**COVID-19/Influenza vaccination preparation checklist**

***Part one – Preparing your practice policies and protocols***

 *This checklist is to be used as a guide only and to help prepare for pandemic vaccination and*

*can be used as evidence for accreditation and quality improvement activities.*

**Practice manager and administration team**

|  |  |
| --- | --- |
| **Task** | **Details** |
| **Review and/or update the practice influenza/****pandemic plan** | Actions:[ ]  Incorporate changes made in the past 12 months[ ]  Consider version control/regular reviews[ ]  Consider keeping this document where accessible for all staffResources:* [RACGP Emergencies and Pandemics](https://www.racgp.org.au/running-a-practice/practice-management/managing-emergencies-and-pandemics)
* [APNA – What you need to know about COVID-19](https://www.apna.asn.au/hub/news/coronavirusinfofornurses)
 |
| **Person responsible:** | **Comments and completion date:** |
|  |  |
| **Australian Immunisation Register (AIR) – confident use and linking to the system***Please note mandatory recording in the AIR is required for all vaccinations beginning March 2021.*  | *Authentication file option for AIR is not functional after June 2021 – access to AIR will be through PRODA.*Actions:[ ]  Identify key users of the AIR within the practice[ ]  Ensure nurses, GPs, PMs are registered for PRODA[ ]  Ensure GPs have provided delegations in the AIR to the nurse/sResources:* [PRODA Registration](https://www.servicesaustralia.gov.au/organisations/business/services/proda-provider-digital-access)
* [Accessing the AIR using PRODA for Individuals](https://www.ourphn.org.au/wp-content/uploads/Accessing-AIR-using-PRODA-Individuals-User-Guide-July-2020-V1.0.pdf)
* [Accessing the AIR using PRODA for Organisations](https://www.ourphn.org.au/wp-content/uploads/Accessing-AIR-using-PRODA-Organisations-User-Guide-July-2020-V1.0.pdf)
* [Services Australia PRODA Training](https://www.servicesaustralia.gov.au/organisations/health-professionals/subjects/proda-education-health-professionals)
 |
| **Person responsible:** | **Comments and completion date:** |
|  |  |
| **Review medical indemnity insurance** | Actions:[ ]  Review practice insurance in relation to vaccination[ ]  Review individual clinicians’ insurance requirements |
| **Person responsible:**  | **Comments and completion date:** |
|  |  |
| **Ensure software is updated** | Actions:Clinical Software: [ ]  Contact IT provider and ensure latest updates are scheduled[ ]  Check processes to ensure that all patient demographic data is updated if needed, consider using tools like Topbar[ ]  Ensure practice and providers are set up to use My Health RecordData Cleansing Tool:[ ]  Ensure PenCS is updated to latest versionOnline Booking Systems/SMS Recall[ ]  Ensure that your practice is listed on the National Health Services Directory (NHSD) operated by Healthdirect Australia[ ]  Ensure updates are completed (E.G. HotDocs, AutoMed) |
| **Person responsible:** | **Comments and completion date:** |
|  |  |
| **Register your practice** | Actions:  [ ]  register your practice by the due date for the centralized COVID-19 vaccine stock management portal using your unique cohort registration code. Please refer to your onboarding letter for the due date and registration code. [ ]  The Online portal opens on the 10 March 2021 for practices to go to the Online Portal to create a practice account and register for the program (refer to page 5 of the Phase 1b COVID-19 Vaccine Roll-out through Primary Care Providers Onboarding Pack)   |
| **Phone/internet****/security** | Actions:[ ]  Contact IT for routine maintenance and inform of potential increased use of systems, including after-hours/weekends[ ]  Review scheduled backup times will not interfere with increased or changing clinic times[ ]  Contact internet/NBN/phone companies to ensure updates or scheduled maintenance will not interfere with practice systems[ ]  Inform phone/internet companies of increased use of systems |
| **Person responsible:** | **Comments and completion date:** |
|  |  |
| **Workforce requirements** | Consider:[ ]  Current workforce capabilities[ ]  Identify if additional workforce is required and begin process[ ]  Changes to business hours |
| **Person responsible:** | **Comments and completion date:** |
|  |  |
| **Interpreter service** | Actions:[ ]  Ensure all practitioners are registered with interpreter servicesResources:[ ]  [Translating and Interpreting Services](https://www.tisnational.gov.au/) |
| **Person responsible:** | **Comments and completion date:** |
|  |  |
| **Assign an ‘Administration Communications Champion’** | Actions:[ ]  Sign up to GCPHN COVID-19 updates- please email communications@gcphn.com.au to subscribe[ ]  Monitor incoming communications around vaccine information (e.g., upcoming training, latest resources, practice news, digital health support)[ ]  Provide frequent updates at team meetings[ ]  Distribute updates to all relevant staff via electronic methods or hard copy resources[ ]  Link with the ‘Clinical Communications Champion’Resources:* [GCPHN website](https://gcphn.org.au/health-professional-home/)
	+ [GCPHN COVID 19 Information](https://gcphn.org.au/practice-support/covid-19/coronavirus-information/)
	+ To subscribe to GCPHN COVID -19 and general practice updates please email communications@gcphn.com.au
* [Australian Government Department of Health](https://www.health.gov.au/)
* [Queensland Health](https://www.health.qld.gov.au/)
* [RACGP Managing Emergencies and Pandemics](https://www.racgp.org.au/running-a-practice/practice-management/managing-emergencies-and-pandemics)
 |
| **Person responsible:** | **Comments and completion date:** |
|  |  |
| **Ensure flu/COVID-19 vaccination is a standing agenda item for team meetings** | Actions:[ ]  Provide frequent updates and notify of any changes[ ]  Consider increasing ‘team huddles’ |
| **Person responsible:** | **Comments and completion date:** |
|  |  |
| **Plan communication methods with patients** | Consider utilising:[ ]  Webpage[ ]  Patient handouts[ ]  Waiting room signage[ ]  Scripted messages for staff[ ]  Social media (if applicable)[ ]  Telephone ‘on hold’ message |
| **Person responsible:** | **Comments and completion date:** |
|  |  |
| **Other practice identified preparation** |  |
| **Person responsible:** | **Comments and completion date:** |
|  |  |

**Clinical Team**

|  |  |
| --- | --- |
| **Identify vaccine management and storage person****Cold chain advice:** Public Health Unit Generic email: GCPHUCDC@health.qld.gov.au Switchboard number: (07) 5667 3200Hours of operation: Mon – Fri (8.30am – 5pm) | Actions:[ ]  Assign designated cold chain champion, a trained back-up person (to relieve the designated cold chain champion) and ensure orientation on vaccine management is provided for all new staff in each practice (Strive for Five)[ ]  Lessons learned from 2020 flu clinic, what can you apply this year?[ ] Review cold chain management policy – consider contacting local Public Health Unit for review and suggestions. Email: GCPHUCDC@health.qld.gov.au [ ]  Consider fridge/cooler capacity:[ ] Review current ordering systems/stock levels (public and private)[ ] Requirements for extra coolers, ice bricks, insulating material and thermometers (per cooler)[ ] Tip: to improve fridge storage capacity, use open-weave plastic trays with a solid base. It helps if these trays have higher sides to fill the size of the shelves to maximise the space and stop excess stock touching the sides of the fridge. Perform[ ] Annual fridge audit and slush test[ ] How to pack a cooler[ ] Has a provider in your practice carried out the required self-audit within the previous 12 months?Resources:* [Strive for Five](https://www.health.gov.au/resources/publications/national-vaccine-storage-guidelines-strive-for-5)
* [Vaccine Storage Self-Audit](https://www.health.gov.au/sites/default/files/national-vaccine-storage-guidelines-strive-for-5-appendix-2-vaccine-storage-self-audit_0.pdf)
* [Department of Health info for vaccination providers](https://www.health.gov.au/initiatives-and-programs/covid-19-vaccines/information-for-covid-19-vaccination-providers):
	+ [Immunisation provider guide to obtaining informed consent for COVID-19 vaccine](https://www.health.gov.au/resources/publications/covid-19-vaccination-atagi-immunisation-provider-guide-to-obtaining-informed-consent-for-covid-19-vaccine)
	+ [Consent form for COVID-19 vaccination](https://www.health.gov.au/resources/publications/covid-19-vaccination-consent-form-for-covid-19-vaccination)
	+ Patient resource – [Preparing for COVID-19 vaccination](https://www.health.gov.au/resources/publications/covid-19-vaccination-preparing-for-covid-19-vaccination)
	+ Patient resource – [After your COVID-19 vaccination](https://www.health.gov.au/resources/publications/covid-19-vaccination-after-your-covid-19-vaccination)
 |
| **Person responsible:** | **Comments and completion date:** |
|  |  |
| **Assign Infection Control Coordinator/s** | Actions:[ ]  Review infection control policyResources:* [RACGP Infection Prevention and Control Standards](https://www.racgp.org.au/download/Documents/Standards/infection-prevention-control-standards.pdf)
 |
| **Person responsible:** | **Comments and completion date:** |
|  |  |
| **COVID-19 Training Policy** | Consider:[ ]  Who will complete the mandatory COVID-19 vaccine training modules[ ]  Process for ensuring all staff administering vaccines have appropriate training and/or qualifications in line with jurisdictional requirements[ ]  Process for ensuring all staff who need to have completed the mandatory COVID-19 vaccine training modules[ ]  Administration team to complete non-clinical modules[ ]  Document completed modules for individual team membersResources:* [COVID-19 Vaccination Training Program](https://www.health.gov.au/initiatives-and-programs/covid-19-vaccines/covid-19-vaccination-training-program)
 |
| **Person responsible:** | **Comments and completion date:** |
|  |  |
| **Consider assigning a ‘Clinical Communication Champion’ to monitor clinically relevant information** | Actions:[ ]  Monitor for clinical updates on vaccination, COVID-19 testing, PPE, Australian Technical Advisory Group on Immunisation (ATAGI), Adverse Events Following Immunisation (AEFI) advice and any other clinically relevant information[ ]  Link with ‘Administration Communication Champion’Resources:* QLD Health COVID Frontline Advice – [subscribe here](https://www.vision6.com.au/ch/40423/4vcjp/2840516/BP04us5ZtcPpFZEZYpV8VRlvWiIW53dbXfVNFz3m-1.html)
* [Testing sites](https://www.qld.gov.au/health/conditions/health-alerts/coronavirus-covid-19/stay-informed/testing-and-fever-clinics)
* [ATAGI](https://www.health.gov.au/committees-and-groups/australian-technical-advisory-group-on-immunisation-atagi)
* [Ausvax Safety](https://www.ausvaxsafety.org.au/)
* [RACGP](https://www.racgp.org.au/coronavirus)
* [APNA](https://www.apna.asn.au/hub/news/coronavirusinfofornurses)
 |
| **Person responsible:** | **Comments and completion date:** |
|  |  |
| **Review current protocols on Adverse Events Following Immunisation (AEFI)** | Actions:[ ]  How are AEFI managed and documented in your practice[ ]  Review guidelines on AEFIResources:* [QLD Health – Adverse Events Following Immunisation](https://www.health.qld.gov.au/clinical-practice/guidelines-procedures/diseases-infection/immunisation/service-providers/adverse-event)
* [ASCIA - Allergy, Immunodeficiency, Autoimmunity and COVID-19 Vaccination Position Statement](https://aus01.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.allergy.org.au%2Fhp%2Fpapers%2Fascia-hp-position-statement-covid-19-vaccination&data=04%7C01%7Cbevk%40gcphn.com.au%7C17eee9f495894352aa8008d8d2509bb6%7Ceb5a1a3e16dd4e49b6aa8a085762f553%7C0%7C0%7C637490591601850708%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C1000&sdata=hlrvWcd%2BBHY1hHB0%2BEt8vtwB5WOqwiMYXHAfuo2ixnA%3D&reserved=0)
* [ASCIA – Anaphylaxis e-training for health professionals](https://aus01.safelinks.protection.outlook.com/?url=https%3A%2F%2Fetraininghp.ascia.org.au%2F&data=04%7C01%7Cbevk%40gcphn.com.au%7C17eee9f495894352aa8008d8d2509bb6%7Ceb5a1a3e16dd4e49b6aa8a085762f553%7C0%7C0%7C637490591601850708%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C1000&sdata=5jRxo9BNEUGxQZRD8jnk2SWhxOc7oqszGWK7b722jhk%3D&reserved=0)
 |
| **Person responsible:** | **Comments and completion date:** |
|  |  |

GCPHN would like to acknowledge Central Queensland, Wide Bay, Sunshine Coast and Brisbane South PHN for the development and sharing of this document.