**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.  |
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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-holdersResources:* [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 increaseResources* [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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