**COVID-19/Influenza Vaccination Preparation Pack**

***Part two – Internal preparation for your team checklist***

*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**

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| **Task** | **Details** | |
| **Staff health and wellbeing – how will you check in on staff members?** | Actions:   * Keep communication channels open * Regular individual check-ins to address any concerns * Protect immunosuppressed or unwell team/family members * Ensure safety and workflow for team members * Information board in tearoom - post information for staff | |
| **Person responsible:** | **Comments and completion date:** |
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| **Review team skills and competence - organise upskilling as required** | Vaccination modules:   * [Department of Health (DoH) COVID-19 vaccination mandatory training program](https://www.health.gov.au/initiatives-and-programs/covid-19-vaccines/covid-19-vaccination-training-program) * [QLD Health Immunisation Modules for nurses](https://www.health.qld.gov.au/clinical-practice/guidelines-procedures/diseases-infection/immunisation/service-providers/online-courses-for-immunisation-service-providers) * [Australian Practice Nurse Association (APNA): Flu clinics during COVID-19](https://www.apna.asn.au/hub/news/hot-tips-for-flu-clinics-during-covid-19) * [DoH COVID-19 Infection Control Training](https://www.health.gov.au/resources/apps-and-tools/covid-19-infection-control-training) * When will staff complete the training? Consider overtime costs or backfill.   Digital Health Systems:   * My Health Record   + [My Health Record in General Practice training modules](https://training.digitalhealth.gov.au/enrol/index.php?id=13)   + Identify any training needs and contact Primary Healthcare Improvement Helpdesk to assist with training and support-   **Phone:** (07) 5612 5408| **Email:**[**practicesupport@gcphn.com.au**](mailto:practicesupport@gcphn.com.au)   * Software systems within your practice   + Upskill staff on any changes to software systems * PRODA   + Ensure staff have [registered for PRODA](https://www.servicesaustralia.gov.au/organisations/business/services/proda-provider-digital-access)   + [Accessing 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 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)   + Ensure staff have confidence in using PRODA   + [PRODA education for health professionals](https://www.servicesaustralia.gov.au/organisations/health-professionals/subjects/proda-education-health-professionals) | |
| **Person responsible:** | **Comments and completion date:** |
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| **Management of staff vaccination, including adverse events following immunisation (AEFI)**  *See Part 3 for further AEFI details* | Actions:   * Identify and address vaccine hesitancy amongst team members. * What will the practice policy be in regard to mandatory staff vaccinations? * Update team member’s immunisation records if required. * Consider the practicalities in vaccination of your own team. Will this be onsite? How will you manage a schedule for this? * Update practice policy on staff consultations (if applicable). * Identify a clinical team member to lead and implement team vaccinations. * Consider the scenario of AEFI of team members and review contingency planning. * Consider a staged roll-out of vaccination across the team to manage AEFI. | |
| **Person responsible:** | **Comments and completion date:** |
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| **Review emergency training requirements and policies**  *All vaccinators must have a current CPR certificate i.e. within the last 12 months* | Actions:   * Review CPR currency for each team member * Organise CPR training if required * Identify essential roles within the team in an emergency * Update policies and procedures   [RACGP Managing emergencies in general practice](https://www.racgp.org.au/download/Documents/e-health/Managing-emergencies-in-general-practice.pdf) | |
| **Person responsible:** | **Comments and completion date:** |
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**Clinical team**

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| **Review medical emergency protocols** | Actions:   * Before each vaccination session, check that you have the protocols, equipment and medicines to manage anaphylaxis. See the [Australian Immunisation Handbook](https://immunisationhandbook.health.gov.au/vaccination-procedures/after-vaccination) for more details. * Schedule mock medical emergency events for anaphylaxis and vasovagal situations * Ensure roles and responsibilities are outlined in the case of an emergency * Ensure the clinical and non-clinical team is confident and comfortable with the emergency policies and protocols   Resources:   * [RACGP – Basic Life Support and COVID-19](https://www.racgp.org.au/education/professional-development/qi-cpd/2022-triennium/cardiopulmonary-resuscitation-cpr) * [Preparing an anaphylaxis response kit](https://immunisationhandbook.health.gov.au/resources/publications/preparing-an-anaphylaxis-response-kit) * Recognise all the [symptoms and signs of anaphylaxis](https://immunisationhandbook.health.gov.au/resources/handbook-tables/table-recognition-and-treatment-of-anaphylaxis) * Distinguish between [anaphylaxis and vasovagal episode](https://immunisationhandbook.health.gov.au/resources/handbook-tables/table-clinical-features-that-may-help-differentiate-between-a-vasovagal) * [Anaphylaxis: emergency management for health professionals](https://www.nps.org.au/assets/Products/A3-Anaphylaxis-Wallchart-2018.pdf) – Australian Prescriber (Order FREE A3-sized wallchart from [website](https://www.nps.org.au/order#for-health-professionals)) | |
| **Person responsible:** | **Comments and completion date:** |
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