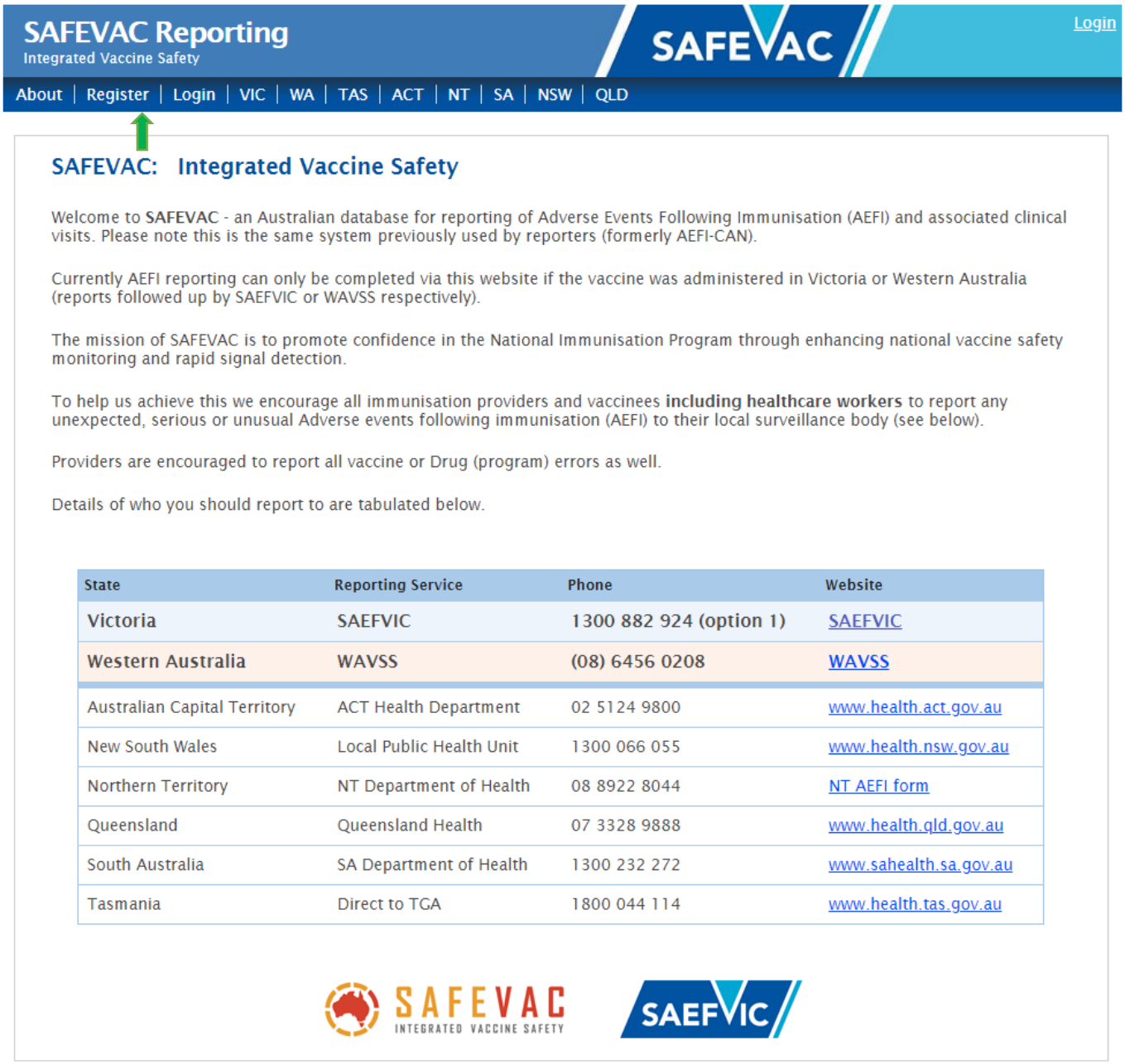
Registration and Reporting

Note: your screen view may differ slightly to the screen shots in this document.

SECTION 1: Registration / Create an account

STEP 1: Click on the ***Register*** link to open up the registration window.

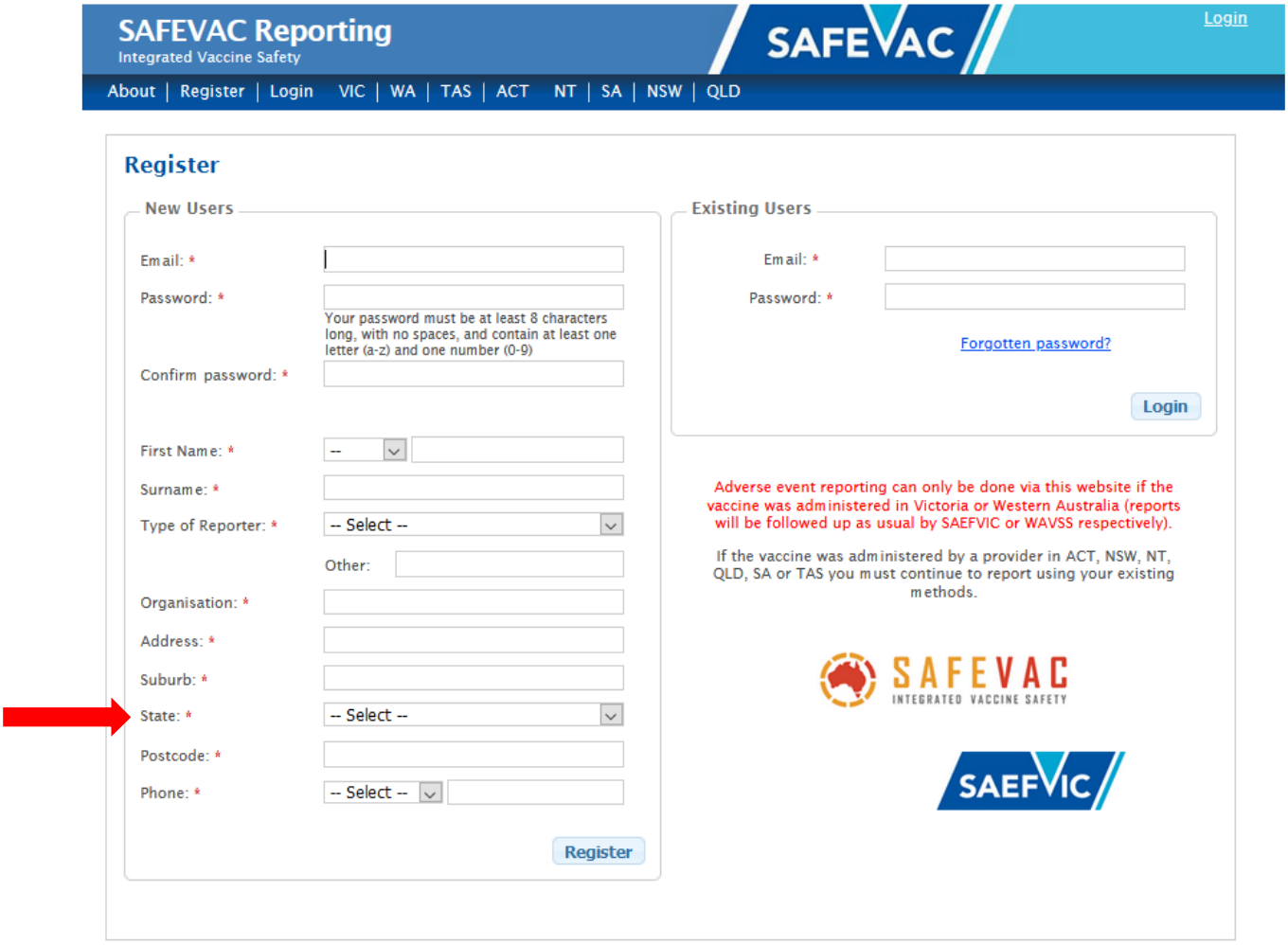


STEP 2: Enter your details and click on the ***Register*** button to save and submit.

- Use your official work email address rather than a non-secure once such as yahoo, hotmail, gmail.

- A generic account can be created for use by all members within your clinic/department using a central email address, for example nurse@familyclinic.com.au or imm@baycouncil.org.au

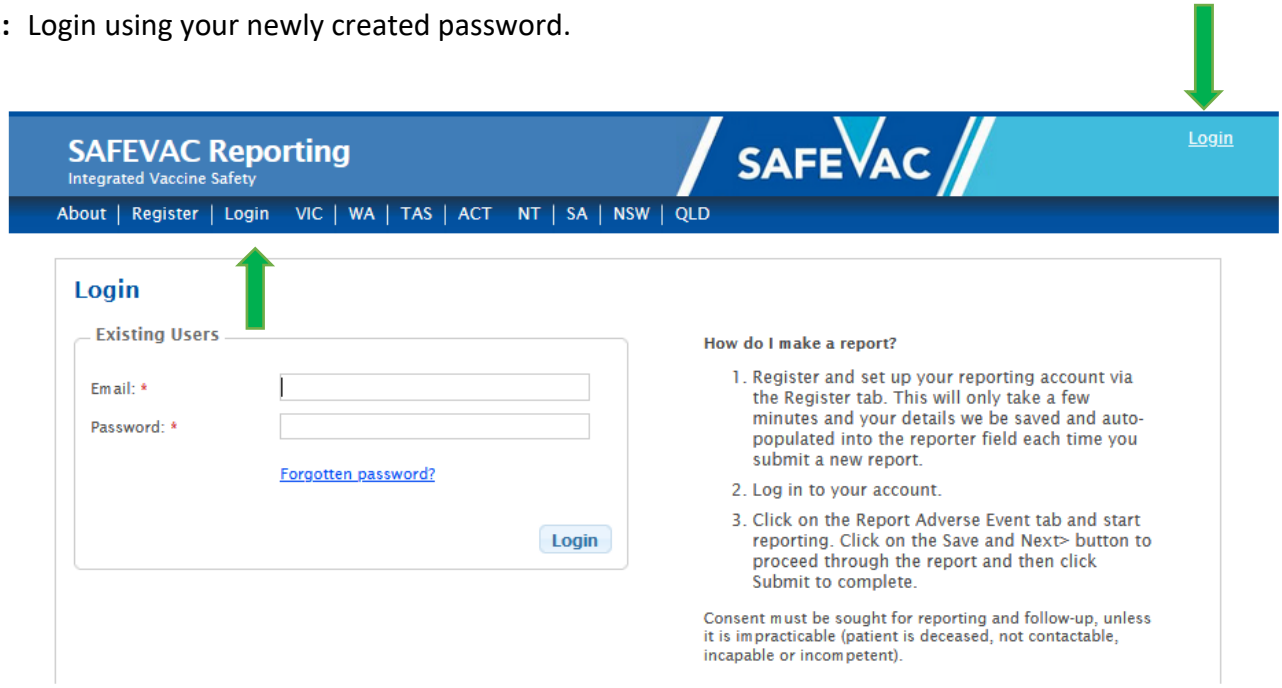
- **Your password must contain the following: at least 8 characters including at least one number and one letter and no spaces.**



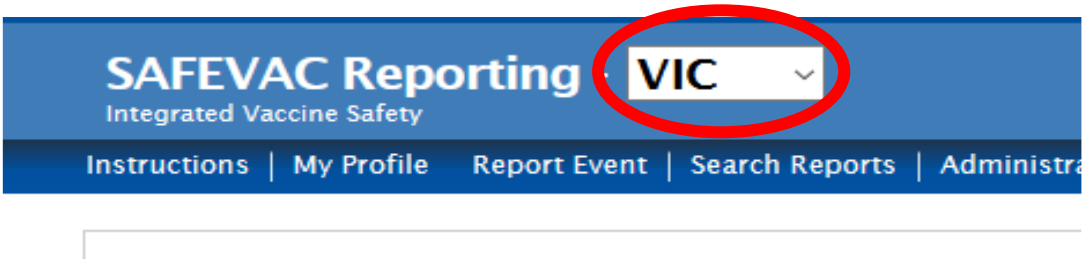
It is essential to select the correct state from the dropdown menu to ensure your reports go to the correct jurisdiction. Mistakes are easily made so be sure to check before hitting the ***Register*** button.

Section 2: Create a Report

STEP 1: Login using your newly created password.

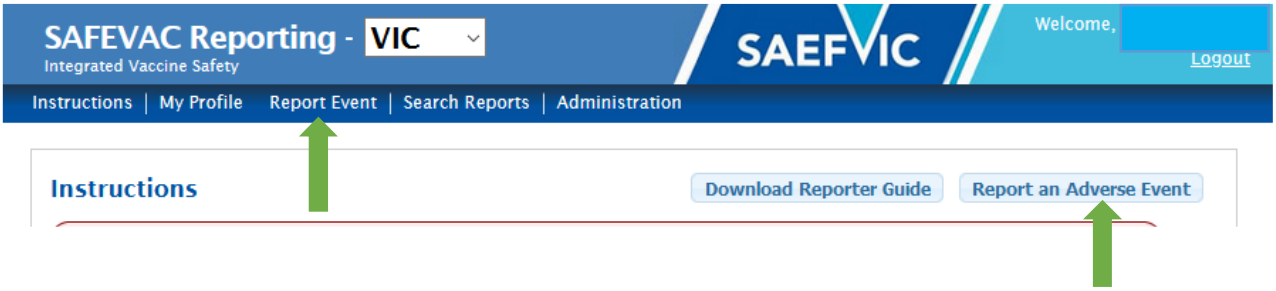


- At your first log-in check that your correct state/territory shows. If it doesn't, you have accidentally entered the wrong details during registration.
- Please contact 1300 882 924 - option 1 to change your account details.



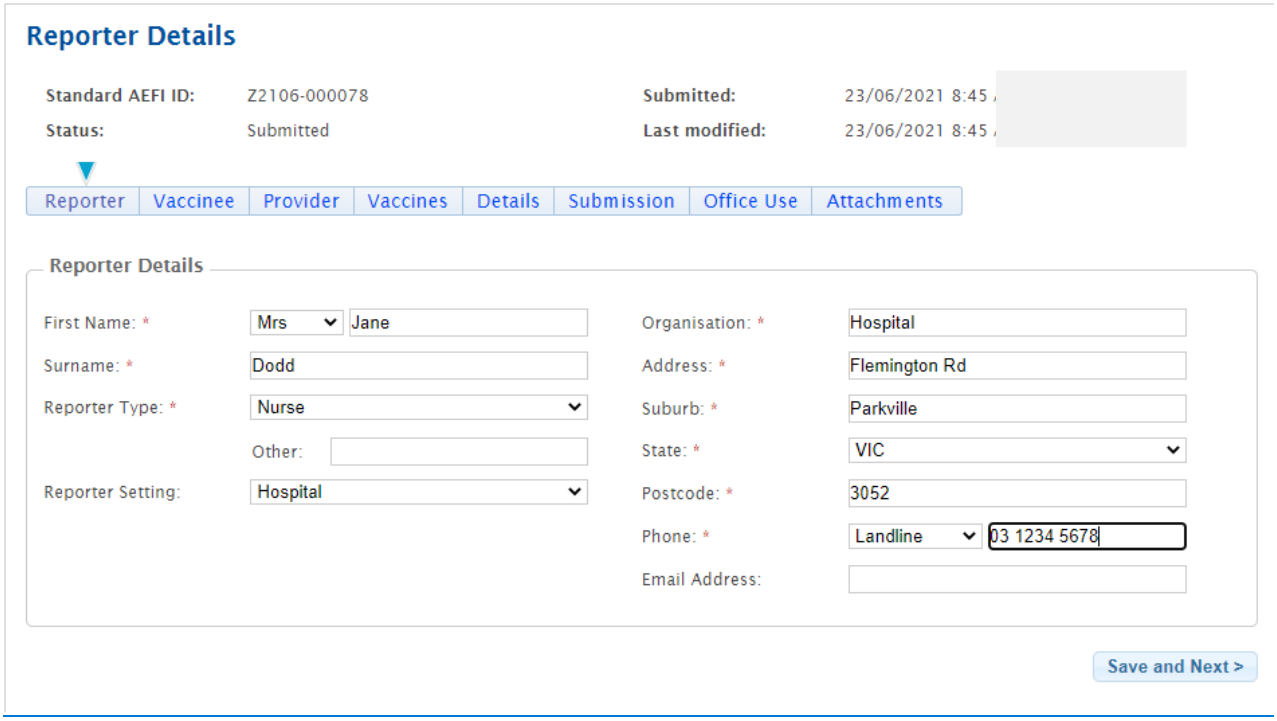
STEP 2: Click on ***Report Event*** or ***Report an Adverse Event***.

- 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.



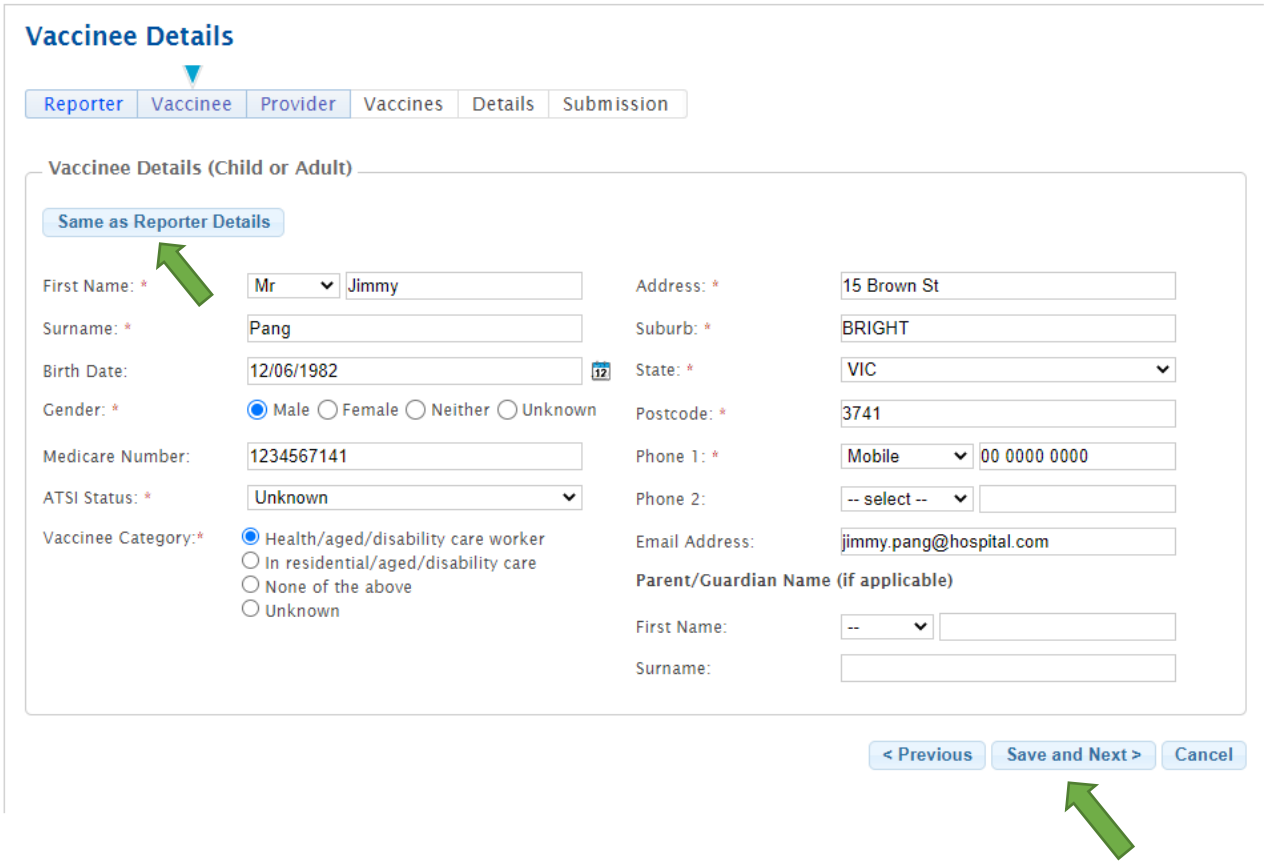
STEP 3: Complete the **Reporter Details** section

- The account holder details are auto-populated each time you log-in. If you are using a group account and your personal details don't show, type in your own details.



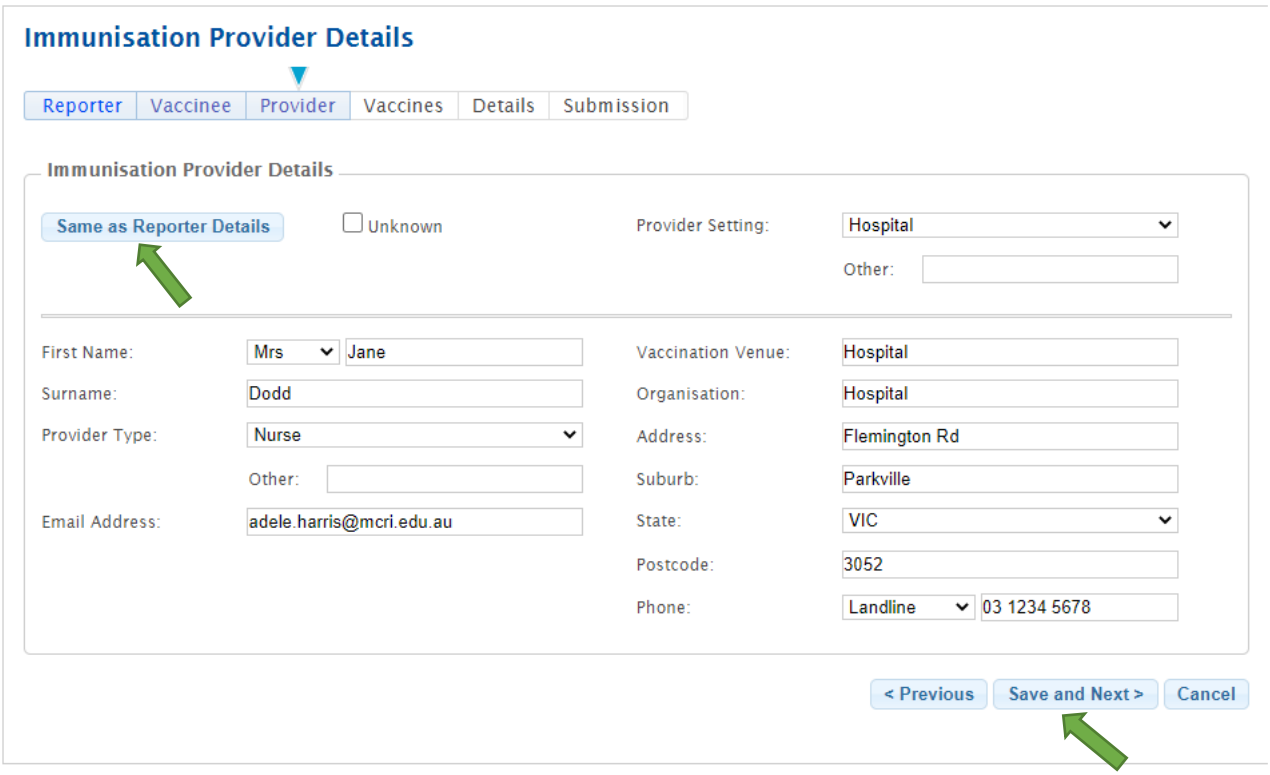
STEP 4: Complete **Vaccinee Details**.

- 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).

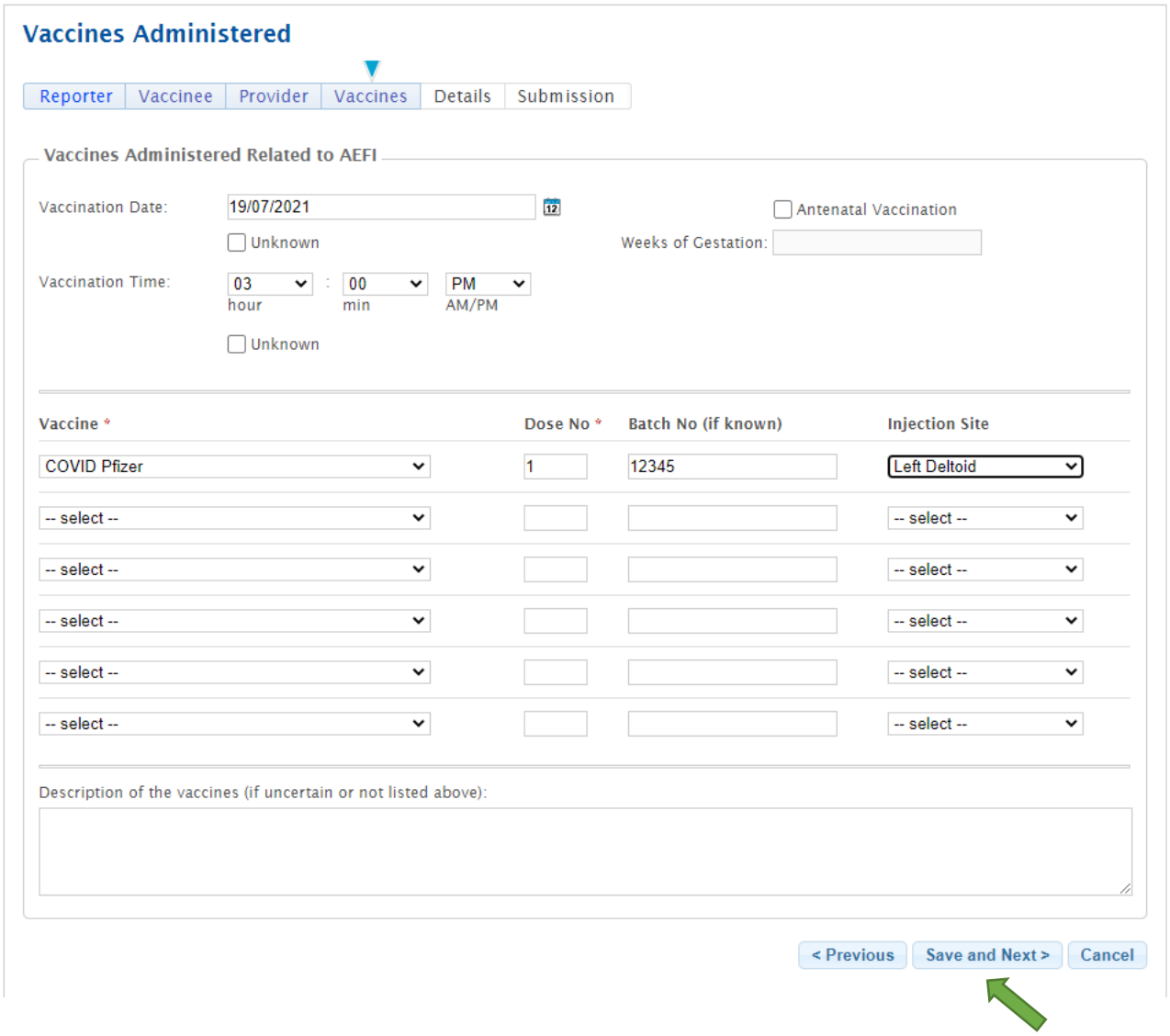


STEP 5: Complete **Immunisation Provider Details**.

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



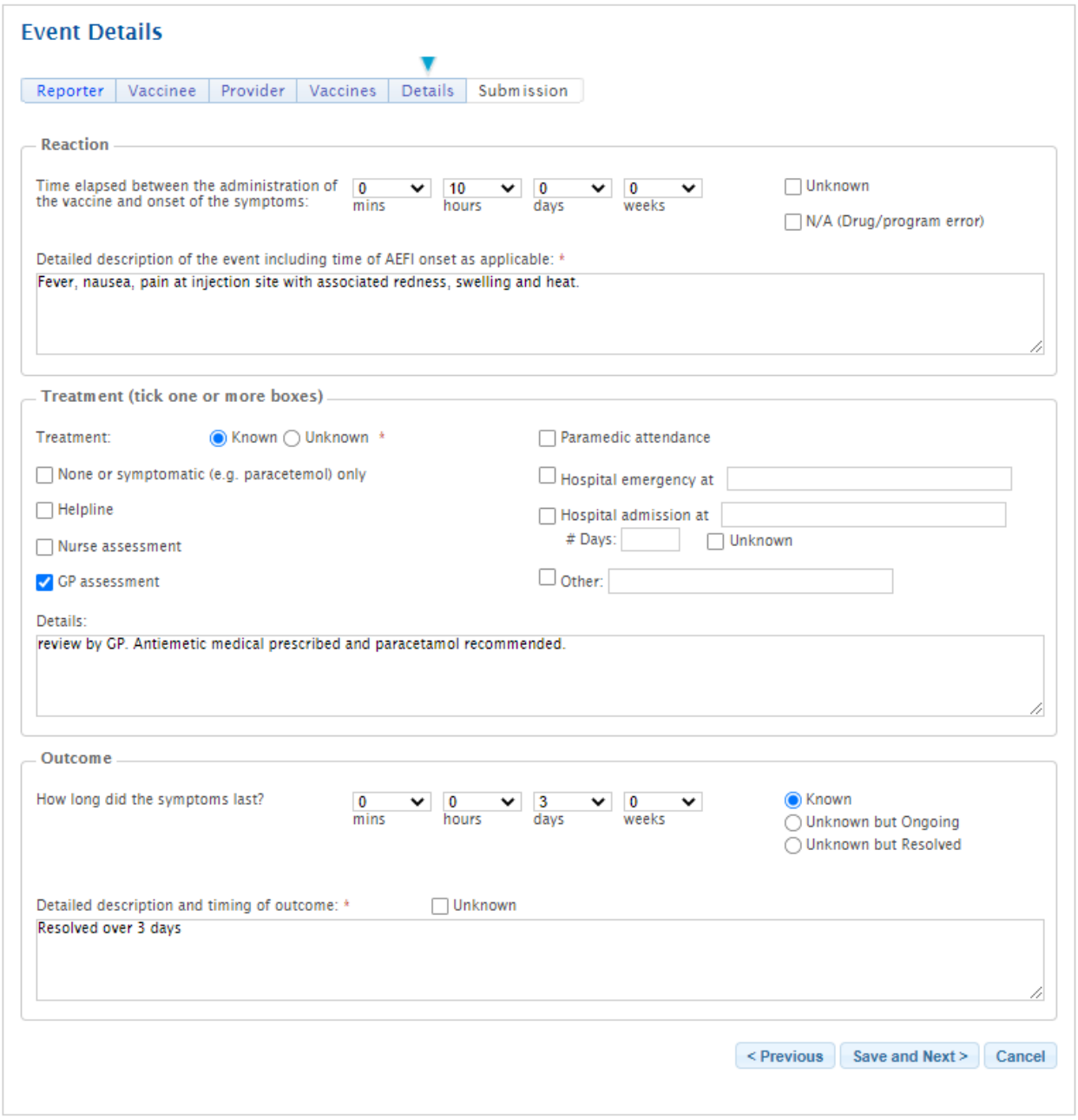
STEP 6: Complete the **Vaccines Administered** page



STEP 7: Complete the **Reaction and Treatment** page.

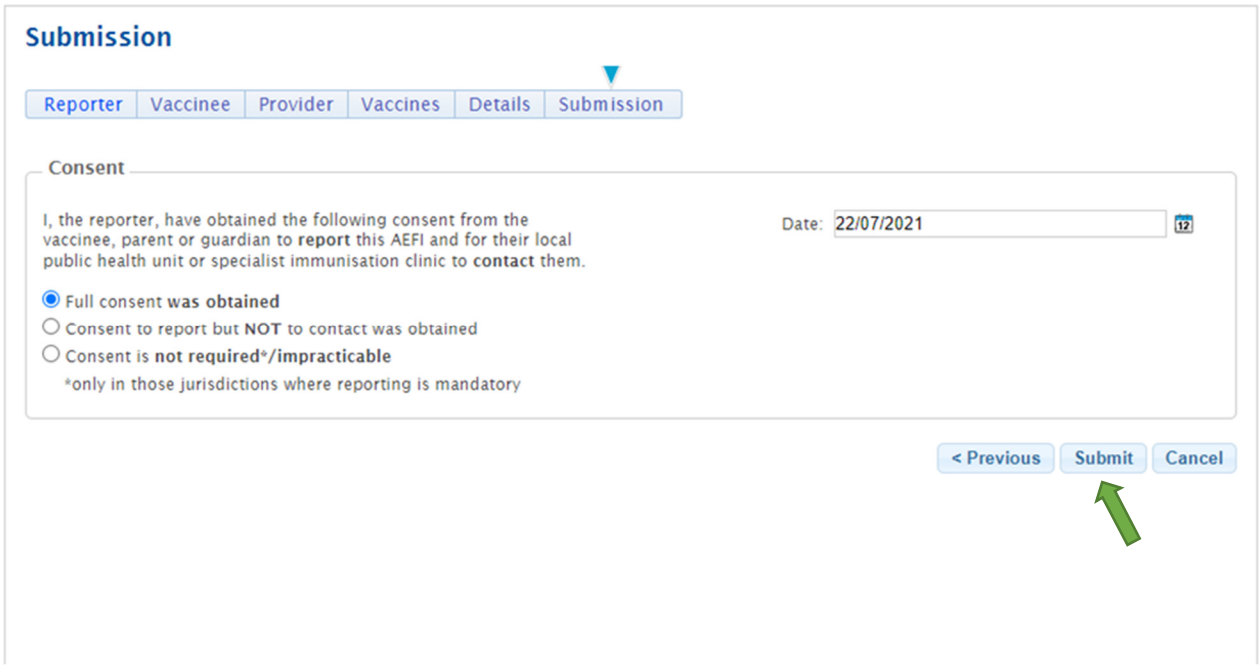
- Include as much relevant information as possible including timing, injection site, treatment and outcome.

- **For vaccine/program errors** write "Error "and clearly record details of the error in the Reaction box. Also record if the vaccinee has been advised of the error and what clinical advice they received.

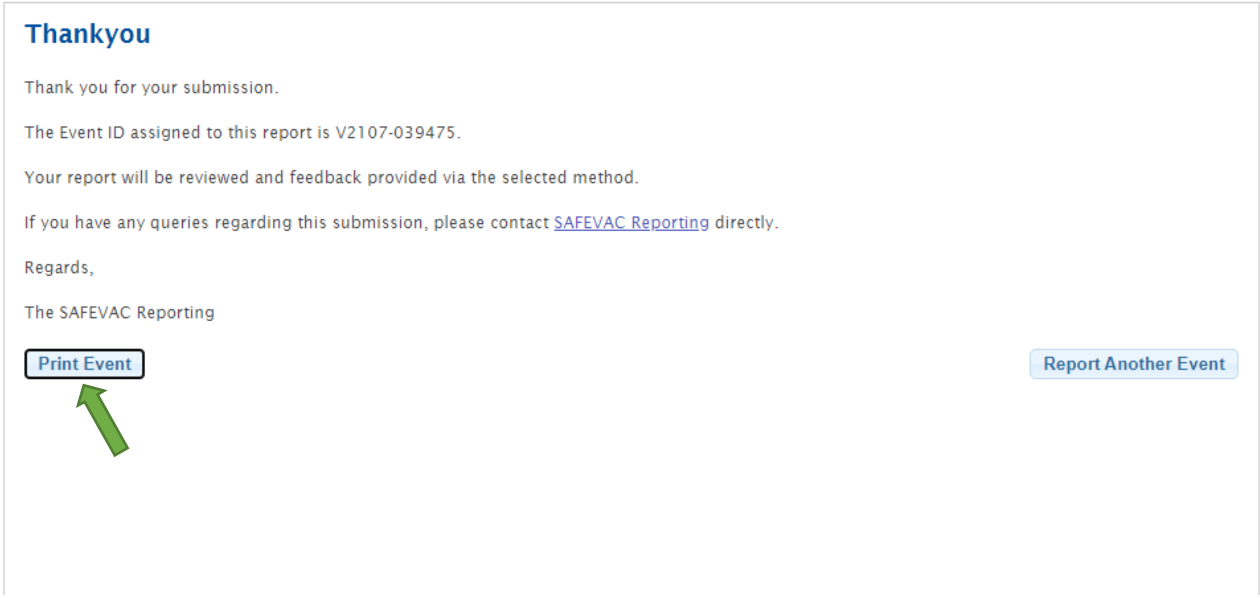


STEP 8: Complete the **Submission** section and click the ***Submit*** button to register the report.

- In those jurisdictions where reporting is mandatory no consent to report is required. Select the last consent option and state this as the reason.
- In those jurisdictions where reporting is NOT mandatory, consent to report MUST be obtained.
    - If it is a serious AEFI or error and consent is impracticable (patient is deceased, not contactable, incapable or incompetent) select the last option and explain why. You may be asked to obtain consent retrospectively.
- Consent to contact MUST be sort in most jurisdictions if the patient is to be contacted by their local health department/surveillance unit /specialist immunisation clinic.



NOTE: once you hit the ***Submit*** button you can no longer access the report. It is advisable to check each section for accuracy before submitting.



NOTE: click on the ***Print Event*** button if you want to keep a copy of the report for your own records. Once you leave this screen you will not be able to go back and print.