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

***Part four – Preparing and implementing a vaccination clinic***   
***checklist***

*This checklist is to be used as a guide only, 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** | | |
| **Plan the clinic operations** | Consider:  Deciding how many patients the practice can vaccinate per clinic  Planning the structure of the appointment book  Administration, nursing, and GP workloads and allocate rosters appropriately  Map patient flow within the clinic to meet COVID-19 safety guidelines   * Use well defined entry and exit points * Consider sourcing further signage if necessary * Allocate pre- and post-patient vaccination waiting areas * Ensure patient privacy * Ensure location of emergency equipment is taken into consideration   TIP: Designate an area to support patient privacy, as required. For example, persons who need to remove clothing, persons who suffer from phobias. | | |
| **Person responsible:** | **Comments and completion date:** | |
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| **MBS** | The new COVID-19 vaccination temporary MBS items will be exempted from the prescribed pattern of services (“80/20 rule”)  The vaccine will be free for all Australian citizens, permanent residents, and most visa-holders  Resources:   * [COVID-19 Vaccine Rollout General Practice FAQ](https://www.health.gov.au/sites/default/files/documents/2021/01/phase-1b-covid-19-vaccine-rollout-general-practice-eoi-process-frequently-asked-questions_0.pdf) | | |
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| **Stock management** | Actions:  Allocate a team member to review orders and stock control required for vaccination clinics   * Will current ordering protocols meet the demands of your clinic? * Consider extra storage of stock * Establish reliable stockists * Review your processes for reporting breakages and losses (more information to be released regarding this)   Ensure adequate sharps containers/clinical waste bins are available  Ensure adequate normal garbage bins/bags (for gloves, injection trays etc)  Vaccine wastage reports must be completed for any incident involving more than five vials   * [Vaccine Wastage Report](https://consultations.health.gov.au/covid19-vaccine-taskforce/3a45a6a3/)   Resources:   * [Gold Coast PHN ordering of surgical and P2/N95 masks](https://gcphn.org.au/practice-support/covid-19/coronavirus-information/#masks-for-general-practice-and-pharmacy) | | |
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| **Promote vaccination clinics** | Consider:  How your practice will promote your vaccine clinics and use the [COVID-19 vaccination – COVID-19 Vaccine Provider Communication Kit](https://www.health.gov.au/resources/collections/covid-19-vaccination-covid-19-vaccine-provider-communication-kit-for-gprc-and-gps)  :   * Advertising on your website * Using waiting room TV screens * Newspaper articles * On hold phone messages * Social media * Utilising reminder system - digital platforms and patient letters * Notifying surrounding practices days/times of your clinic   Ensure you update your practice details on the [National Health Service Directory](https://about.healthdirect.gov.au/review-your-nhsd-listing)  Notifying surrounding businesses of potential traffic increase  Resources   * [COVID-19 vaccination – General questions for vaccine providers](https://www.health.gov.au/resources/publications/covid-19-vaccine-general-questions-for-vaccine-providers) * [Vaccination clinic signage](https://www.health.gov.au/sites/default/files/documents/2021/02/covid-19-vaccination-vaccination-clinic-poster-covid-19-vaccination-vaccination-clinic-signage_0.pdf) * [Vaccination clinic signage template](https://www.health.gov.au/sites/default/files/documents/2021/02/covid-19-vaccination-vaccination-clinic-poster-for-clinic-details_0.pdf) * [Vaccination clinic wayfinding signage](https://www.health.gov.au/sites/default/files/documents/2021/02/covid-19-vaccination-vaccination-clinic-wayfinding-signage_0.pdf) * [Vaccine campaign materials](https://www.health.gov.au/initiatives-and-programs/covid-19-vaccines/coronavirus-covid-19-vaccines-campaign-materials) | | |
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| **Manage essential information to be shared with patients** | Consider:  Early messaging  Use credible resources for up-to-date information   * [Information for COVID-19 vaccination providers](https://www.health.gov.au/initiatives-and-programs/covid-19-vaccines/information-for-covid-19-vaccination-providers) * [RACGP: COVID-19 vaccine information for GPs](https://www.racgp.org.au/clinical-resources/covid-19-vaccine-resources/news-and-updates/covid-19-vaccine-information-for-gps#update6)   Key information will include:   * Patient resources on the [roll-out and priority groups](https://www.health.gov.au/initiatives-and-programs/covid-19-vaccines?gclid=EAIaIQobChMIqbvyw_r87gIVZYNLBR0igALOEAAYASAAEgLgI_D_BwE) * When the COVID-19 vaccine will be available through the [vaccine eligibility checker](https://covid-vaccine.healthdirect.gov.au/eligibility)   Patient handouts   * [Where can you get the vaccine](https://www.health.gov.au/sites/default/files/documents/2021/02/covid-19-vaccination-where-can-you-get-the-vaccine-easy-read.pdf) * [Preparing for COVID-19 vaccination](https://www.health.gov.au/resources/publications/covid-19-vaccination-preparing-for-covid-19-vaccination) * [Information for people with disability about COVID-19 vaccines](https://www.health.gov.au/initiatives-and-programs/covid-19-vaccines/getting-vaccinated-for-covid-19/information-for-people-with-disability-about-covid-19-vaccines) * [Information for Aboriginal and Torres Strait Islander peoples about COVID-19 vaccines](https://www.health.gov.au/initiatives-and-programs/covid-19-vaccines/getting-vaccinated-for-covid-19/information-for-aboriginal-and-torres-strait-islander-peoples-about-covid-19-vaccines) * [Resources for culturally and linguistically diverse communities](https://www.health.gov.au/initiatives-and-programs/covid-19-vaccines/covid-19-vaccine-information-in-your-language) | | |
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**Clinical team**

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| **Patient preparation** | Consider:  Reviewing current vaccine checklist and modify for vaccination clinics  Management of patient consent process and documentation  New patients - what will be the minimum demographic and clinical requirements that you will capture in the patient record?  Resources:   * [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)   + [Information on COVID-19 AstraZeneca vaccine](https://www.health.gov.au/resources/publications/covid-19-vaccination-information-on-covid-19-astrazeneca-vaccine) * Patient handouts   + [Preparing for COVID-19 vaccination](https://www.health.gov.au/resources/publications/covid-19-vaccination-preparing-for-covid-19-vaccination)   + [After your COVID-19 Pfizer vaccination (for patients who have received this vaccine elsewhere)](https://www.health.gov.au/resources/publications/covid-19-vaccination-after-your-covid-19-vaccination)   + [After your COVID-19 AstraZeneca vaccination](https://www.health.gov.au/resources/publications/covid-19-vaccination-after-your-astrazeneca-vaccine) | |
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| **Clinical reference guides**  *Tip: see Part One for further information on appointing a Clinical Communications Champion* | Consider:  Providing a clinical reference folder for all team members and vaccine areas  Prior to each clinic, the Clinical Communications Champion reviews the clinical reference folder to ensure up-to-date versions are included  Some resources to consider:   * + Relevant [Health alerts | Queensland Health](https://www.health.qld.gov.au/news-events/health-alerts)   + [ATAGI clinical guidance](https://www.health.gov.au/resources/publications/covid-19-vaccination-atagi-clinical-guidance-on-covid-19-vaccine-in-australia-in-2021) * Advice for vaccine providers including [relevant product information](https://www.health.gov.au/resources/collections/covid-19-vaccination-advice-for-covid-19-vaccine-providers)   + [Adverse event following immunisation QLD Health](https://www.health.qld.gov.au/clinical-practice/guidelines-procedures/diseases-infection/immunisation/service-providers/adverse-event)   + [QLD Government AEFI form](https://www.health.qld.gov.au/__data/assets/pdf_file/0026/1025189/covid-aefi-reporting-form.pdf)   + [COVID-19 vaccination decision guide for women who are pregnant, breastfeeding, or planning pregnancy](https://www.health.gov.au/resources/publications/covid-19-vaccination-covid-19-vaccination-decision-guide-for-women-who-are-pregnant-breastfeeding-or-planning-pregnancy)   + [About the Oxford/AstraZeneca COVID-19 vaccine](https://www.health.gov.au/initiatives-and-programs/covid-19-vaccines/learn-about-covid-19-vaccines/about-the-oxfordastrazeneca-covid-19-vaccine)   + [About the Pfizer/BioNTech COVID-19 vaccine](https://www.health.gov.au/initiatives-and-programs/covid-19-vaccines/learn-about-covid-19-vaccines/about-the-pfizerbiontech-covid-19-vaccine)   + [COVID-19 vaccination – Information on COVID-19 Pfizer (Comirnaty) vaccine](https://www.health.gov.au/resources/publications/covid-19-vaccination-information-on-covid-19-pfizer-comirnaty-vaccine) | |
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| **Post vaccination safety** | Monitoring post vaccination and discharge of patients:  Patient safety   * Communicate required discharge procedure to patients * Allocate an area to ensure patients are visible post vaccination * Ensure emergency equipment is within reach * Consider your medico-legal responsibilities with post vaccination monitoring- [COVID-19 vaccine – General questions for vaccine providers | Australian Government Department of Health (please refer to page 6)](https://www.health.gov.au/resources/publications/covid-19-vaccine-general-questions-for-vaccine-providers)   Implement system to monitor time following vaccination  Implement discharge process and document post vaccination period   * Where a patient refuses to remain at the practice for the observation period, document advice provided as to why the patient should wait   Issue patient with provided vaccine card containing all details  Provide printed information to patients on what to expect [after your COVID-19 Pfizer (Comirnarty) vaccination](https://www.health.gov.au/resources/publications/covid-19-vaccination-after-your-pfizer-cormirnaty-vaccine) and [after your COVID-19 AstraZeneca vaccination](https://www.health.gov.au/resources/publications/covid-19-vaccination-after-your-astrazeneca-vaccine)  Patients with post vaccination symptoms:  Allocate an area for patients requiring extended stay/monitoring of signs and symptoms  Review and plan the process for referring to Emergency Department (ED) as required. Consider contacting local ED with clinic times.  Consider how resuscitation area will be managed?  Consider managing crowds. For example, moving people if a patient becomes unwell and evacuation procedures are required.  Reinforce the signage for ambulance bays to ensure access at all times | |
| **Person Responsible** | **Comments and completion date:** |
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