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## Tips on how to prepare for visits with patients in aged care

This tip sheet is intended to support our GPs working in residential aged care facilities (RACFs) to be prepared in the event of a suspected or confirmed COVID-19 outbreak.

### Key actions for GPs: CHECK ALL CONTACT DETAILS and ONSITE VISITATION ARRANGEMENTS

<b>CHECK that the RACF has your details</b>	<p>Make sure the RACF:</p> <ul style="list-style-type: none"> <li>✓ has accurate contact numbers and details for you, your practice and after hours providers,</li> <li>✓ they are stored with the RACF's COVID-19 Outbreak Management plan, and</li> <li>✓ assess PPE guidance and ensure correct PPE is available or taken for your visit.</li> </ul>
<b>CHECK the RACF has a list of your patients</b>	<p>Keep an up to date list of the residents you care for at each site, and make sure that the site also has a list of the residents you care for.</p>
<b>CHECK the contacts you have for the RACF and in reach service.</b>	<p>Refer to the RACF's governance chart. Ensure you know who is in charge and how to contact them. This may be a facility manager or a nurse manager.</p> <p>Note the contact number for both the Gold Coast Health RACF Acute Support Service (RaSS) service and the Public Health Unit - <b>1300 004 242 (for GPs only not general public)</b>.</p> <p>Ensure you can contact the pharmacy that supplies your residents, including after hours, in case of urgent medication needs.</p>
<b>ADVISE of your availability to visit during COVID-19</b>	<p>Advise the RACF whether you are willing to continue to visit the site in appropriate PPE in the event of a COVID-19 outbreak.</p> <p>Advise the RACF if you work across multiple RACFs.</p> <p>Advise the RACF of telehealth options available.</p>

### Key actions for GPs: REVIEW YOUR PATIENTS' CLINICAL RECORDS

<b>REVIEW the patient's clinical details</b>	<p>Ensure patient clinical summary and details including next of kin are up to date and could be used as a handover summary. This is a good opportunity to review and update a shared health summary and upload to My Health Record including an up to date medication list.</p>
<b>REVIEW goals of care and care escalation</b>	<p>Review goals of care and care escalation for each of your patients in the RACF.</p>
<b>REVIEW the patient's ACP</b>	<p>Review Advance Care Plans for all patients. Discuss plans for what would happen to a resident if they were to contract COVID-19.</p>
<b>REVIEW the patient's drug charts and prescriptions</b>	<p>Review the drug charts; make sure prescriptions are up to date. Consider:</p> <ul style="list-style-type: none"> <li>✓ ensuring all prescriptions have at least a 7-day supply remaining.</li> <li>✓ Avoid nebulisers due to the increased risk of transmission of COVID-19 through droplet spread.</li> <li>✓ Discuss imprest processes with the facility to ensure access for urgent palliative care medications.</li> </ul> <p>Transitions of care are high risk for medication errors. Use of digital facilities such as My Health Record are recommended to ensure information can be accessed quickly and effectively.</p>
<b>REVIEW the patient's immunisation record</b>	<p>Ensure that flu and pneumococcal vaccinations are up to date.</p>

This information has been based on work originally developed by North Western Melbourne Primary Health Network.