

# 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

Task	Details				
Plan the clinic operations	<p>Consider:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Deciding how many patients the practice can vaccinate per clinic</li> <li><input type="checkbox"/> Planning the structure of the appointment book</li> <li><input type="checkbox"/> Administration, nursing and GP workloads and allocate rosters appropriately</li> <li><input type="checkbox"/> Map out patient flow within the clinic to meet COVID-19 safety guidelines                             <ul style="list-style-type: none"> <li>o Use well defined entry and exit points</li> <li>o Consider sourcing further signage if necessary</li> <li>o Allocate pre- and post-patient vaccination waiting areas</li> <li>o Ensure patient privacy</li> <li>o Ensure location of emergency equipment is taken into consideration</li> </ul> </li> </ul> <p>TIP: Designate an area to support patient privacy, as required. For example, persons who need to remove clothing, persons who suffer from phobias.</p>				
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MBS	<ul style="list-style-type: none"> <li><input type="checkbox"/> The new COVID-19 vaccination temporary MBS items will be exempted from the prescribed pattern of services (“80/20 rule”)</li> <li><input type="checkbox"/> The vaccine will be free for all Australian citizens, permanent residents, and most visa-holders</li> </ul> <p>Resources:</p> <ul style="list-style-type: none"> <li>• <a href="#">COVID-19 Vaccine Rollout General Practice FAQ</a></li> </ul>				
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Stock management	<p>Actions:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Allocate a team member to review orders and stock control required for vaccination clinics                             <ul style="list-style-type: none"> <li>o Will current ordering protocols meet the demands of your clinic?</li> <li>o Consider extra storage of stock</li> <li>o Establish reliable stockists</li> <li>o Review your processes for reporting breakages and losses (more information to be released regarding this)</li> </ul> </li> </ul>				

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	<input type="checkbox"/> Ensure adequate sharps containers/clinical waste bins are available <input type="checkbox"/> Ensure adequate normal garbage bins/bags (for gloves, injection trays etc) Resources: <ul style="list-style-type: none"> <li>• <a href="#">Central Queensland, Wide Bay, Sunshine Coast PHN Surgical Mask Order Form</a></li> </ul>				
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<p><b>Promote vaccination clinics</b></p>	Consider:  <input type="checkbox"/> How your practice will promote your vaccine clinics: <ul style="list-style-type: none"> <li>○ Advertising on your website</li> <li>○ Using waiting room TV screens</li> <li>○ Newspaper articles</li> <li>○ On hold phone messages</li> <li>○ Social media</li> <li>○ Utilising reminder system - digital platforms and patient letters</li> <li>○ Notifying surrounding practices days/times of your clinic</li> </ul> <input type="checkbox"/> Ensure you update your practice details on the <a href="#">National Health Service Directory</a> <input type="checkbox"/> Notifying surrounding businesses of potential traffic increase  Resources <ul style="list-style-type: none"> <li>• <a href="#">Vaccination clinic signage</a></li> <li>• <a href="#">Vaccination clinic template</a></li> <li>• <a href="#">Vaccination clinic wayfinding signage</a></li> <li>• <a href="#">Vaccine campaign materials</a></li> </ul>				
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<p><b>Manage essential information to be shared with patients</b></p>	Consider:  <input type="checkbox"/> Early messaging <input type="checkbox"/> Use credible resources for up-to-date information <ul style="list-style-type: none"> <li>○ <a href="#">Information for COVID-19 vaccination providers</a></li> <li>○ <a href="#">RACGP: COVID-19 vaccine information for GPs</a></li> </ul> <input type="checkbox"/> Key information will include: <ul style="list-style-type: none"> <li>○ Patient resources on the <a href="#">roll-out and priority groups</a></li> <li>○ When the COVID-19 vaccine will be available through the <a href="#">vaccine eligibility checker</a></li> </ul> <input type="checkbox"/> Patient handouts <ul style="list-style-type: none"> <li>○ <a href="#">Where can you get the vaccine</a></li> <li>○ <a href="#">Preparing for COVID-19 vaccination</a></li> <li>○ <a href="#">Information for people with disability about COVID-19 vaccines</a></li> <li>○ <a href="#">Information for Aboriginal and Torres Strait Islander peoples about COVID-19 vaccines</a></li> </ul>				

	<ul style="list-style-type: none"> <li>○ <a href="#">Resources for culturally and linguistically diverse communities</a></li> </ul>	
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## Clinical team

<b>Patient preparation</b>	<p>Consider:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Reviewing current vaccine checklist and modify for vaccination clinics</li> <li><input type="checkbox"/> Management of patient consent process and documentation</li> <li><input type="checkbox"/> New patients - what will be the minimum demographic and clinical requirements that you will capture in the patient record?</li> </ul> <p>Resources:</p> <ul style="list-style-type: none"> <li>• <a href="#">Department of Health info for vaccination providers:</a> <ul style="list-style-type: none"> <li>○ <a href="#">Immunisation provider guide to obtaining informed consent for COVID-19 vaccine</a></li> <li>○ <a href="#">Consent form for COVID-19 vaccination</a></li> </ul> </li> <li>• Patient handouts                             <ul style="list-style-type: none"> <li>○ <a href="#">Preparing for COVID-19 vaccination</a></li> <li>○ <a href="#">After your COVID-19 vaccination</a></li> </ul> </li> </ul>	
	<b>Person responsible:</b>	<b>Comments and completion date:</b>
<b>Clinical reference guides</b>  <i>Tip: see Part One for further information on appointing a Clinical Communications Champion</i>	<p>Consider:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Providing a clinical reference folder for all team members and vaccine areas</li> <li><input type="checkbox"/> Prior to each clinic, the Clinical Communications Champion reviews the clinical reference folder to ensure up-to-date versions are included</li> </ul> <p>Some resources to consider:</p> <ul style="list-style-type: none"> <li>○ relevant <a href="#">Public Health Unit alerts</a>,</li> <li>○ <a href="#">ATAGI clinical guidance</a></li> <li>○ Advice for vaccine providers including <a href="#">relevant product information</a></li> <li>○ <a href="#">AEFI reporting information</a></li> <li>○ <a href="#">COVID-19 vaccination decision guide for women who are pregnant, breastfeeding, or planning pregnancy</a></li> <li>○ <a href="#">About the Oxford/AstraZeneca COVID-19 vaccine</a></li> <li>○ <a href="#">About the Pfizer/BioNTech COVID-19 vaccine</a></li> <li>○ <a href="#">COVID-19 vaccination – Information on COVID-19 Pfizer (Comirnaty) vaccine</a></li> </ul>	
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<p><b>Post vaccination safety</b></p>	<p>Monitoring post vaccination and discharge of patients:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Patient safety <ul style="list-style-type: none"> <li>o Communicate required discharge procedure to patients</li> <li>o Allocate an area to ensure patients are visible post vaccination</li> <li>o Ensure emergency equipment is within reach</li> <li>o Consider your medico-legal responsibilities with post vaccination monitoring</li> </ul> </li> <li><input type="checkbox"/> Implement system to monitor time following vaccination</li> <li><input type="checkbox"/> Implement discharge process and document post vaccination period <ul style="list-style-type: none"> <li>o Where a patient refuses to remain at the practice for the observation period, document advice provided as to why the patient should wait</li> </ul> </li> <li><input type="checkbox"/> Issue patient with provided vaccine card containing all details</li> <li><input type="checkbox"/> Provide printed information to patients on what to expect <a href="#">after your COVID-19 vaccination</a></li> </ul> <p>Patients with post vaccination symptoms:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Allocate an area for patients requiring extended stay/monitoring of signs and symptoms</li> <li><input type="checkbox"/> Review and plan the process for referring to Emergency Department (ED) as required. Consider contacting local ED with clinic times.</li> <li><input type="checkbox"/> Consider how resuscitation area will be managed?</li> <li><input type="checkbox"/> Consider managing crowds. For example, moving people if a patient becomes unwell and evacuation procedures are required.</li> <li><input type="checkbox"/> Reinforce the signage for ambulance bays to ensure access at all times</li> </ul>	
	<p><b>Person Responsible</b></p>	<p><b>Comments and completion date:</b></p>