- Clinic vaccinations and DNAs added
- Reports:
  - School uptake comparison
  - Duplicate identification
  - Gender data quality

# Duplicate checklist:

- It is not possible to merge duplicated records, all information must be added onto the PID which is being retained and must be removed from the duplicate.
- This includes:
  - All consent records and any related comments
  - All vaccination records and any related comments
  - PPSN or other relevant or up to date demographic data
  - All stage status updates and comments

# Duplicate checklist:

- Record(s) to be deleted:
  - PPSN removed and added onto PID to be kept
  - Vaccination records removed
  - Consent records removed
- Record(s) to be kept:
  - PPSN updated (if required)
  - Vaccination records from duplicate PID added
  - Consent records from duplicate PID added
  - Comments from duplicate PID added
  - Stage status updates from duplicate PID added

# Duplicate deletions:

- Send the PID and client initials that is to be removed from SIS to [sis.support@hse.ie](mailto:sis.support@hse.ie)
- Records sent forward for deletion must not contain any consent, vaccination or PPSN data