AEFI-CAN Clinical Registry Reporter Guide

1. Create an account

Click on the ***Register*** link.

1.1 Enter your details and click on the ***Register*** button to save and submit.

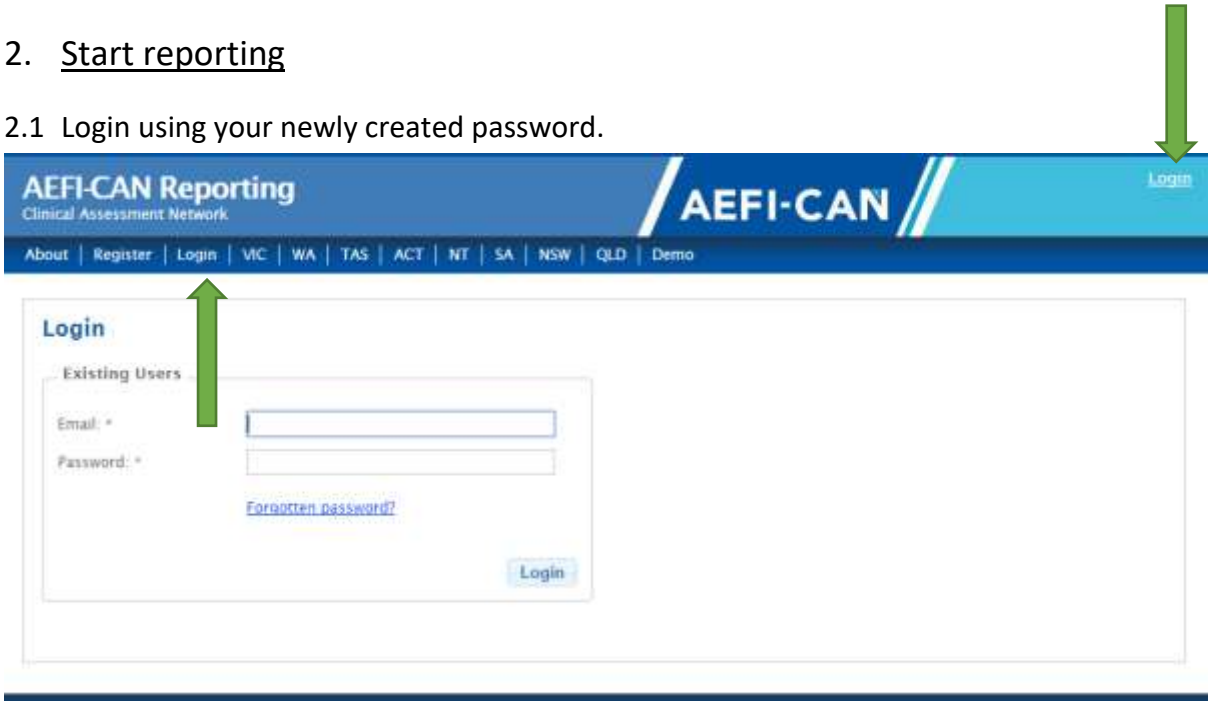
Please use your registered work email address.
A generic account can be created for use by all members within your clinic/department. For generic accounts central emails should be used, for example nurse@smartclinic.com.au or imm@dogsbayhealth.com

It is essential to select the correct state from the drop down menu to ensure your reports go to the correct jurisdiction. Mistakes are easily made so be sure to check before hitting the ***Register*** button.

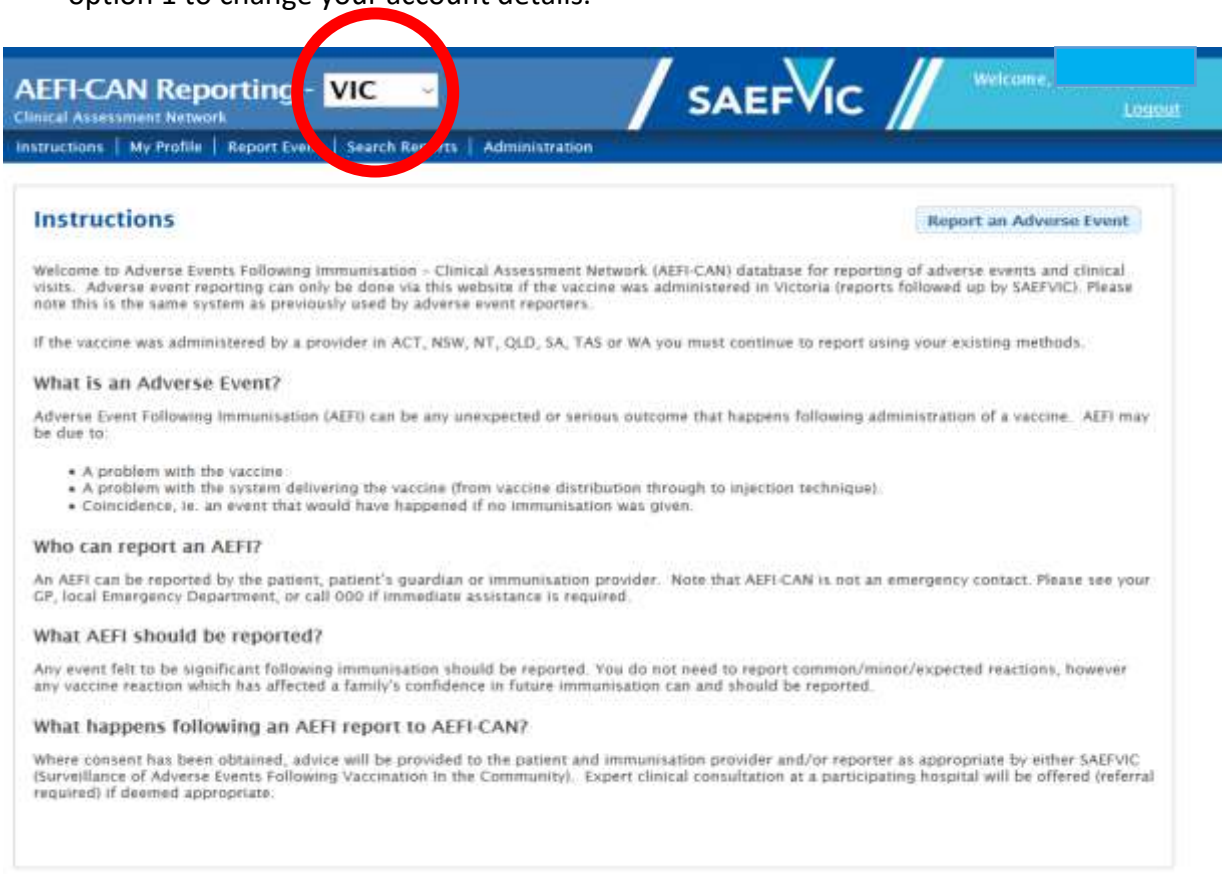
Your password must contain the following: at least 8 characters including at least one number and one letter and no spaces.

2. Start reporting

2.1 Login using your newly created password.



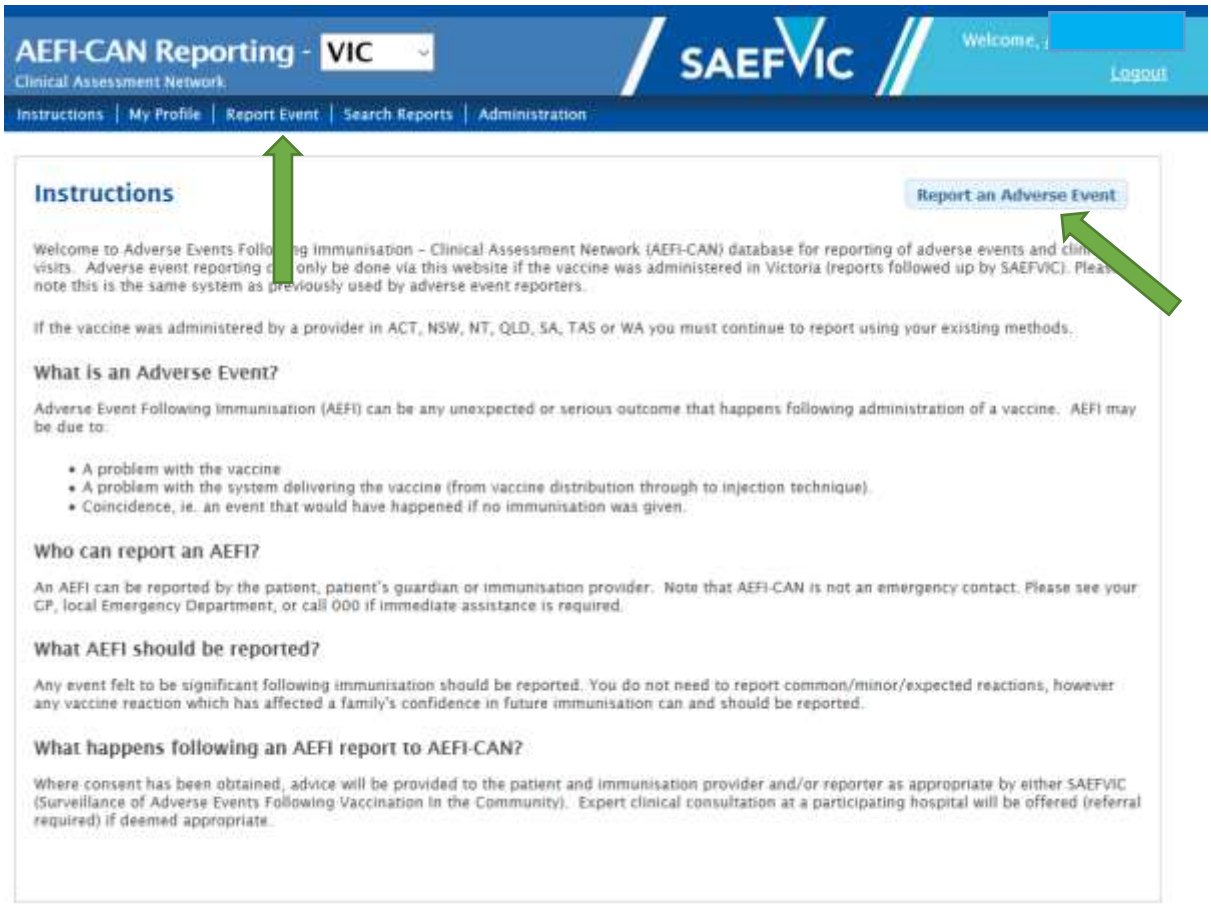
2.2 At your first log-in check that your correct sate/territory shows. If it doesn't, you have accidentally selected the wrong one during registration. Please contact 1300 882 924 - option 1 to change your account details.



2.3 Create the report by clicking on the ***Report Event*** or ***Report an Adverse Event*** tabs.

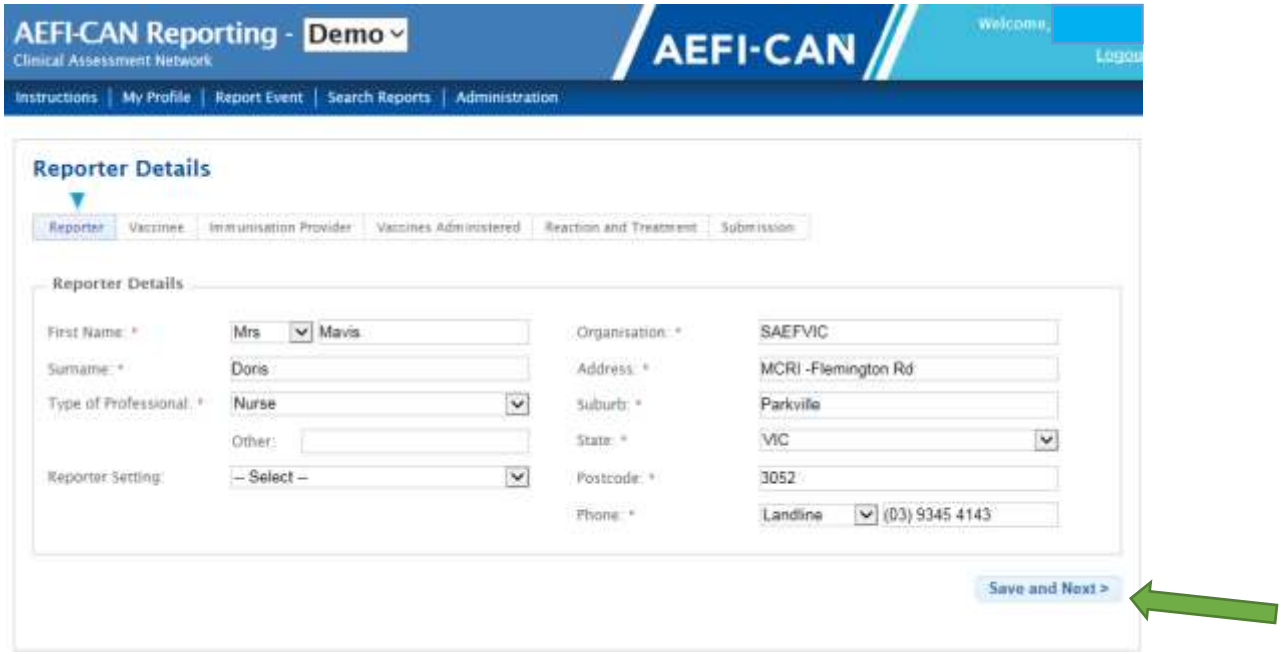
Complete each page and click on the ***Save and Next >*** button to navigate through the report.

- Fields marked with * are compulsory and must have data entered into them in order to proceed through the report.
- Hover mouse over each field for details of what is required.
- You must hit the ***Save and Next >*** button on the bottom right of each page to save your data before proceeding to the next page.



2.4 Complete the **Reporter Details** section

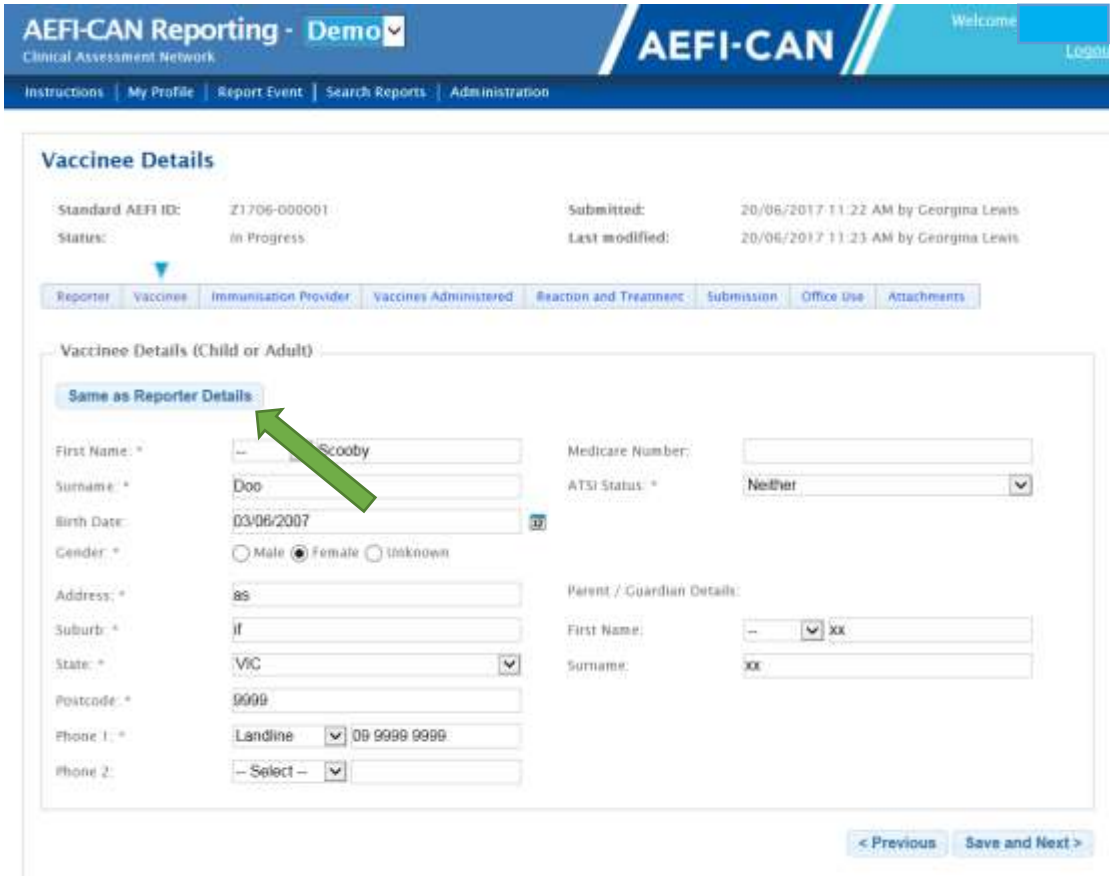
The account holder details are auto-populated each time you log-in. If you are using a group account and you are not the reporter whose details auto-populate then type in your details.



2.5 Complete **Vaccinee Details**.

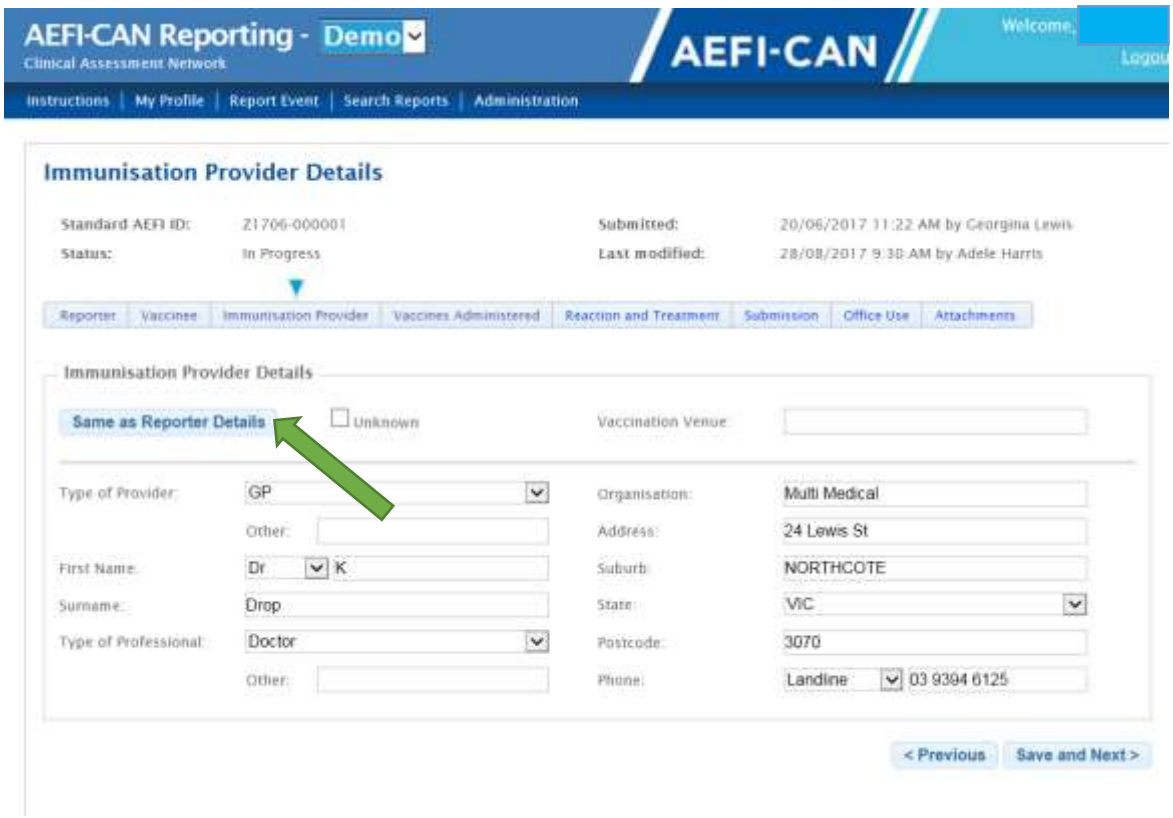
If the reporter is also the vaccinee then click on the ***Same as Reporter Details*** button to auto-populate this field (in some states vaccinees can report themselves).

Please include the vaccinee's contact number if follow up is required.

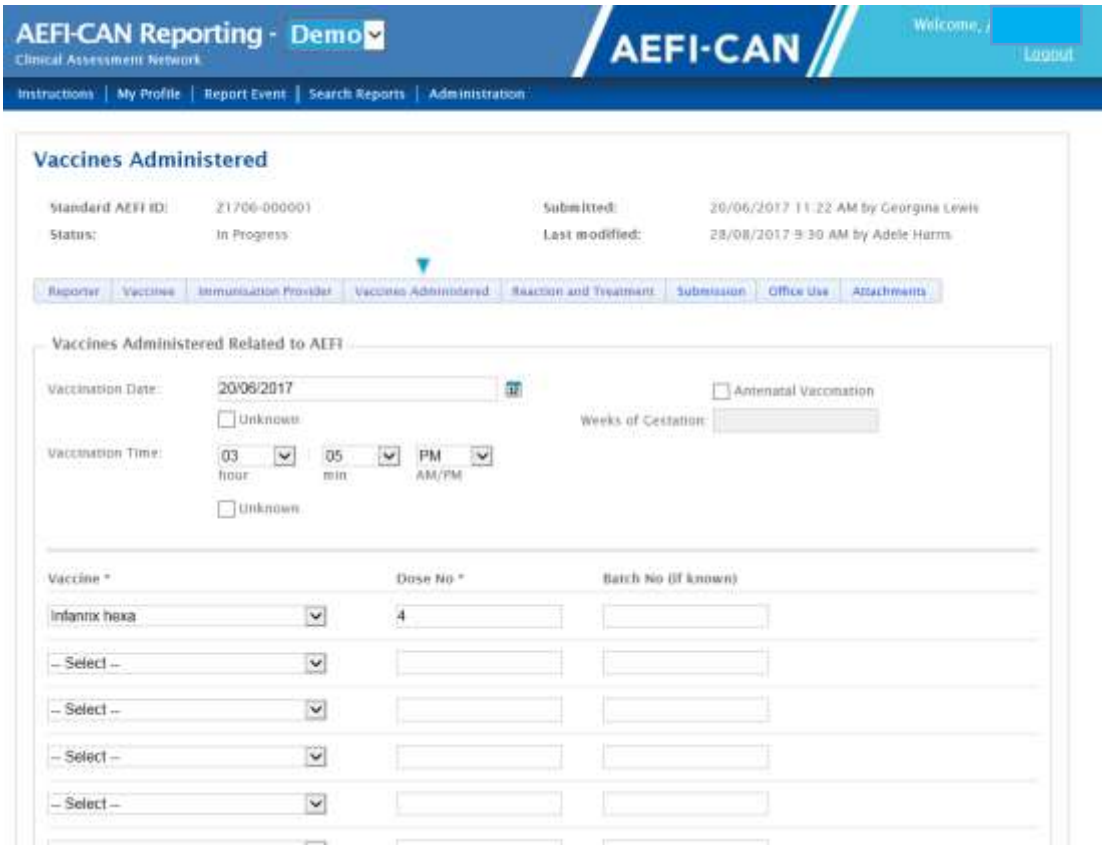


2.6 Complete **Immunisation Provider Details**.

If the provider is also the reporter, click on the ***Same as Reporter Details*** button to auto-populate this field.

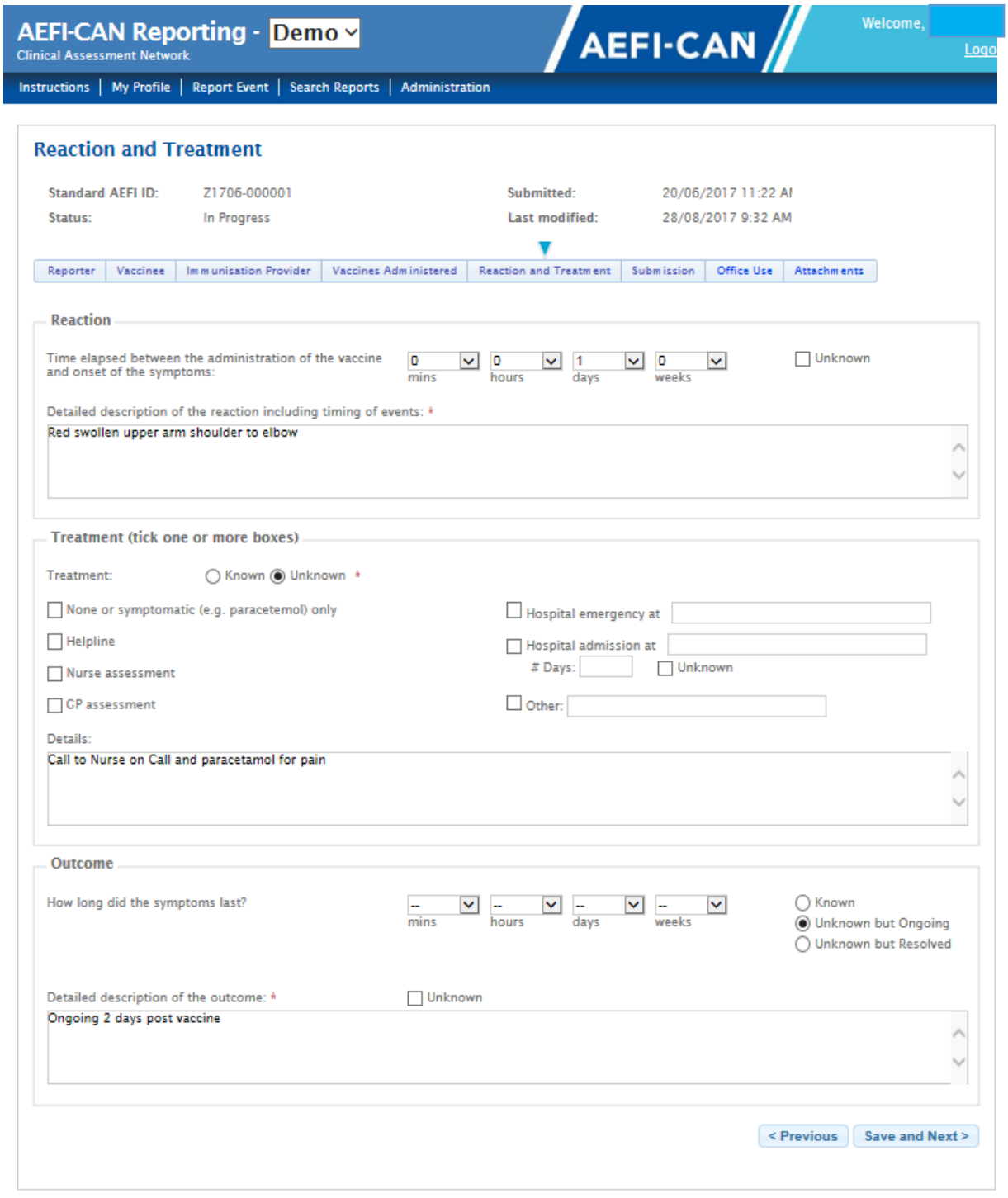


2.7 Complete the **Vaccines Administered** page



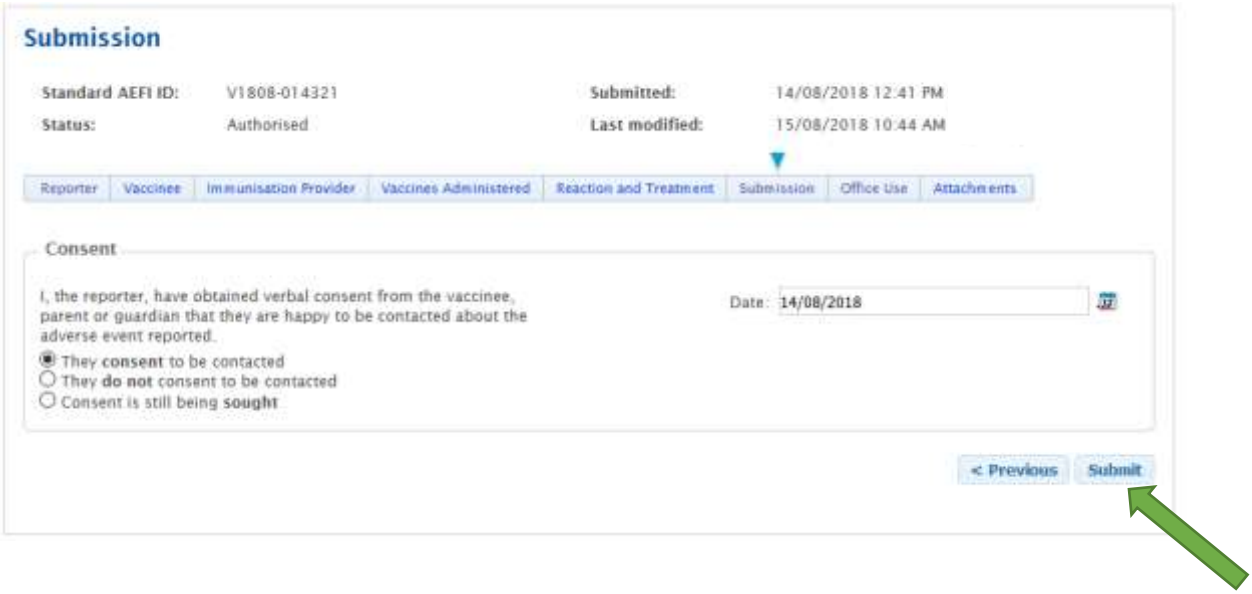
2.8 Complete the **Reaction and Treatment** page.

Include as much relevant information as possible including timing, injection site, treatment and outcome.
For vaccine/program errors please clearly record the details of the error in the Reaction box even if there was no reaction. Also record if you the vaccinee has been advised of the error and what clinical advice they have received.



2.9 Complete the **Consent** section and click the ***Submit*** button to register the report.

NOTE: The patient cannot be followed up or contacted by your local surveillance service if consent is not obtained so always attempt to get consent. Be sure to include the vaccinee's contact number for follow up.



NOTE: once you hit the ***Submit*** button you can no longer access the report. If you want a copy for your own records click on the ***Print Event*** button on the next screen.