

Vaccination Preparation Pack

Preparing your patients for COVID-19 vaccination at an alternative location

This checklist is to be used as a guide only to help prepare your patients for pandemic vaccination and can be used as evidence for accreditation and quality improvement activities.

Australia's COVID-19 vaccines will become available in phases. [The Australian Technical Advisory Group on Immunisation \(ATAGI\)](#) has advised the Australian Government on which groups should be prioritised for the first doses of the COVID-19 vaccination in Australia. This advice is consistent with guidance from the World Health Organisation (WHO).

Phase 1b marks the commencement of general practices involvement in the rollout, starting 22 March 2021.

The Phase 1b priority populations include:

- People 70 years of age or older
- Health care workers
- Aboriginal and Torres Strait Islander adults aged over 55 years
- Younger people with an underlying medical condition, including people with a disability
- Critical and high-risk workers

Read more about the [advice on priority groups for COVID-19 vaccination in Australia](#).

Task	Details	
Communication and messaging <i>* For patients who do not hold a current Medicare card please refer them to your local GP Respiratory Clinic.</i>	It is important to communicate to, and reassure, your patients and team about the importance of the COVID-19 vaccination. Consider: <ul style="list-style-type: none"> • Creating a message to deliver to patients regarding the vaccination rollout process • Ensuring your team is across the messaging for patients • Using the national vaccine Eligibility Checker to help staff and patients identify when they are eligible • Assisting patients to use the vaccine eligibility checker. If patients cannot use the vaccine checker, they can call National Coronavirus and COVID-19 Vaccine Hotline on 1800 020 080 to find the closest practice to them Resources: AHPRA – COVID-19 Position Statement	
	Person responsible:	Comments and completion date:
Identify patients eligible in Phase 1b vaccine roll-out	Consider: <ul style="list-style-type: none"> • Using your clinical software searches • Using PenCS searches 	
	Person responsible:	Comments and completion date:
Preparing your cohorts	Consider: <ul style="list-style-type: none"> • Booking "pre-consent" appointments for patients to discuss any concerns in relation to vaccination prior to attendance at a vaccination clinic • Utilising telehealth • Recalling patients to update their patient records for a comprehensive health summary if necessary 	

Vaccination planning checklist: Part one – policies and protocols

	<ul style="list-style-type: none"> • Taking the opportunity to provide influenza vaccination, health assessments and/or chronic disease management to your patients • Uploading a Shared Health Summary to My Health Record • Providing a printed health summary to patients who do not have a My Health Record • Using data cleansing software to update patient's demographic and clinical details 				
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<p>Vaccinations in residential aged care facilities (RACF)</p>	<p>The roll-out of COVID-19 vaccinations in RACFs was part of Phase 1a and commenced in March 2021.</p> <p>To support your patients who reside in RACFs consider:</p> <ul style="list-style-type: none"> • Identifying patient cohorts using clinical software or PenCS searches • Update patient records for a comprehensive health summary if necessary and provide a copy to RACF • Uploading a Shared Health Summary to My Health Record • Liaise with RACF staff for scheduled facility vaccination dates • Consider "pre-consent" visit with your patients or their substitute decision maker <p>Resources:</p> <ul style="list-style-type: none"> • COVID-19 vaccination decision guide for frail older people including those in RACF • Department of Health Consent Form <table border="1"> <tr> <td data-bbox="459 1149 780 1193">Person responsible:</td> <td data-bbox="780 1149 1460 1193">Comments and completion date:</td> </tr> <tr> <td data-bbox="459 1193 780 1283"></td> <td data-bbox="780 1193 1460 1283"></td> </tr> </table>	Person responsible:	Comments and completion date:		
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<p>Vaccinating your practice team</p> <p><i>General practice staff are eligible to be vaccinated in Phase 1B.</i></p>	<p>Consider:</p> <ul style="list-style-type: none"> • Identifying any vaccine hesitancy amongst team members • The practice policy to mandatory staff vaccination • Creating or updating your policies • Working with a vaccine hub and/or general practice to ensure all staff have access to vaccination • A staged roll-out of vaccination across the team to plan for possible individual team members in the event of an adverse event • Updating staff immunisation records <table border="1"> <tr> <td data-bbox="459 1608 780 1653">Person responsible</td> <td data-bbox="780 1608 1460 1653">Comments and completion date:</td> </tr> <tr> <td data-bbox="459 1653 780 1742"></td> <td data-bbox="780 1653 1460 1742"></td> </tr> </table>	Person responsible	Comments and completion date:		
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<p>COVID-19 mandatory training</p>	<p>COVID-19 mandatory training is available to access for clinical and non-clinical staff. To complete the modules click here.</p>				
<p>Other useful resources</p>	<p>APNA flu clinic document Adverse Events Following Immunisation ASICA – Allergy, Immunodeficiency, Autoimmunity and COVID-19 Vaccination Position Statement AusVax Safety ATAGI</p>				