**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
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| **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*** 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)
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| **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.
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| **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))
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| **Person responsible:** | **Comments and completion date:** |
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*GCPHN would like to acknowledge Central Queensland, Wide Bay, Sunshine Coast and Brisbane South PHN for the development and sharing of this document.*