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| **Action Plan Timetable - Recalling Girls Age 14: Human Papillomavirus (HPV) Vaccines** |
| **Item** | **By Whom** | **Action** | **Suggested Methods** | **By When** |
| **1** | General practice teams | Issue a 1st recall for all 14-year-old girls who are unimmunised or incompletely immunised for their HPV vaccinations(Ensure you opt each girl onto the NIR who does not have any HPV immunisation history) | 1. Schedule a routine reminder to pop-up on each girls 14th birthday, and/or2. Set up a monthly recall for all girls who turned 14 years of age in the previous month | From October 2015- ongoing process |
| Issue a 2nd recall if no response to 1st recall | Identify non-responders outstanding from 1st recall and notify by text, phone, email, or letter | 3 months following 1st recallIf no response, leave alerts on PMS to remind about non-responders |
| **2** | General practice teams | Once notified by school-based immunisation programme leads, precall all girls who have nominated you as their preferred provider for HPV immunisation | Send precall by text, phone, email, or letter | Within 1 month after notification from school-based immunisation programme leads |
| Issue a recall if no response to precall | Identify non-responders outstanding from precall and notify by text, phone, email, or letter | 3 months following precall |
| School-based immunisation programme leads | Notify general practice teams of the girls who have chosen to have their HPV immunisation at their nominated GP provider instead of at school | Flag girls who have indicated they will have their HPV vaccination at general practice and send notification to nominated provider either by email or letter. | Within 2 weeks following return of each consent form (Preferably as it happens rather than in large amounts) |

\* **Note: General practice teams should check the immunisation history for each girl they recall/precall to check their immunisation status (especially for HPV) and complete other vaccinations as needed**. **If the girl is not on the NIR, she will need to be put on.**