

Appendix 2 Cover letter to practices

Dear XXXX

Support for your practice to increase uptake of seasonal flu vaccination in your patients in clinical risk groups

We are writing to request your participation in a supported quality improvement project that endeavours to improve uptake of seasonal flu vaccination in patients under 65 years of age and in a clinical risk group.

As you will be aware, it can be difficult to achieve the target 75% uptake amongst these patient groups. Indeed uptake data from 2016-2017 highlighted your practice as one where improvement could be made. Not only would an increase in uptake benefit patients, but those GP practices achieving this target also receive an additional immunisation payment.

In 2014/15 a small pilot project demonstrated the usefulness of undertaking a self-audit exercise in an effort to increase uptake amongst these patient groups, please see attached a copy of the self-audit.

Participation in this initiative would involve the practice:

- receiving seasonal flu vaccination uptake data from 2016-2017, including data on specific 'at risk' groups (front page of attached document)
- completing and returning a short self-audit (tick boxes, optional comments, maximum 10 minutes to complete)
- receiving a summary feedback report, including key result areas and recommendations
- agreeing to share this feedback report with relevant stakeholders, e.g. community pharmacists, health visitors, midwives, community support/ advocacy groups etc as appropriate
- subsequently responding to a short questionnaire around the self-audit process

Please note the audit, which is attached to this email, should be completed by the practice manager or whoever is the lead member of staff for the organisation of flu immunisation within the practice.

Participation in the self-audit can count towards, and provide evidence of continuing professional development of GP practices and demonstrate a quality improvement approach. If you are interested in participating or would like further information please email Frances Notman at the email below.

Thank you for your support and co operation

Yours sincerely,