

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

Task	Details	
Staff health and wellbeing – how will you check in on staff members?	Consider: <ul style="list-style-type: none"> <input type="checkbox"/> Keeping communication channels open <input type="checkbox"/> Regular individual check-ins to address any concerns <input type="checkbox"/> Protecting immunosuppressed or unwell team/family members <input type="checkbox"/> Ensuring safety and workflow for team members <input type="checkbox"/> A staff information sharing system, for example, a board in the tearoom 	
	Person responsible:	Comments and completion date:
Team skills and competence	Consider: <ul style="list-style-type: none"> <input type="checkbox"/> Reviewing team skills and competence <input type="checkbox"/> When will staff complete the training? Consider overtime costs or backfill. <input type="checkbox"/> Identifying any training needs and contact PHN Primary Health Care Officers for training and support <input type="checkbox"/> Reviewing CPR currency for each team member <input type="checkbox"/> Organising CPR training if required <input type="checkbox"/> Updating policies and procedures CPR: <ul style="list-style-type: none"> <input type="checkbox"/> RACGP Frequently asked questions for CPR requirements in general practices Vaccination modules: <ul style="list-style-type: none"> <input type="checkbox"/> Department of Health (DoH) COVID-19 vaccination mandatory training program <input type="checkbox"/> QLD Health Immunisation Modules for nurses <input type="checkbox"/> Australian Practice Nurse Association (APNA): Flu clinics during COVID-19 <input type="checkbox"/> DoH COVID-19 Infection Control Training Digital Health Systems: <ul style="list-style-type: none"> <input type="checkbox"/> My Health Record <ul style="list-style-type: none"> <input type="checkbox"/> My Health Record in General Practice training modules <input type="checkbox"/> Software systems within your practice <ul style="list-style-type: none"> <input type="checkbox"/> Upskill staff on any changes to software systems <input type="checkbox"/> PRODA <ul style="list-style-type: none"> <input type="checkbox"/> Ensure staff have registered for PRODA <input type="checkbox"/> Accessing AIR using PRODA for Individuals <input type="checkbox"/> Accessing AIR using PRODA for Organisations <input type="checkbox"/> PRODA education for health professionals 	

Vaccination planning checklist: Part two – internal preparation for your team

	Person responsible:	Comments and completion date:
Management of staff vaccination	Consider: <ul style="list-style-type: none"> <input type="checkbox"/> The practicalities in the vaccination of your team <input type="checkbox"/> A staged roll-out of vaccination across the team to manage AEFI <input type="checkbox"/> Identifying a clinical team member to lead and implement team vaccinations <input type="checkbox"/> Identifying and addressing vaccine hesitancy amongst team members <input type="checkbox"/> What the practice policy will be in regard to mandatory staff vaccinations <input type="checkbox"/> Updating team member's immunisation records if required <input type="checkbox"/> What is your policy on staff attending consultations within the practice? Update policy if required <input type="checkbox"/> The scenario of AEFI of team members and review contingency planning 	
	Person responsible:	Comments and completion date:

Clinical team

Medical emergency protocols	Consider: <ul style="list-style-type: none"> <input type="checkbox"/> Delegating essential roles and responsibilities within the team in an emergency situation <input type="checkbox"/> Before each vaccination session, that protocols, equipment and medications to manage anaphylaxis are readily available <input type="checkbox"/> Scheduling mock medical emergency events for anaphylaxis and vasovagal situations <input type="checkbox"/> Ensuring all team members are confident and comfortable with the emergency policies and protocols Resources: <ul style="list-style-type: none"> • RACGP – Basic Life Support and COVID-19 • RACGP Managing emergencies in general practice • Australian Immunisation Handbook – After vaccination • Preparing an anaphylaxis response kit • Symptoms and signs of anaphylaxis • Anaphylaxis and vasovagal episodes • Anaphylaxis: emergency management for health professionals – Australian Prescriber (Order FREE A3-sized wallchart from website) 	
	Person responsible:	Comments and completion date: